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Important Information Before Starting a Nomination or Application

Deadlines for Nominations and Applications

Professional Awards — August 15, 2022

Student Awards — October 3, 2022

Travel Grants — December 19, 2022

Eligibility and Materials Requirements

We suggest visiting https://www.aocs.org/awards to review the eligibility requirements for a given award before beginning a nomination or application. This page also describes materials required for a complete nomination or application.

We suggest having the required materials prepared when submitting a nomination to make completing a nomination as seamless as possible.

Get Help with the Nomination and Application Process

Contact Lucas Censi, Member Relations Specialist, at lucas.censi@aocs.org for help with nominations.

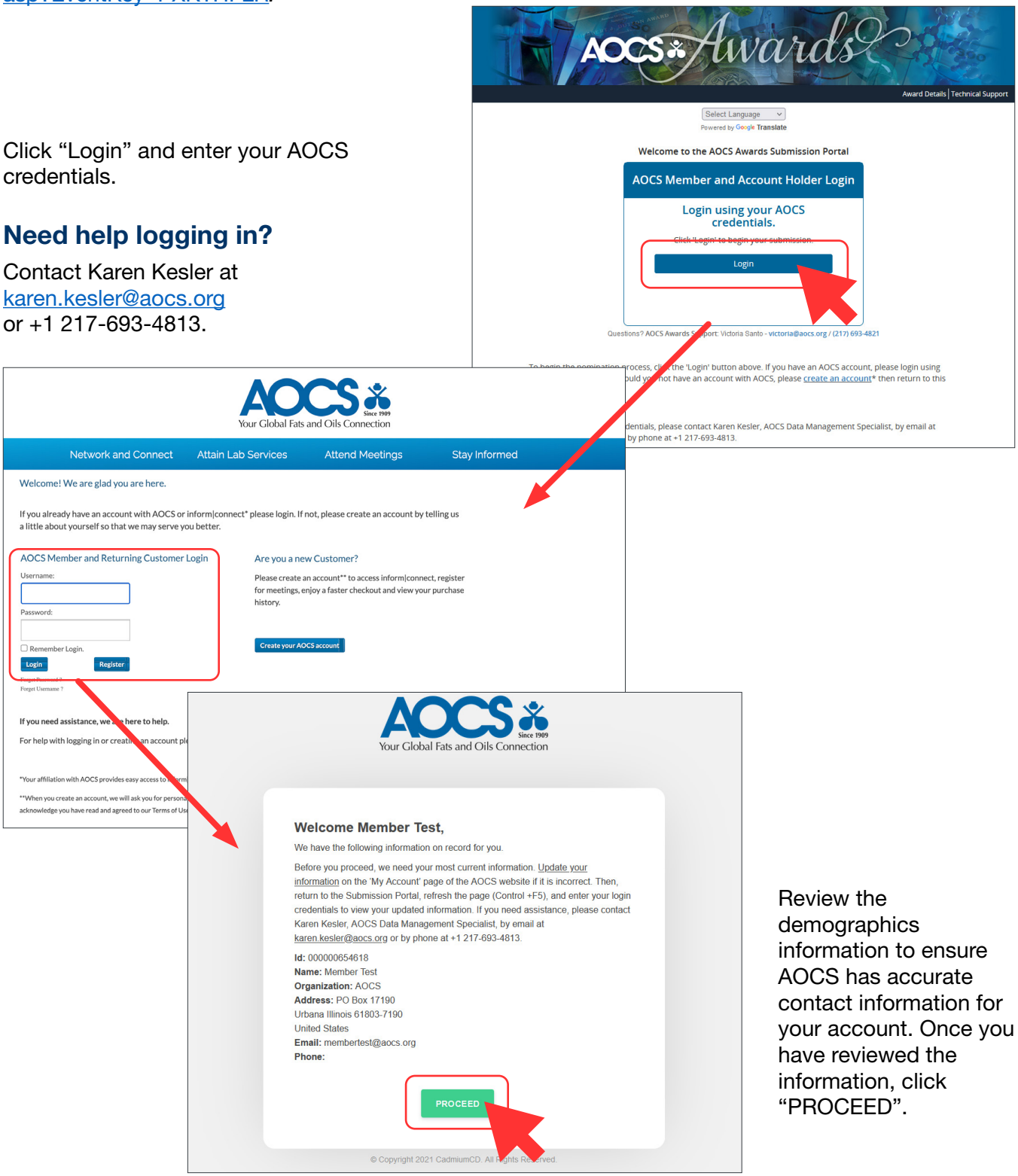
Getting Started — Login

Use a website browser, such as Google Chrome or Mozilla Firefox, to navigate to the AOCS Awards Submission Portal at https://www.abstractscorecard.com/cfp/submit/loginSSO.asp?EventKey=PXKTHFLR.

Click “Login” and enter your AOCS credentials.

Need help logging in?

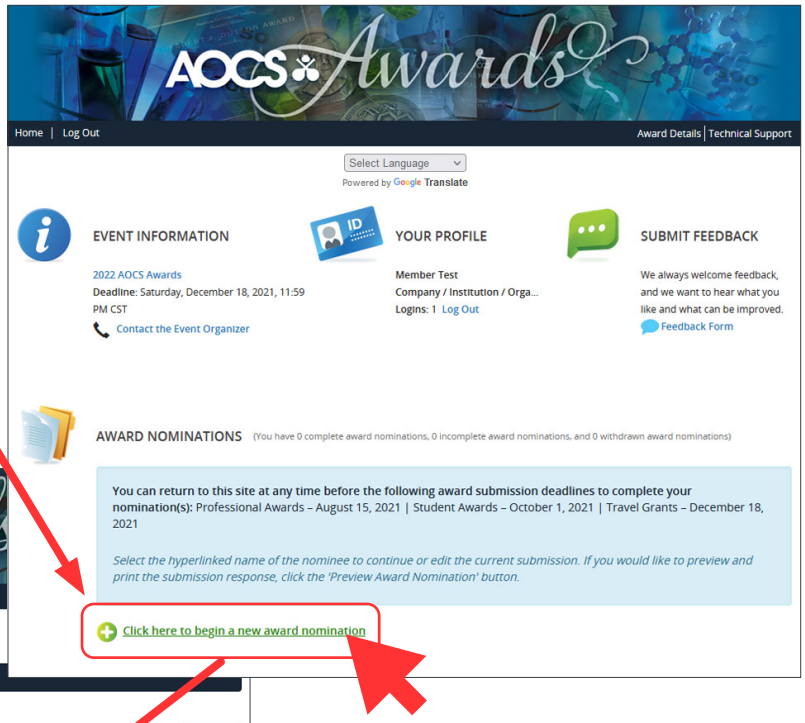
Contact Karen Kesler at karen.kesler@aocs.org or +1 217-693-4813.

