Recognition and Grants Committee

Function
The Recognition and Grants Committee administers the nominations, evaluation, and selection of recipients for SPNHC awards and the Faber Research Grant.

SPNHC awards serve an important function in a professional organization by providing a means for recognizing individuals who, through excellence, promote or advance the aims of the organization. An award system can encourage individuals to establish and exceed standards, fulfill the expressed purpose of the organization, promote stability within the organization, and enhance awareness of the organization’s purpose outside the organization.

The Committee serves as the mechanism for SPNHC to identify and recognize deserving individuals who have excelled in matters deemed important to SPNHC. The effectiveness of the Committee is predicated on including experienced SPNHC members who are familiar with professional standards and capable of objectively evaluating qualities of individuals being considered for any one of the SPNHC awards or the Faber Research Grant. Descriptions of the recognized awards and grants of SPNHC are listed in Appendix A.

Leadership and Composition
At least three members including the two most recent Past Presidents. The immediate Past President serves as Chair. The Chair appoints at least one other member who is familiar with the SPNHC awards and grants and, in the judgment of the Chair, is able to evaluate nominations fairly. Committee members need not have received a SPNHC award themselves.

Duties
SPNHC awards and Faber Research Grant:
1) publicize the award and grant programs; 2) solicit and accept nominations from the membership; 3) gather information about potential awardees; 4) evaluate qualifications of potential awardees for designated awards/grants and possibly select an individual/proposal with the best qualifications in the event that there is more than one nominee; and 5) make recommendations to the SPNHC Council regarding recipients of awards and grants.

Calendar items

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<tr>
<th>November 1</th>
<th>Nominations deadline for awards; begin consideration of any nominations for Carolyn L. Rose Award, President’s Award, Vendor Recognition Award and Honorary Memberships</th>
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<tr>
<td>January 15</td>
<td>Complete award deliberations; report recommendation to SPNHC Council for approval so that the names of awardees can be announced in the March Newsletter</td>
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<tr>
<td>February 1</td>
<td>Text to Newsletter Editor announcing award recipients Faber Research Grant applications deadline; begin consideration of any applications</td>
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<td></td>
<td>Complete Faber Research Grant deliberations; report recommendation(s) to SPNHC Council for approval</td>
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<tr>
<td>March/April</td>
<td>Consult Executive Committee to determine if any Special Service Awards are to be presented at the coming Annual Business Meeting (ABM)</td>
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<td>April/May</td>
<td>Chair prepares committee report for the newsletter and ABM</td>
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<td>Make arrangements to have award plaques or certificates prepared in advance of the ABM</td>
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<td>Determine who will introduce and present each award at the ABM; contact individuals to assure their attendance</td>
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<td>May/July</td>
<td>Chair attends the Annual Meeting; assist President in organizing formal presentations of awards</td>
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<tr>
<td>August 1</td>
<td>Send text to Newsletter Editor inviting nominations for the Carolyn L. Rose Award, President’s Award, Vendor Recognition Award, Honorary Memberships and applications for the Faber Research Grant, with associated deadlines; send same text to NHCOLL-L</td>
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<tr>
<td>August 31</td>
<td>Deadline to submit any corrections or text revisions for the Leadership Manual to the SPNHC secretary</td>
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<tr>
<td>September</td>
<td>Transfer important records and items of committee business to the Archives Committee</td>
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APPENDIX A. RECOGNIZED AWARDS AND GRANTS OF SPNHC: DESCRIPTIONS

THE CAROLYN ROSE AWARD

AWARD: The award is normally a plaque.
PURPOSE: This Award is our Society’s highest honor.
CRITERIA: The award is given to a practitioner (SPNHC membership not required) whose work and efforts have promoted the values and objectives of the Society.
EVALUATION: Evaluation is based on letters of recommendation, evidence of significant contribution to the objectives of the Society (such as publications, teaching, or leadership role), and curriculum vitae submitted to the Recognition and Grants Committee.
TIME FRAME: The Carolyn Rose Award is normally a life-time achievement award.

THE PRESIDENT’S AWARD

AWARD: The award is normally a plaque.
PURPOSE: The award is presented to a member, or former member, whose activities have furthered the objectives of the Society through outstanding committee work, prolonged officer roles, or promotion of activities of the Society.
EVALUATION: Evaluation is based on letters of recommendation and curriculum vitae submitted to the Recognition and Grants Committee.
TIME FRAME: There are no time restrictions on when service to SPNHC was given.

