

President's Community Engagement Award Nomination

Award Description & Purpose

The President's Community Engagement Award recognizes exemplary community-academic partnerships, community-engaged research, and community outreach activities of faculty, staff, students, and community partners of the Medical College of Wisconsin (MCW). Awardees will be recognized for their achievements during a ceremony held in person on Friday, May 9, 2025, from 11:30 a.m.-1:30 p.m. at the Medical College of Wisconsin's Milwaukee campus.

Winners each will receive a personalized plaque and be featured in our commemorative event program, in addition to special recognition on our website and social media.

Nomination Criteria

- Individuals and organizations, regardless of previous nominations, are eligible for nomination, as long as they have not received the award within the past 5 years.
- Nominations submitted in the past may be updated and resubmitted. Please contact the MCW Office of Community Engagement for details on how to proceed.

Nominations can be made by:

- An individual who is a staff member, faculty member, student, or alumni of MCW

Nominations can be for:

- An individual who is a staff member, faculty member, student, or alumni of MCW; or
- A community partner of MCW (may be an individual or organization); or
- A community program that is administered by an MCW faculty or staff member or student in partnership with an MCW community partner.
- This may include individuals or organizations that are external to MCW such as affiliated healthcare organizations, and government and non-government organizations.
- A single nomination can be for a team of two or more individuals. Please note that in this case the nomination and supporting letters should be written about the team and not as separate letters per individual. However, each team member should submit an individual resumé/CV/biosketch.

Nomination Procedure

- Before beginning the nomination process, please ensure that the Nominee(s) are aware that you are nominating them for this award.

- The 2025 award ceremony will be held at 11:30 a.m. on Friday, May 9 at the MCW-Milwaukee campus and all awardees will be expected to attend, so please share this information with your Nominee(s).

- The online form below must be completed in its entirety and submitted by the deadline of Friday, February 14, 2025 @ 11:59 p.m.

- Required documents (to be uploaded using the appropriate fields in the online form below):

- Nomination letter from MCW faculty member, MCW staff member, or MCW student (maximum of 2 pages)

- One supporting letter as follows depending on the type of nomination (maximum of 2 pages):

- MCW faculty, staff, student award nomination: letter from a community partner with knowledge of the Nominee's community engagement efforts.

- Community partner award nomination: letter from a non-MCW partner with knowledge of the Nominee's community engagement efforts. Partner could be from the Nominee's organization, a different organization, or a non-MCW academic institution.

- Nominee's resumé, CV, or biosketch (maximum of 5 pages)

- Optional materials:

- Additional supporting documentation of honors, articles, and press releases. Please note advertising, images, spacing, or extraneous content will not be counted toward the 2-page limit (maximum 2 pages); or

- Video upload that highlights the community-academic partnership, community-engaged research, or community outreach of Nominee(s). Please note this is not expected to be a professionally-produced video, but rather an alternative format for someone to speak into the merit of the Nominee. Video should be no longer than 2 minutes. If you have any issues uploading your video, please contact the MCW Office of Community Engagement.

Review Criteria

Nomination packets will be reviewed, scored, and ranked based on the following criteria:

01/13/2025 5:40pm

projectredcap.org



- Institutional and community impact and outcomes
- Strength of community partnership
- Effort and commitment given toward partnership/project
- Evidence of exceptionalism in partnership/project
- Overall merit

For your reference, examples of successful nomination letters are available for download below:

MCW faculty member sample nomination letter

[Attachment: "GouthroNominationLetter_Faculty.pdf"]

MCW staff member sample nomination letter

[Attachment: "PearsonNominationLetter_Staff.pdf"]

MCW community partner sample nomination letter

[Attachment: "CastroNominationLetter_Partner.pdf"]

IMPORTANT NOTES

In this form, the NOMINATOR is the person who is nominating someone to receive the award.

The NOMINEE is the person who is being nominated.

Before you continue with the nomination process, please ensure that the Nominee is aware that you are nominating her/him/them for this award.

It is a condition of the award that the recipient will participate in the award ceremony on May 9.

Nominator preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

Please indicate the Nominator's preferred prefix:

Nominator first name:

Nominator last name:

Nominator email:

Briefly describe the relationship between you (the Nominator) and the Nominee:

Is this nomination a re-submission from a previous year?

- Yes
 No

If you submitted a nomination for the same individual(s) in the past, you will still need to complete and submit the online form again this year. However, please contact the MCW CE Office for guidance on re-using nomination materials. Note that anyone who has received this award within the past 5 years is not eligible to be nominated.

About the Nominee

Please select whether an individual, group or program is being nominated:

- One individual
 A group (more than one individual)
 A program

Name of program: _____

Please provide information below for the primary team member of the group/program being nominated. Information on additional team members will be requested further on.

Nominee's preferred prefix:

- Miss
 Ms.
 Mrs.
 Mr.
 Mx.
 Dr.
 Other

Please specify the Nominee's preferred prefix: _____

Nominee first name: _____

Nominee last name: _____

Nominee's degree(s), if applicable:
(example: MD, PhD) _____

Nominee position/title: _____

Nominee email: _____

Please select the status of the Nominee:

- MCW Staff
 MCW Faculty
 MCW Student
 MCW Community Partner
(Note: after selecting the Nominee's status, a window will open for you to upload the nominee's CV / resumé / biosketch (as appropriate).)

