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Important Information Before Starting a Nomination or Application

Deadlines for Nominations and Applications

Professional Awards — August 15, 2023

Student Awards — October 2, 2023

Travel Grants — December 18, 2023

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.

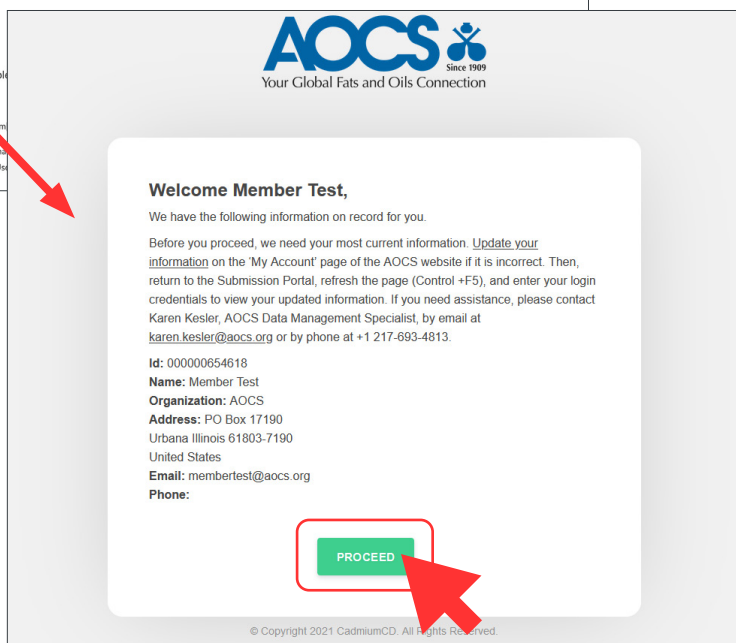
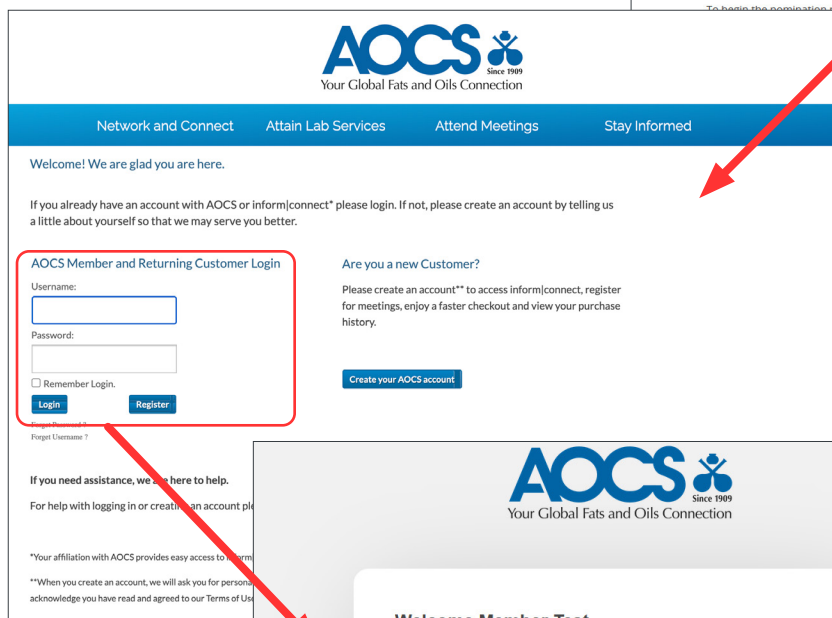
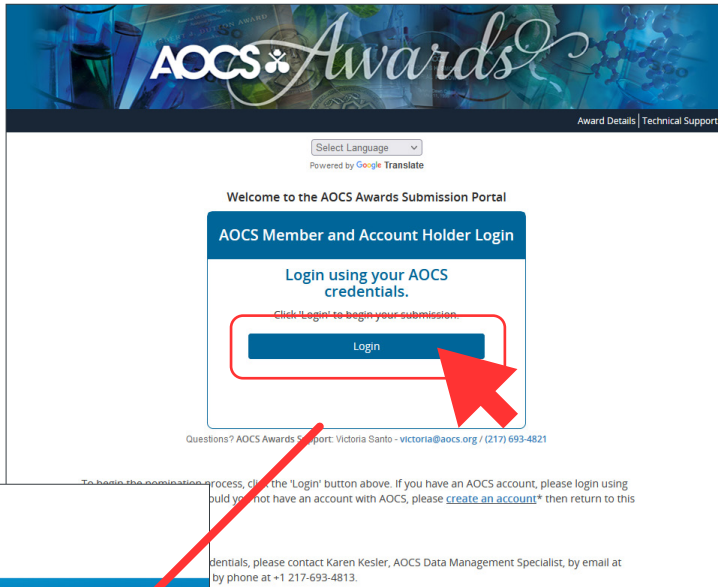
Getting Started – Login