HONORARY MEMBERSHIP

AWARD: The award is normally a plaque.
PURPOSE: The award is for recognition of an individual for exceptional contributions to the objectives of the Society.
CRITERIA: Honorary Membership in the Society may be awarded according to the SPNHC Bylaws, Article IV, Section 5 which states "Council may elect Honorary Members in recognition of outstanding contributions to natural history collections or to the Society. Honorary Members have all the rights and privileges of Regular Members".
EVALUATION: Evaluation is based on letters of recommendation to the Recognition and Grants Committee and evidence of contributions of national or international magnitude that serve the objectives of the Society.
TIME FRAME: Honorary Membership is normally a life-time achievement award.

SPECIAL SERVICE AWARD

AWARD: The award is normally a plaque.
PURPOSE: The award is for recognition of individual(s) for any special effort leading to the success of an important event or activity of the Society. The award is primarily a statement of appreciation.
CRITERIA: The award is for a single extraordinary effort that directly and positively affects the success of SPNHC activities or events. The awardee may be a SPNHC member or non-member. More than one individual may be honored at any one time, however the award is to be used discretely so that its meaning and intended purpose are not compromised.
TIME FRAME: There are no restrictions as to the number of times an individual may receive this award over time. Normally, when this award is
given for a group-recognition (e.g., Local Organizing Committee of the Annual Meeting), it is presented as soon as possible upon completion of the activity or event.

THE VENDOR RECOGNITION AWARD

AWARD: The award is normally a plaque.
PURPOSE: Recognition of long-term support of the Society and/or the Society’s annual meetings by commercial organizations.
CRITERIA: Awarded for repeated and/or substantial acts of support towards the Society, including financial support of annual meetings at Gold sponsorship level or above for five or more meetings, or substantial multi-year support of the Society’s travel grants program.
Advertising in *Collection Forum* or the SPNHC Newsletter, exhibiting at meetings, or corporate membership of the Society would not normally be regarded as sufficient justification for recognition. For smaller companies, sponsorship of meetings at Silver level or below may be taken into account, bearing in mind additional factors such as period of support.
TIME FRAME: Only one Vendor Recognition Award can be made in a single year. It should not be made to the same organization more than once every 10 years.

THE FABER RESEARCH GRANT

GRANT: The grant is a certificate and cash disbursement ($1000 maximum) or a research proposal evaluated through a peer-review process.
PURPOSE: The grant is intended to encourage innovative projects that promote the objectives of the Society in collections management, conservation, or other collection-oriented aspects of natural history.
CRITERIA: The grant is made for a proposal for an original project leading to a contribution in collections management, collections care, collection conservation, or other collection-oriented topic in natural history that promotes the objectives of the Society. Nominee must have been a current member in good standing for at least the previous twelve (12) months.
EVALUATION: Evaluation is based on the proposal, supporting information, and curriculum vitae submitted by the applicant to the Recognition and Grants Committee. The Committee may seek advice from other members in evaluating the technical merits of a proposal.
TIME FRAME: There are no restrictions as to the number of times an individual may receive the Faber Research Grant. However, a recipient of the Faber Research Grant will not be eligible to compete for the award again until the project is completed, formally presented at the SPNHC annual meeting, and a manuscript is submitted to *Collection Forum*.

THE FITZGERALD TRAVEL GRANT AND CHRISTINE ALLEN TRAVEL GRANT

The Fitzgerald Travel Grant and Christine Allen Travel Grant programs are overseen by the Professional Development Committee.
APPENDIX B. RECOGNIZED AWARDS AND GRANTS OF SPNHC: PROCEDURES