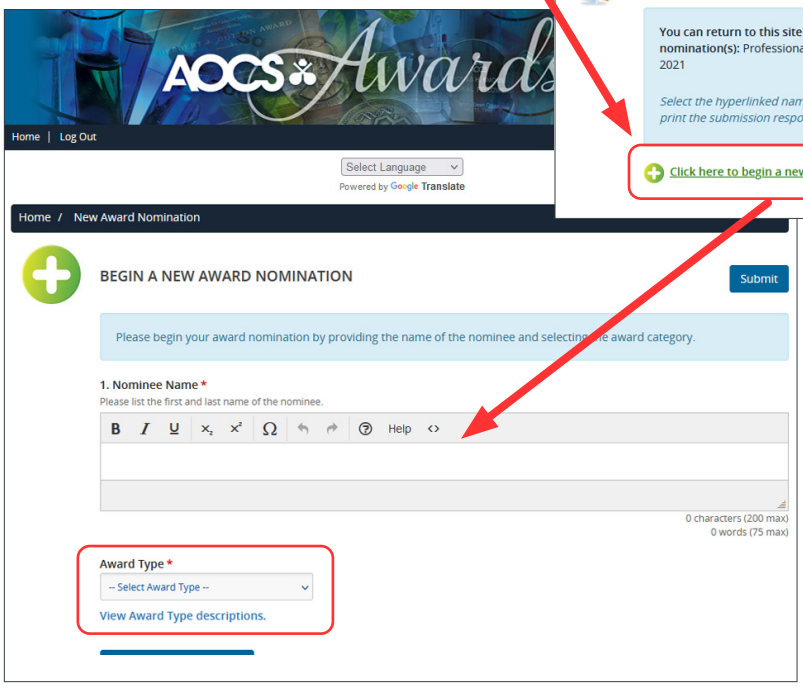


Review the demographics information to ensure AOCS has accurate contact information for your account. Once you have reviewed the information, click “PROCEED”.

Start a Nomination

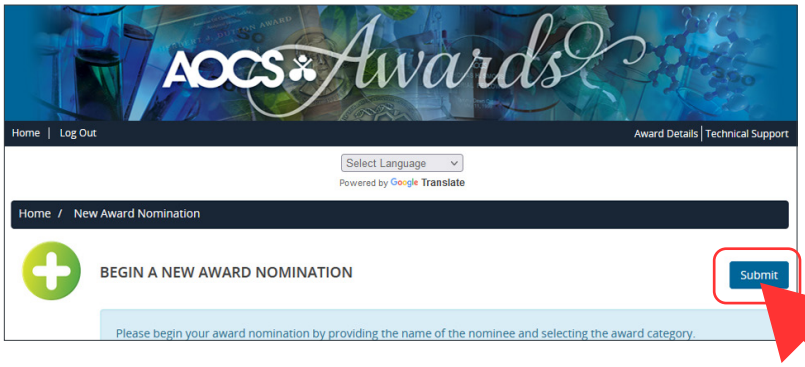
Under “Award Nominations”, select “Click here to begin a new award nomination”. A new screen titled “BEGIN A NEW AWARD NOMINATION” will appear.





In the text box, type the name of the nominee. You can only enter one nominee name at a time. A new nomination must be completed for each submission.

In “Award Type”, select the type of award you are nominating the candidate for. If you do not know what type to select, click “View Award Type descriptions” below the dropdown box to open a menu describing each type. You will select the specific award in Task 2.



If you already know the award but are not sure which type it is, visit https://www.aocs.org/awards to confirm which type your award is. If you are still unsure, please contact Lucas Censi at lucas.censi@aocs.org for help.

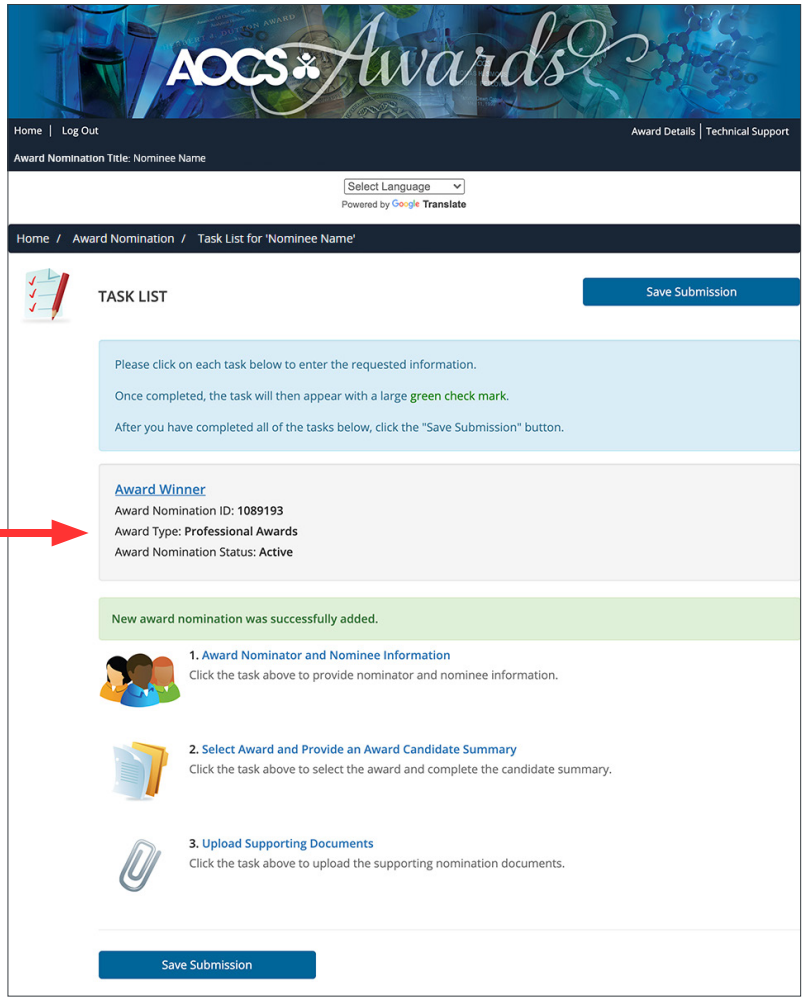
Once you have entered the required information, click “Submit”.