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=DNPDWPRG>

Click “Login” and enter your AOCS credentials.

Need help logging in?

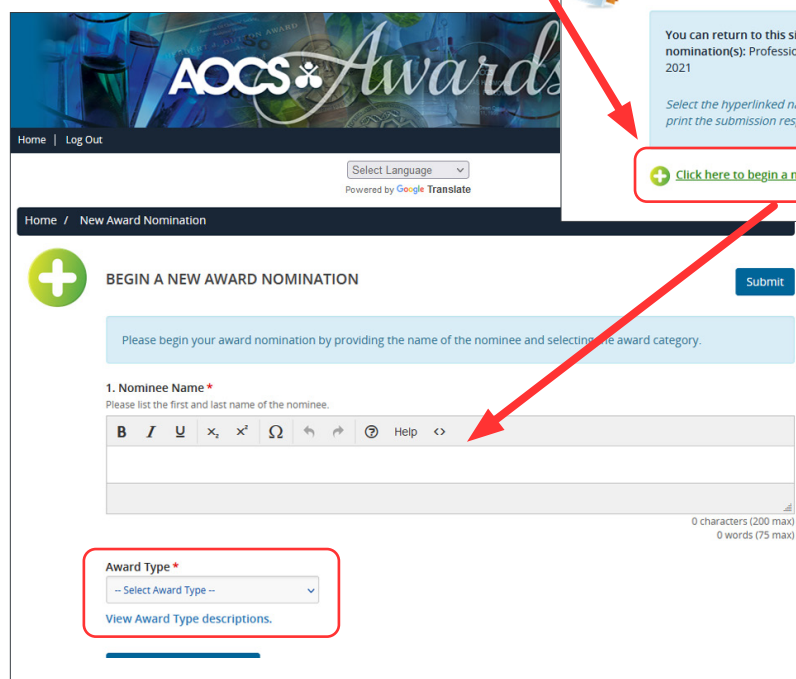
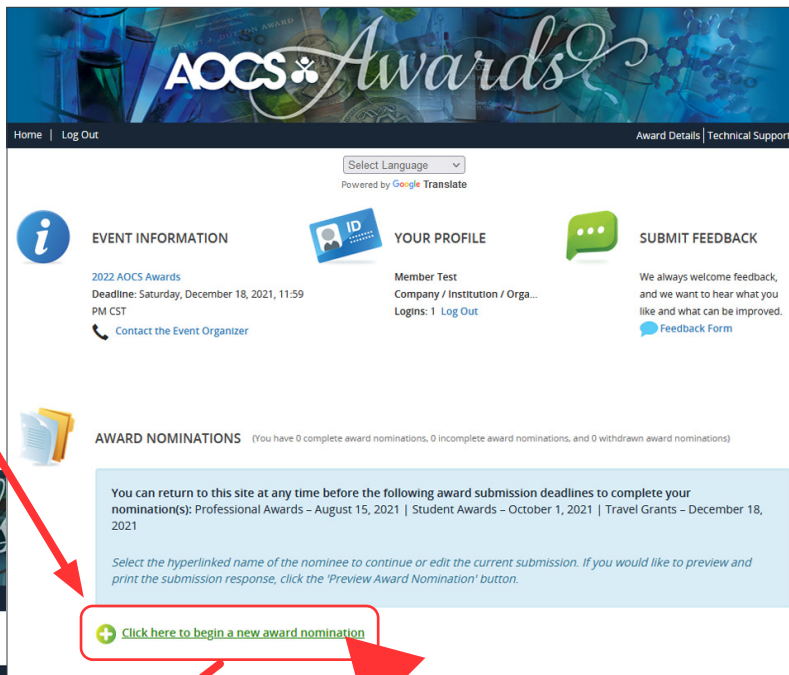
Contact Karen Kesler at karen.kesler@aocs.org or +1 217-693-4813.