Nominee's institution of primary affiliation:

- MCW - Milwaukee
 MCW - Pharmacy School
 MCW - Central Wisconsin
 MCW - Graduate School
 MCW - Green Bay

Nominee organization/institution:

(Please indicate the institution or organization the Nominee is primarily affiliated with.)

Is the Nominee available to attend the MCW President's Community Engagement Award Ceremony?

- Yes
 No

Nominee's Biosketch (appropriate for MCW faculty)

If needed, download a blank biosketch template here:

[Attachment: "biosketch-blank-format-rev-12-2020-exp-02-28-2023.docx"]

Upload the Nominee's current biosketch here:
(maximum of 5 pages)

Nominee's Resumé / CV

Upload the Nominee's current resumé/CV here:
(maximum of 5 pages)

Additional Team Members

For group and program nominations, how many individuals total are being specifically acknowledged in your nomination letter?

- 1 2 3 4 5

Team member #2 preferred prefix:

- Miss
 Ms.
 Mrs.
 Mr.
 Mx.
 Dr.
 Other

Team member #2 first name

Team member #2 last name

Team member #2 degree(s), if applicable:
(example: MD, PhD)

Team member #2 email

Team member #2 organization/institution

Team member #2 status

- MCW Staff
 - MCW Faculty
 - MCW Student
 - MCW Community Partner
-

Team member #2 resumé/CV/biosketch:
(maximum of 5 pages)

Team member #3 preferred prefix:

- Miss
 - Ms.
 - Mrs.
 - Mr.
 - Mx.
 - Dr.
 - Other
-

Team member #3 first name

Team member #3 last name

Team member #3 degree(s), if applicable:
(example: MD, PhD)

Team member #3 email

Team member #3 organization/institution

Team member #3 status

- MCW Staff
 - MCW Faculty
 - MCW Student
 - MCW Community Partner
-

Team member #3 resumé/CV/biosketch:
(maximum of 5 pages)

Team member #4 preferred prefix:

- Miss
 - Ms.
 - Mrs.
 - Mr.
 - Mx.
 - Dr.
 - Other
-

Team member #4 first name

Team member #4 last name

Team member #4 degree(s), if applicable:
(example: MD, PhD)

Team member #4 email

Team member #4 organization/institution

Team member #4 status

- MCW Staff
- MCW Faculty
- MCW Student
- MCW Community Partner

Team member #4 resumé/CV/biosketch:
(maximum of 5 pages)

Team member #5 preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

Team member #5 first name

Team member #5 last name

Team member #5 degree(s), if applicable:
(example: MD, PhD)

Team member #5 email

Team member #5 organization/institution

Team member #5 status

- MCW Staff
- MCW Faculty
- MCW Student
- MCW Community Partner

Team member #5 resumé/CV/biosketch:
(maximum of 5 pages)

Nomination Letter

In the field below, please upload a Nomination Letter from an MCW faculty or staff member or student. The letter must:

- Be no more than two pages in length
- Specify the relationship between the letter writer and the Nominee(s)
- Include a narrative description which should demonstrate:
 - the strength of the Nominee's community partnership, with respect to bi-directional communication, collaboration, ability to overcome partnership challenges, etc.
 - the Nominee's commitment and effort toward community engagement
 - the beneficial impact and/or successful outcomes within the targeted community
 - how the Nominee is the best candidate for this award

Upload Nomination Letter here:
(maximum of 2 pages)

Supporting Letter

In the field below, please upload one supporting letter depending on the type of nomination:

- MCW faculty, staff, or student award nomination: letter from a community partner with knowledge of the Nominee's community engagement efforts.
- Community partner award nomination: letter from a non-MCW partner with knowledge of the Nominee's community engagement efforts. Partner could be from the Nominee's organization, a different organization, or a non-MCW academic institution. Supporting letter must:
 - Be no more than two pages in length
 - Specify the relationship between the letter writer and the Nominee(s)
 - Demonstrate how the Nominee(s) meets the criteria for the award

Upload Supporting Letter here:
(maximum of 2 pages)

Upload second supporting letter here:

OPTIONAL: Additional Supporting Materials

- Additional supporting documentation of honors, articles, and press releases. Please note advertising, images, spacing, or extraneous content will not be counted toward the 2-page limit (maximum of 2 pages).
- Video upload that highlights the community-academic partnership, community-engaged research, or community outreach of Nominee(s). Please note that it is not expected to be a professionally produced video, but rather an alternative format for someone to speak into the merit of the Nominee(s). Video should be no longer than 2 minutes. If you have any issues uploading your video, please contact the MCW Office of Community Engagement.

Upload optional supporting documentation here:

Upload optional supporting video here:

Please note: all nominations will undergo our multi-stage review process. During that time, the Community Engagement Award Committee may request further information from the Nominee or department if deemed necessary to inform the review process.

Attestation

I, [submitter_fname] [submitter_lname], verify the information in this application is accurate and true, and the Nominee is aware of and accepts this award nomination.

- Yes
- No