Task List

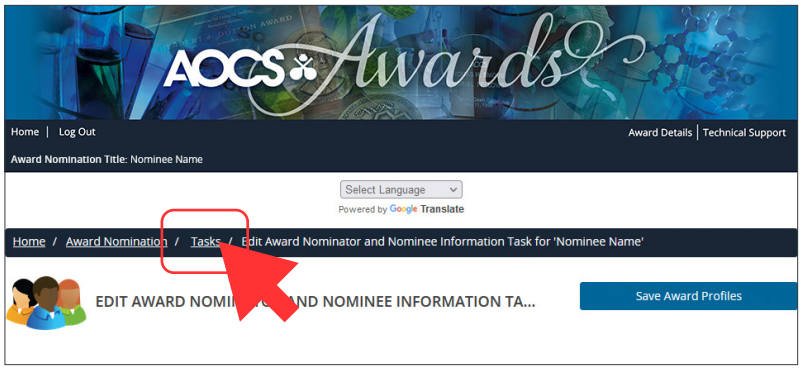
The task list defines the tasks and materials that need to be completed for a nomination to be considered.

The task list will differ depending on the award and travel grant type.

This screenshot shows an example of a task list for a professional award.



Navigate back to the task list at any time using the breadcrumbs at the top of the webpage.



You can return to this site at any time before the following award submission deadlines to complete the task list for a given award:

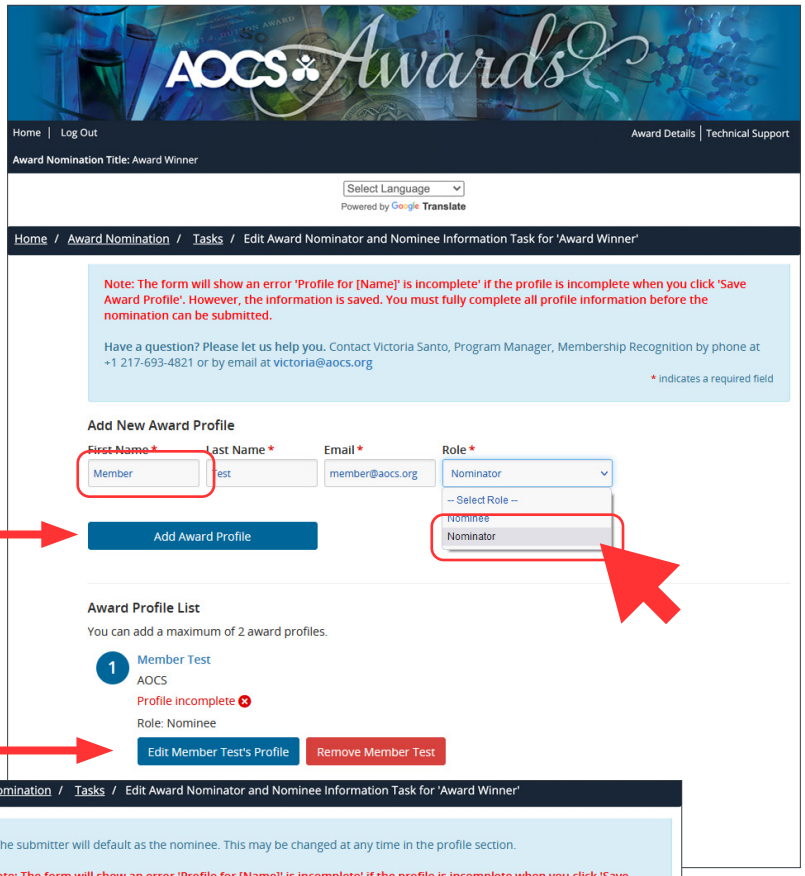
Professional Awards — August 15, 2022

Student Awards — October 3, 2022

Travel Grants — December 19, 2022

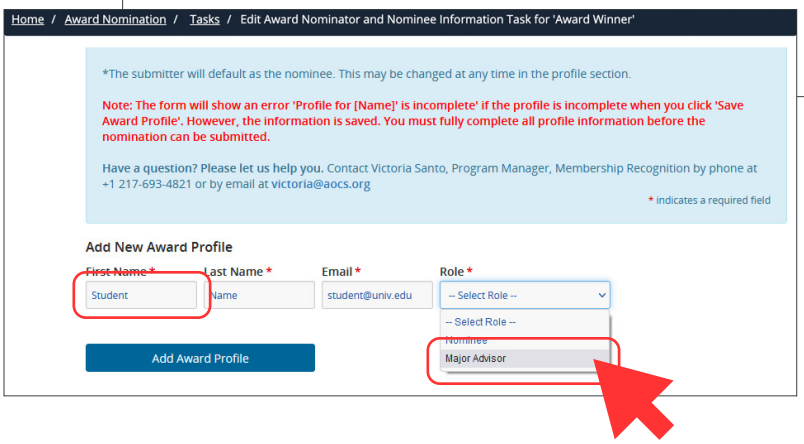
Award Nominator and Major Advisor Information

Each award must have two award profiles, one for the nominee and one for the nominator or major advisor (Travel Grants are an exception; they only require one award profile). The “Award Profile List” section will specify the maximum number required.