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”.

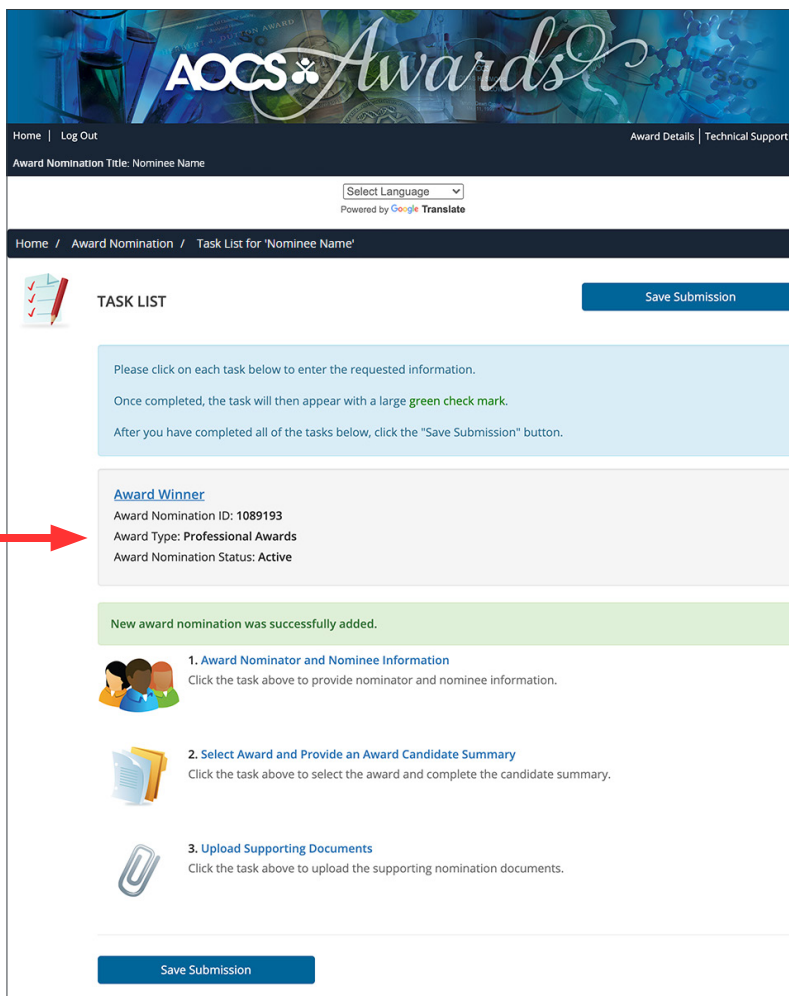


Task List

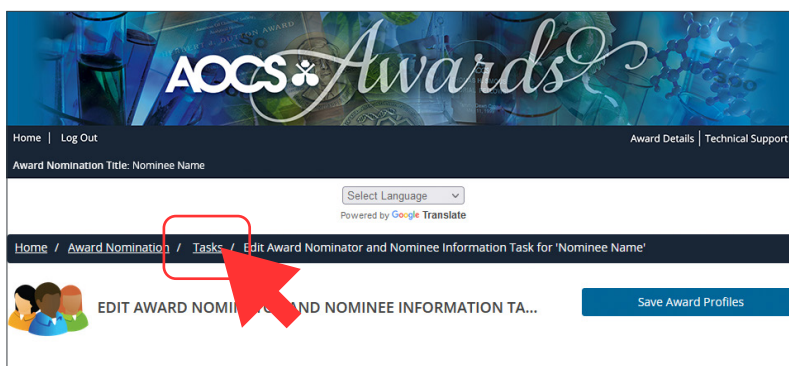
The task list defines the tasks and materials that need to be completed for a nomination to be considered.