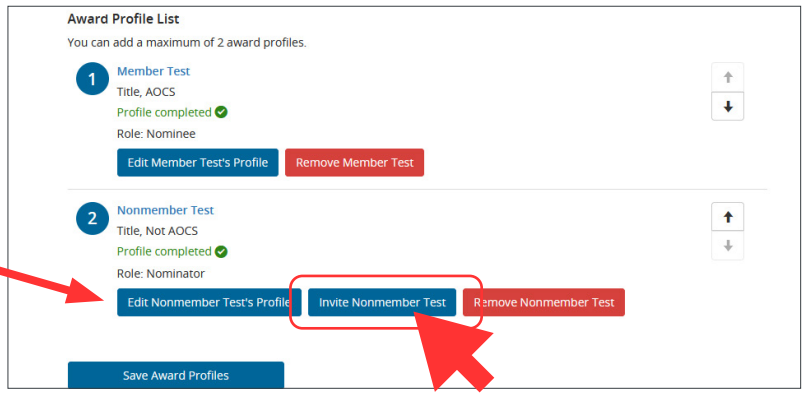
To add a new profile, fill out the required fields and select “Add Award Profile”.

To edit an existing profile, click “Edit [name] Profile”.



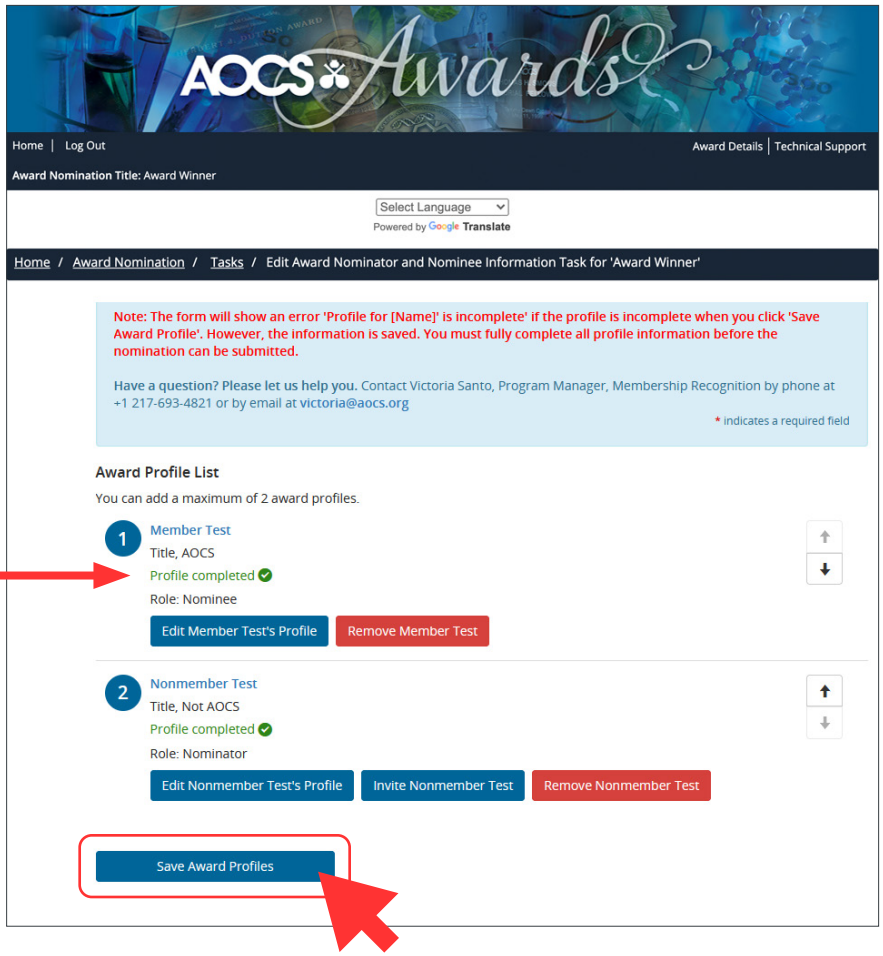
When a profile has been created for the first time, demographic information will need to be entered. You can enter this information for yourself or others, or you can invite the nominee or nominator/major advisor to complete the required information by clicking the “Invite [name]” button.

Award profile information is saved and will be available the next time an award profile is selected for a nomination.



A checkmark will indicate a profile has been completed.

Once you are done, click “Save Award Profiles” to complete this task.

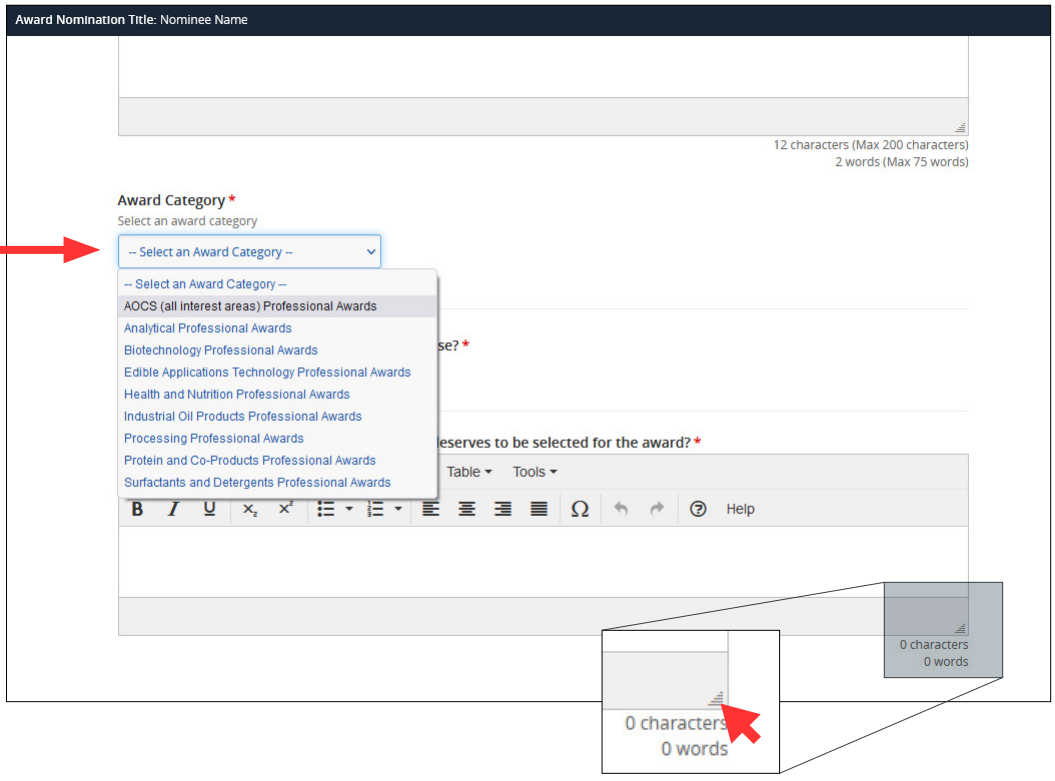


Select Award and Provide Nomination or Application Information

Requested information depends on award or travel grant type. Complete the list of fields by typing text into the text boxes. Each text box provides shortcuts at the top of the box similar to a word processor to help you format your text. Required fields are marked with an asterisk (*).

Select an award category to populate a list of awards and select the appropriate award from the list.

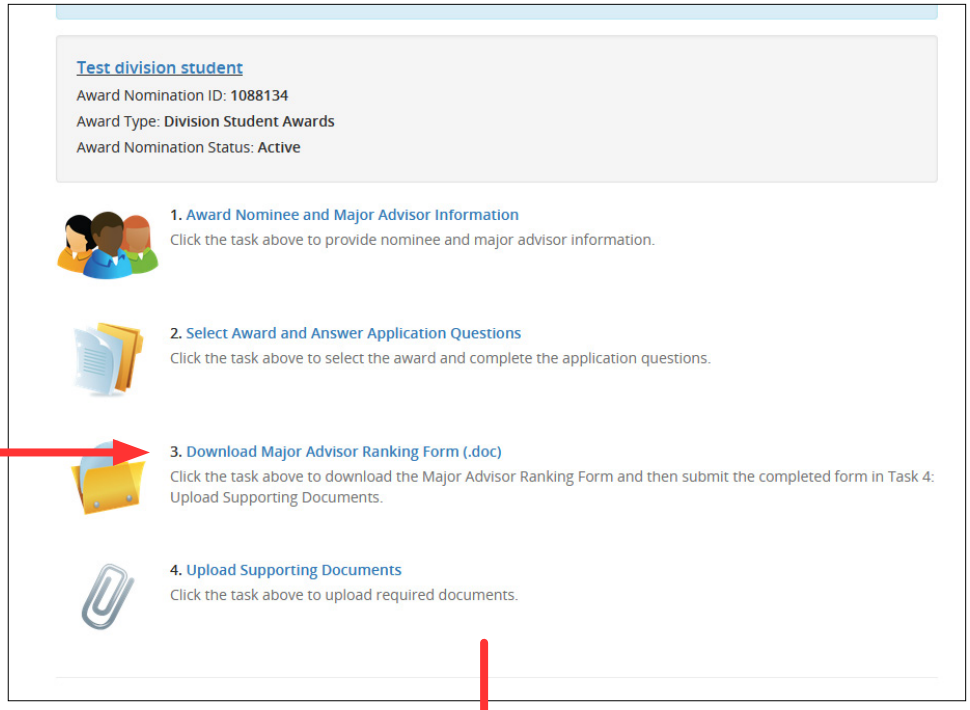
Click “Continue” at the bottom of the screen when you are done.



To resize a text box, click and drag the gray triangle in the bottom-right corner of the text box.

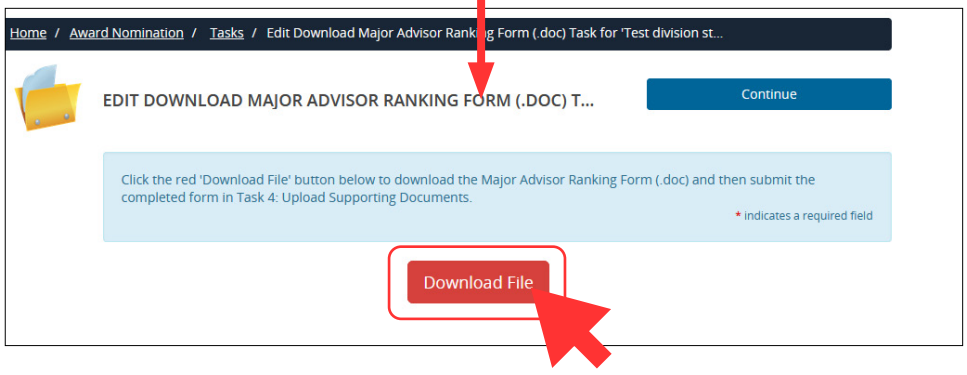
Student Awards Only — Download Major Advisor Ranking Form

If you are completing a Student Award, you must download the “Major Advisor Ranking Form (.doc)” in Task 3.



Select the task and click the red “Download File” button to download the form.

Provide the form to your major advisor to complete. You will upload the completed form in the Upload Supporting Documents task.