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, 2023

Student Awards — October 2, 2023

Travel Grants — December 18, 2023

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.

The screenshot displays the AOCs Awards website interface. At the top, there is a navigation bar with 'Home | Log Out' and 'Award Details | Technical Support'. Below this is a header for 'Award Nomination Title: Award Winner' and a language selection dropdown. The main content area is titled 'Home / Award Nomination / Tasks / Edit Award Nominator and Nominee Information Task for 'Award Winner''. A note states: 'Note: The form will show an error 'Profile for [Name]' is incomplete' if the profile is incomplete when you click 'Save Award Profile'. However, the information is saved. You must fully complete all profile information before the nomination can be submitted.' Below the note is contact information for Victoria Santo, Program Manager, Membership Recognition. The 'Add New Award Profile' form includes fields for 'First Name *' (containing 'Member'), 'Last Name *' (containing 'Test'), 'Email *' (containing 'member@aocs.org'), and 'Role *' (a dropdown menu with 'Nominator' selected). A red box highlights the 'Role' dropdown, and a red arrow points to it. Below the form is an 'Add Award Profile' button. The 'Award Profile List' section shows two profiles: 1. Member Test, AOCs, Profile incomplete, Role: Nominee, with an 'Edit Member Test's Profile' button highlighted by a red arrow. 2. Nonmember Test, Title: Not AOCs, Profile completed, Role: Nominator, with an 'Invite Nonmember Test' button highlighted by a red arrow. At the bottom of the list is a 'Save Award Profiles' button.

Home | Log Out Award Details | Technical Support

Award Nomination Title: Award Winner

Select Language
Powered by Google Translate

Home / Award Nomination / Tasks / Edit Award Nominator and Nominee Information Task for 'Award Winner'

Note: The form will show an error 'Profile for [Name]' is incomplete' if the profile is incomplete when you click 'Save Award Profile'. However, the information is saved. You must fully complete all profile information before the nomination can be submitted.

Have a question? Please let us help you. Contact Victoria Santo, Program Manager, Membership Recognition by phone at +1 217-693-4821 or by email at victoria@aocs.org * indicates a required field

Award Profile List

You can add a maximum of 2 award profiles.

- 1** Member Test
Title, AOCSS
Profile completed ✓
Role: Nominee
- 2** Nonmember Test
Title, Not AOCSS
Profile completed ✓
Role: Nominator

A checkmark will indicate a profile has been completed.

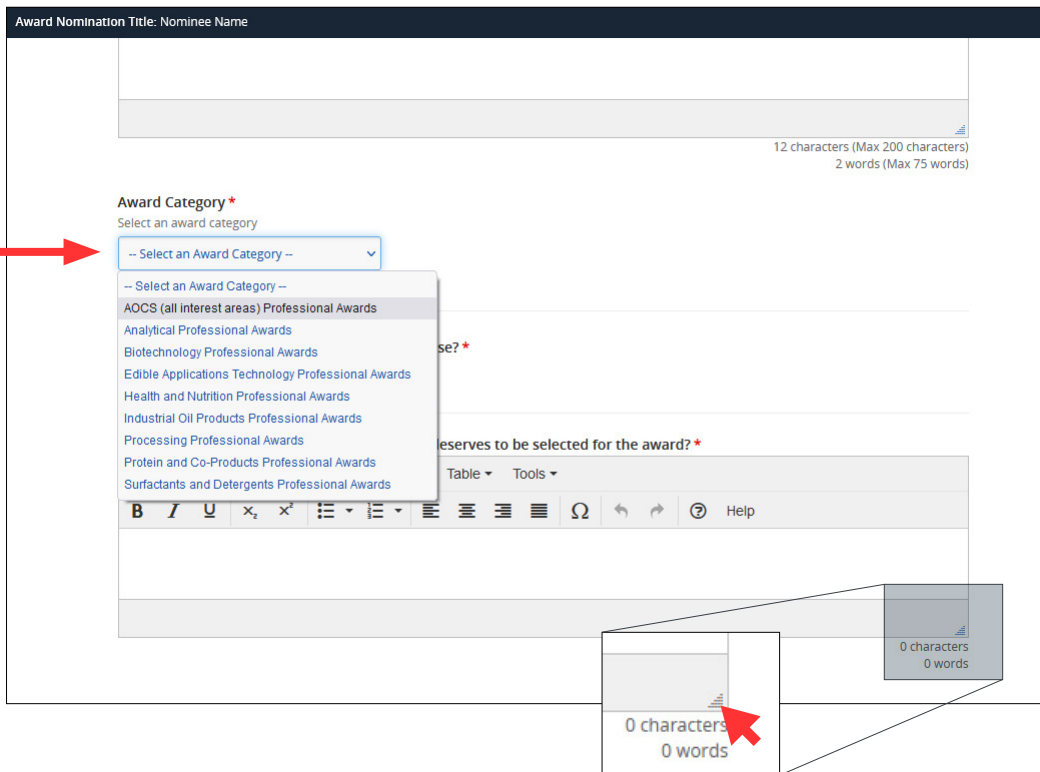
Once you are done, click "Save Award Profiles" to complete this task.

Select Award and Provide Nomination or Application Information

Requested information depends on award or travel grant type. Complete the required fields by typing text into their 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.

Test division student
Award Nomination ID: 1088134
Award Type: Division Student Awards
Award Nomination Status: Active

- 1. Award Nominee and Major Advisor Information**
Click the task above to provide nominee and major advisor information.
- 2. Select Award and Answer Application Questions**
Click the task above to select the award and complete the application questions.
- 3. Download Major Advisor Ranking Form (.doc)**
Click the task above to download the Major Advisor Ranking Form and then submit the completed form in Task 4: Upload Supporting Documents.
- 4. Upload Supporting Documents**
Click the task above to upload required documents.

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.

Home / Award Nomination / Tasks / Edit Download Major Advisor Ranking Form (.doc) Task for 'Test division st...

EDIT DOWNLOAD MAJOR ADVISOR RANKING FORM (.DOC) T... Continue

Click the red 'Download File' button below to download the Major Advisor Ranking Form (.doc) and then submit the completed form in Task 4: Upload Supporting Documents. * Indicates a required field

Download File

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.

The screenshot shows a web form titled "Award Nomination Title: Nominee Name". At the top, there is a blue box with the following text: "Additional Document (optional). Provide additional information you want the committee to know about the candidate. **For the ACI/NBB Glycerin Innovation Award, upload one published article from a peer-reviewed journal within the award topic area you selected (not limited to AOCS journals). Have a question? Please let us help you. Contact Victoria Santo, Program Manager, Membership Recognition by phone at +1 217-693-4821 or by email at victoria@aocs.org". A red arrow points from the text on the left to this blue box. Below this is a section for "Nomination Letter *", which is a gray box with a dashed border and the text "Drop your file here to upload or click within to browse the files on your computer." A red circle highlights the asterisk on "Nomination Letter *", and a red arrow points from the text on the left to this box. Below the nomination letter is an "Uploaded File" section showing a document icon labeled "DOC" and the file name "Test_award_process.docx" with a green progress bar and a "Remove File" button. A red arrow points from the text on the left to this section. At the bottom of the form, there is a section for "Nominee Curriculum Vitae *", with a red circle highlighting the asterisk. A red arrow points from the text on the left to this section.

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.