Upload Supporting Documents

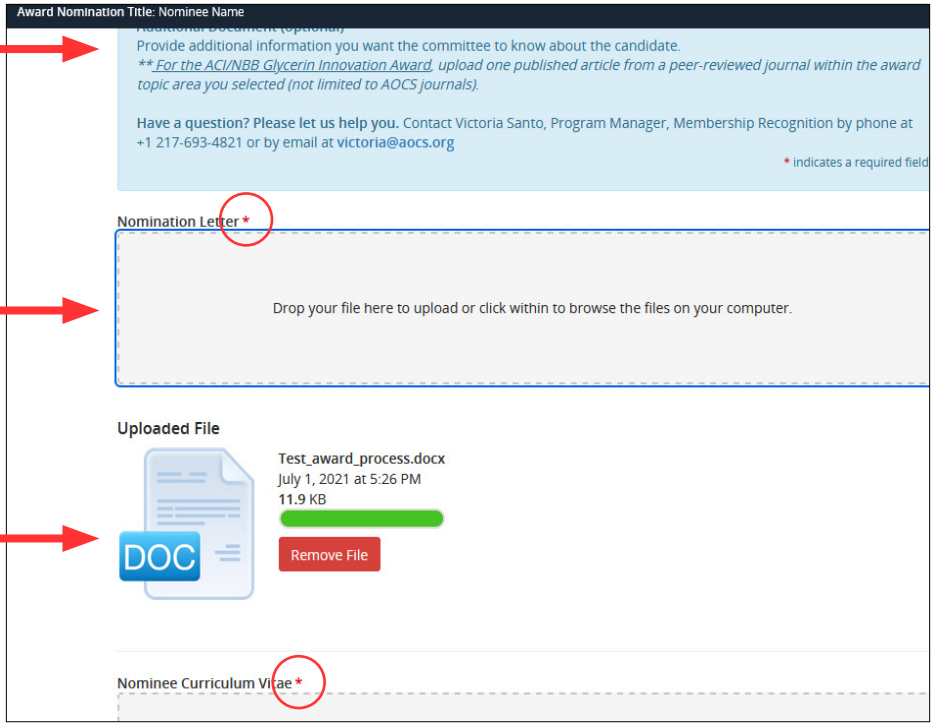
Upload the required documents according to the provided list. Required documents are marked with an asterisk (*). You must upload all required (*) documents before the system will allow you to click “Continue”.

The blue box at the top of the webpage clarifies what each document should contain. Documents must be uploaded as a PDF or Microsoft Word file.

To upload a file, drop a file into the gray box below a category or click the gray box to open a file browser on your computer.

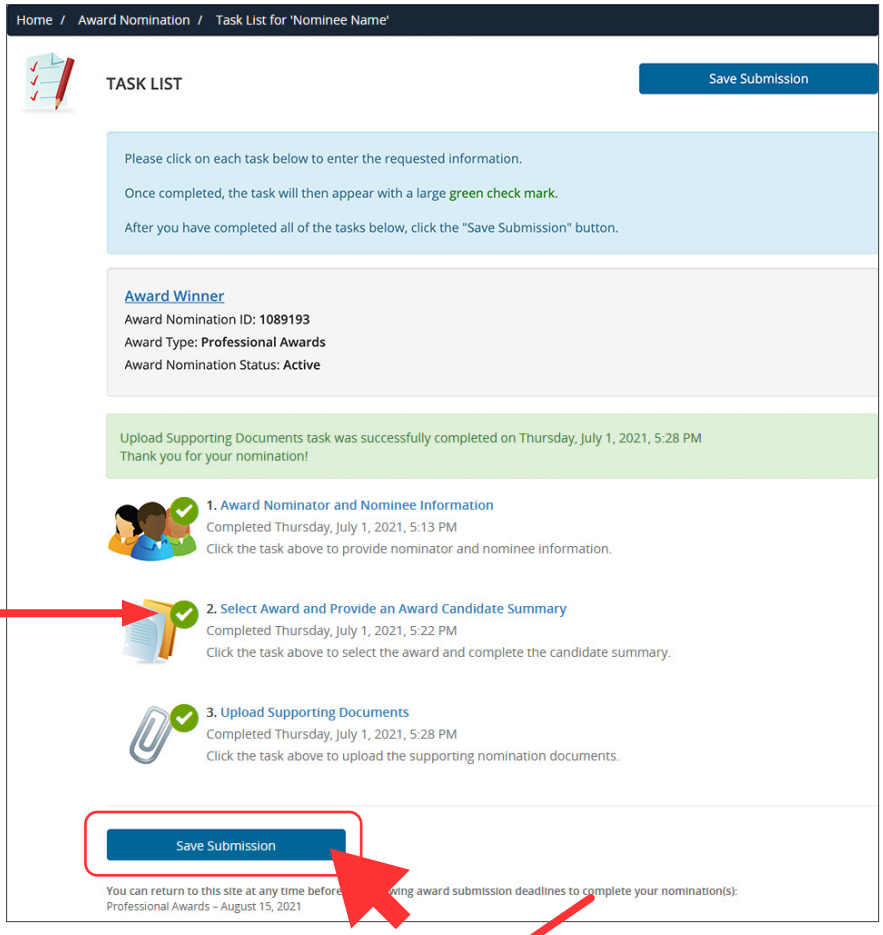
When a file is uploaded, it will appear on the screen. You can remove a file and reupload if needed.

Click “Continue” at the bottom of the screen when you are done.



Submit a Nomination

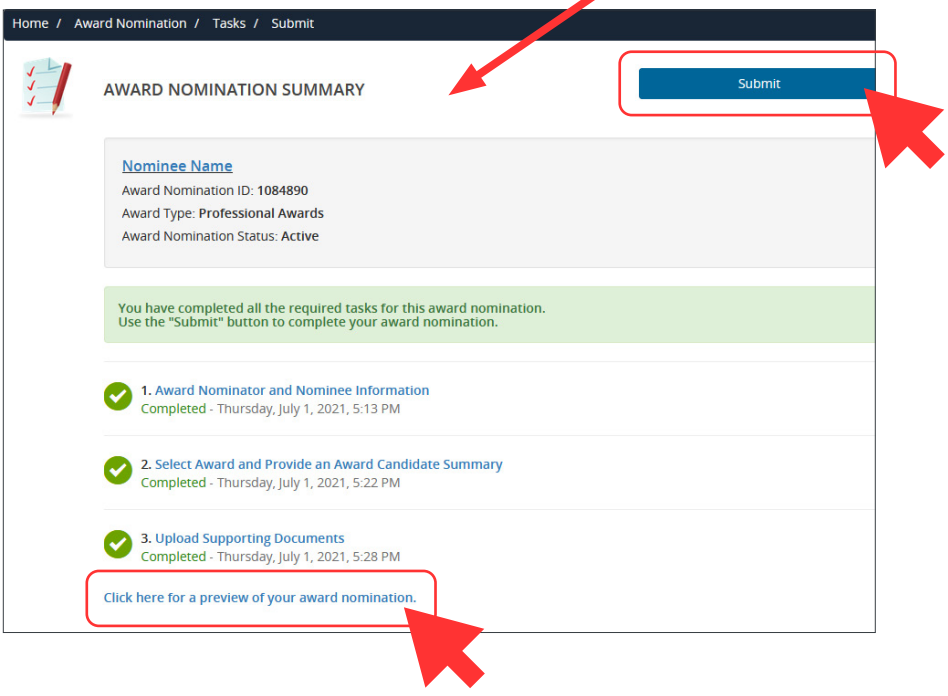
Once all tasks are completed, you will see a green check mark next to each task. Click “Save Submission” at the bottom of the screen.



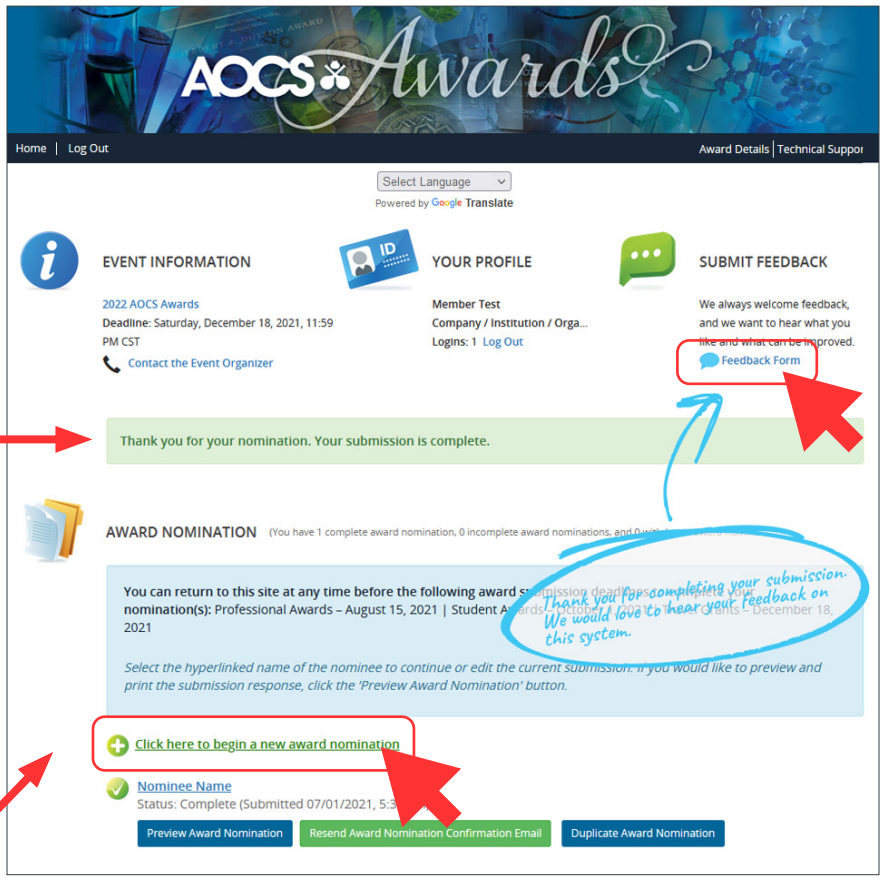
Review the summary page to ensure all tasks are completed and the nominee’s name and award type is correct.

You can preview your nomination by clicking the preview link at the bottom of the screen. Carefully proofread and check your responses for accuracy.

Click “Submit” at the top-right of the screen to submit the nomination. After submitting you will see a confirmation screen.



Confirmation Screen

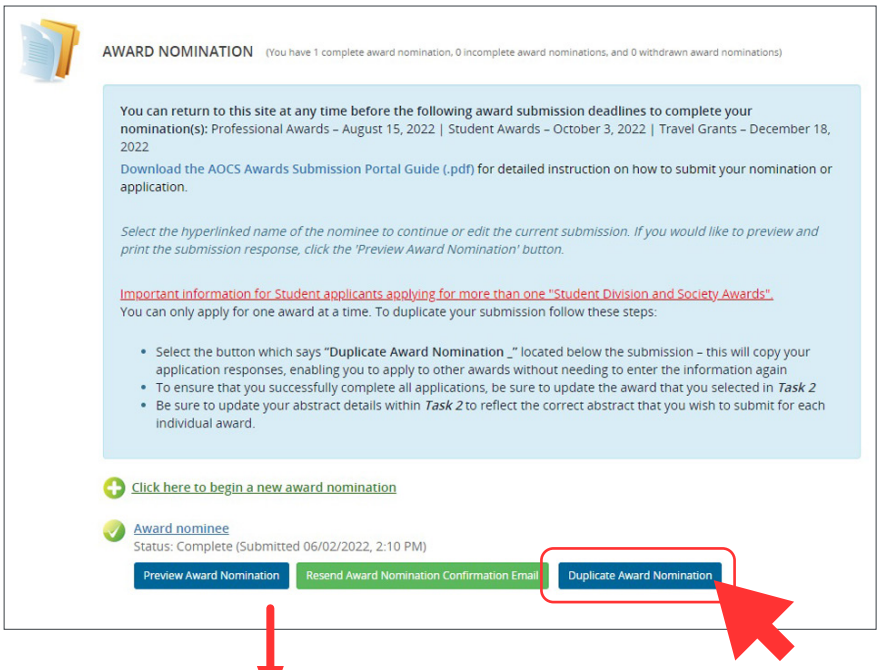


Provide feedback using the link in the top-right of the screen.