Home / Award Nomination / Task List for 'Nominee Name'

TASK LIST

Save Submission

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large green check mark.
After you have completed all of the tasks below, click the "Save Submission" button.

Award Winner
Award Nomination ID: 1089193
Award Type: Professional Awards
Award Nomination Status: Active

Upload Supporting Documents task was successfully completed on Thursday, July 1, 2021, 5:28 PM
Thank you for your nomination!

- 1. Award Nominator and Nominee Information**
Completed Thursday, July 1, 2021, 5:13 PM
Click the task above to provide nominator and nominee information.
- 2. Select Award and Provide an Award Candidate Summary**
Completed Thursday, July 1, 2021, 5:22 PM
Click the task above to select the award and complete the candidate summary.
- 3. Upload Supporting Documents**
Completed Thursday, July 1, 2021, 5:28 PM
Click the task above to upload the supporting nomination documents.

Save Submission

You can return to this site at any time before the following award submission deadlines to complete your nomination(s):
Professional Awards - August 15, 2021

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.

Home / Award Nomination / Tasks / Submit

AWARD NOMINATION SUMMARY

Submit

Nominee Name
Award Nomination ID: 1084890
Award Type: Professional Awards
Award Nomination Status: Active

You have completed all the required tasks for this award nomination.
Use the "Submit" button to complete your award nomination.

- 1. Award Nominator and Nominee Information**
Completed - Thursday, July 1, 2021, 5:13 PM
- 2. Select Award and Provide an Award Candidate Summary**
Completed - Thursday, July 1, 2021, 5:22 PM
- 3. Upload Supporting Documents**
Completed - Thursday, July 1, 2021, 5:28 PM

Click here for a preview of your award nomination.

Confirmation
Screen

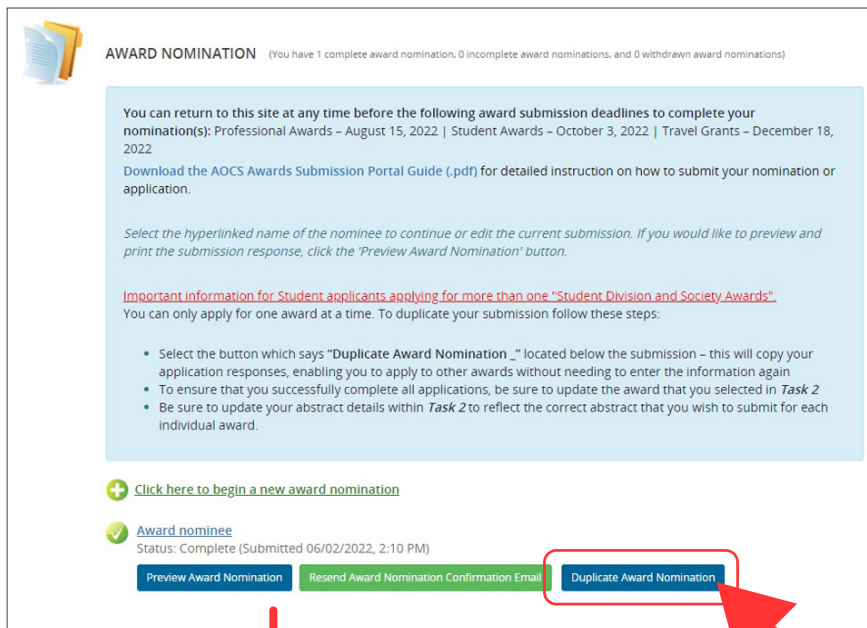
The screenshot shows the AOCSS Awards website interface. At the top, there is a navigation bar with 'Home | Log Out' and 'Award Details | Technical Support'. Below this is a language selection dropdown and a 'Powered by Google Translate' notice. The main content area is divided into three columns: 'EVENT INFORMATION' (2022 AOCSS Awards, Deadline: Saturday, December 18, 2021, 11:59 PM CST), 'YOUR PROFILE' (Member Test, Company / Institution / Orga..., Logins: 1, Log Out), and 'SUBMIT FEEDBACK' (We always welcome feedback, and we want to hear what you like and what can be improved. Feedback Form). A green banner reads 'Thank you for your nomination. Your submission is complete.' Below this is the 'AWARD NOMINATION' section, which includes a blue box with text: 'You can return to this site at any time before the following award submission deadline: Professional Awards – August 15, 2021 | Student Awards – October 15, 2021 | Research Awards – December 18, 2021. Select the hyperlinked name of the nominee to continue or edit the current submission. If you would like to preview and print the submission response, click the 'Preview Award Nomination' button.' A red box highlights the link '+ Click here to begin a new award nomination' below the blue box. A blue circle highlights the text 'Thank you for completing your submission. We would love to hear your feedback on this system.' A red box highlights the 'Feedback Form' link in the top right. A red arrow points from the 'Confirmation Screen' text to the green banner. Another red arrow points from the 'Confirmation Screen' text to the '+ Click here to begin a new award nomination' link. A red arrow points from the 'Confirmation Screen' text to the 'Feedback Form' link. A red arrow points from the 'Confirmation Screen' text to the 'Resend Award Nomination Confirmation Email' button.