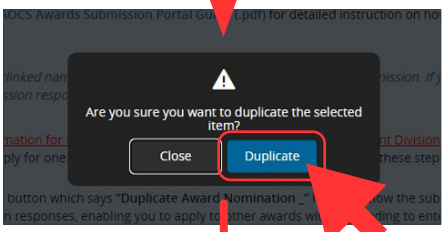
To begin a new nomination, select “Click here to begin a new award nomination” below the blue box. Repeat this process as many times as needed to submit the desired nominations or applications.

How to Duplicate a Nomination or Application

Use the button “Duplicate Award Nomination” if you wish to nominate the same candidate for a different award or apply for an additional student award.

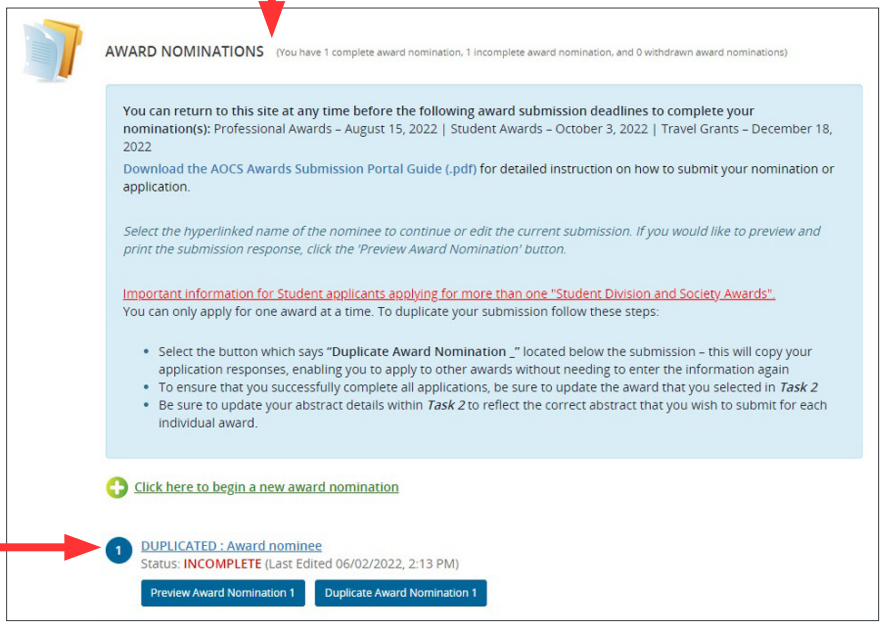


A pop up message will appear. Click Duplicate.



A new Duplicated submission will appear at your home page.

Select the duplicated nomination and follow the same steps as if starting a new one. Access each task to change the necessary fields to match the new award you would like to submit the application for.



Frequently Asked Questions

Can I submit a nomination if I do not have all the information?

No, you must fill-in the required information on the online nomination form. Talk to the nominee directly and/or get another person (who has the missing information) to prepare the nomination materials with you.

Can I begin a student application if I have not submitted an abstract for the meeting yet?

Yes, you can begin the process of submitting a student award and travel grant application before submitting an abstract for the current year's annual meeting. Once your abstract has been submitted, add the abstract number and title to the online application before submitting the completed application.

Can I nominate someone for more than one award?

Yes. However, as each award is different, you need to submit a nomination or group of nominations that address each award's criteria. A recipient can only be selected for one award during the current year's Awards Program.

Can I nominate myself?

Self-nominations are welcomed and encouraged. The only award that does not allow self-nominations is the Alton E. Bailey Award.

Does the Award Selection Committee tell nominees who nominated them?

No, we encourage you to talk with your nominee and let them know. However, if the candidate is selected for the award, the nominator will be cc'd on the confirmation email informing the candidate that they were selected for the award.

How long will my nomination remain in consideration?

Most awards require you to resubmit the nomination materials each year; however, the top unselected candidates for the following awards may be reconsidered during the next nomination period:

- A.R. Baldwin Distinguished Service
- ACI/NBB Glycerine Innovation
- Award of Merit
- Corporate Achievement
- Ralph Holman Lifetime Achievement
- Samuel Rosen Memorial
- Schroepfer Medal
- Stephen S. Chang
- Supelco AOCS Research
- Timothy L. Mounts Awards

To be reconsidered, the nominator must update the current *Curriculum Vitae* for the candidate via the AOCS Awards Submission Portal.

Can I submit my nomination by email?

All submissions must be done through the AOCS Awards Submission Portal. If you have any issues accessing the portal or questions during the submission process, please contact Lucas Censi at lucas.censi@aocs.org.

Can I get help with my nomination?

Yes, we can answer questions and help you with your submission. Contact Lucas Censi at lucas.censi@aocs.org.

Contact Information

Login Assistance

For help accessing the AOCS Awards Submission Portal, contact Karen Kesler, Data Management Specialist

Hours: Monday–Friday, 8:30 a.m.–4:30 p.m. CDT (Chicago, USA; UTC-5)
Phone: +1 217-693-4813
Email: karen.kesler@aocs.org

General Assistance

For questions related to preparing and submitting nomination materials, contact Lucas Censi, Member Relations Specialist.

Hours: Monday–Friday, 9 a.m.–5 p.m. EDT (New York, USA; UTC-4)
Phone: +1 217-200-6336
Email: lucas.censi@aocs.org
Visit website: https://www.aocs.org/awards

Technical Support

For the submission system only

Hours: Monday–Friday, 9:00 a.m.–9:00 p.m. EDT (New York, USA; UTC-4)
Phone: (Direct) +1 410-638-9239
Phone: (Toll Free) +1 877-426-6323
Email: support@cadmiumcd.com