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

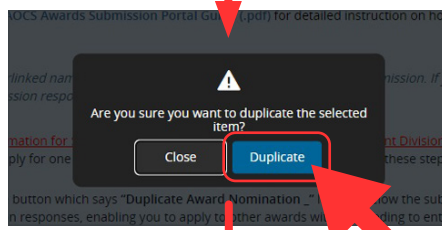
To begin a new nomination, select “Click here to begin a new award nomination” below the blue box. Repeat this process as many times as needed to submit the desired nominations or applications.

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.

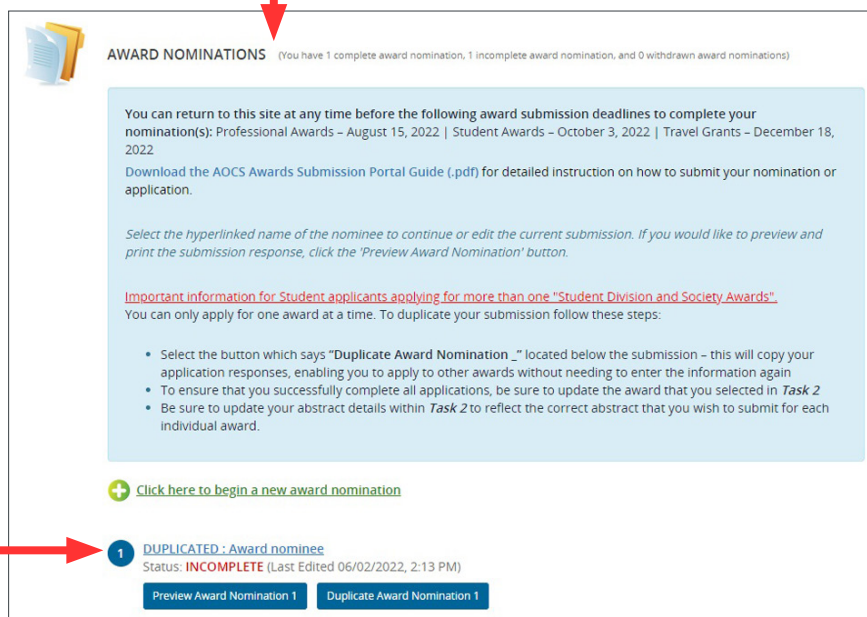


A pop up message will appear. Click Duplicate.



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?

Your application package will be kept for 3 years for consideration. Please note that you must re-submit the documents every year to be considered again. An updated version of the CV may be required for some awards. Contact Lucas Censi at lucas.censi@aocs.org to retrieve your past application package.

Can I submit my nomination by email?

All submissions must be done through the [AOCSS 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, 8:30 a.m.– 4:30 p.m. EDT (New York, USA; UTC-4)

Phone: +1 217-693-4828

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