HONORARY MEMBERSHIP, THE CAROLYN ROSE AWARD, THE PRESIDENT’S AWARD AND VENDOR RECOGNITION AWARD

1. Awards shall be made only when one or more qualified candidates have been nominated. Awards need not be made every year.
2. All awards and Honorary Memberships will not have more than one recipient per year.
3. Only SPNHC members in good standing may submit nominations for awards. Support letters may come from non-members.
4. In the event that there is more than one nomination for an award, only the name of the award winner will be announced in the Newsletter and by the SPNHC President at the SPNHC Annual Business Meeting.
5. Nominations will be kept secret until Council has approved any awards and recipients have been notified before the Annual meeting.
6. The Recognition and Grants Committee will review nominations and make its recommendations to the President by January 15, well in advance of the SPNHC Annual Business Meeting and the Spring Newsletter submission deadline.
7. Awards (or lack thereof) are to be announced in the Spring Newsletter and at the SPNHC Annual Business Meeting.
8. Procedures:
   a. A call for nominations for all awards and Honorary Membership with deadline will be made by the Committee Chair at the SPNHC Annual Business Meeting and the Fall SPNHC Newsletter (See Appendix C).
   b. All nominations for awards are to be submitted to the Chair of the Recognition and Grants Committee. Multiple nominations for the same individual should be combined. A letter of nomination for an award must include:
      1. Name of nominee.
      2. Name of the award for which the nominee is proposed.
      3. Description of the contribution(s) of the nominee and why the nominee deserves the proposed award.
   c. The nominator(s) will acquire a minimum of three letters of recommendation on behalf of each nominee.
   d. The SPNHC Recognition and Grants Committee will review the letters of nomination and confirm that the award criteria have been met.
   e. Individual Committee Members will evaluate the qualifications of each potential awardee and notify the Committee Chair of their decisions.
   f. The Chair of the SPNHC Recognition and Grants Committee will provide the President with a report, recommendation, and supporting information for the awards well in advance of the SPNHC Annual Meeting. Suggested deadline to submit recommendations to SPNHC Council is 15 January, providing enough time for Council to vote on the nominations.
   g. Awards are to be decided by a simple majority vote of SPNHC Council. In the event of a tie vote, the SPNHC President will make the final decision. Suggested deadline for the Committee to receive the decision of the SPNHC Council is January 30.
   h. Awards are presented as a plaque at the Annual Business Meeting. The Committee will be responsible for acquiring the appropriate award plaque(s). The recipients of awards will be announced in the Spring Newsletter and the awards will be presented at the Annual Business Meeting.
SPECIAL SERVICE AWARD

1. Special Service Awards recognize individuals for any special effort leading to the success of an important event or activity of the Society.
2. The award is presented as a plaque at the Annual Business Meeting.
3. The nomination procedure is both less formal and intentionally flexible to accommodate unusual situations. Multiple Special Service Awards can be made in a given year.
4. Names of nominees may be submitted in writing or verbally at any time to the Chair of the Recognition and Grants Committee.
5. The primary stipulation is that a majority of the SPNHC Council be in agreement on the use of the award in any given situation.
6. It is customary for a Special Service Award to be presented to the Local Organizing Committee of the Annual meeting.

THE FABER RESEARCH GRANT

1. The Grant shall be made only when one or more qualified proposals have been submitted; it need not be made every year.
2. No grant will have more than one recipient per year unless the SPNHC Council makes provisions for multiple recipients. (In 1996, Council decided to increase the maximum grant to $1000, and to allow up to two projects to receive grants in a single year. The total monies awarded for both projects would not exceed $1000.)
3. Only SPNHC members in good standing may submit proposals for the Faber Research Grant.
4. The proposal should not exceed ten (10) pages in length, and should include a statement of purpose, project plan, detailed budget, and any necessary supporting references or documentation.
5. Students are encouraged to apply for this award.
6. Ideally, the project should be completed within a calendar year of the award date or shortly thereafter.
7. An awardee cannot receive more than one Faber Research Grant for the same project.
8. In the event that there are more proposals submitted than are granted, only the names of the grant winners will be announced by the SPNHC President at the SPNHC Annual Business Meeting.
9. Proposals and subsequent decisions will be kept secret until recipients are appropriately recognized at the SPNHC Annual Business Meeting.
10. The Recognition and Grants Committee will review proposals and make its recommendations to the President at least two months before the SPNHC annual meeting.
11. Grants (or the lack thereof) are to be announced by the Recognition and Grants Committee Chair at the SPNHC Annual Business Meeting.
12. A final or interim report on the project is to be presented at the following annual SPNHC meeting, and upon completion, a manuscript based on the project is to be submitted for consideration for publication in Collection Forum.
13. Procedures:
   a. A call for proposals with deadlines will be made by the Committee Chair at the SPNHC Annual Business Meeting and in the first SPNHC Newsletter published after the SPNHC Annual Meeting (See Appendix D).
   b. All proposals for grants are to be submitted to the Chair of the Recognition and Grants Committee. Suggested deadline for nominations is February 1.
c. The SPNHC Recognition and Grants Committee will review the proposals and supporting information and confirm that the grant criteria have been met.
d. Individual Committee members will evaluate the qualities of each proposal and notify the Committee Chair of their decision. The Committee may seek advice from other members in evaluating the technical merits of a proposal.
e. At least two months prior to the SPNHC Annual Meeting, the Chair of the SPNHC Recognition and Grants Committee will provide the President with a report, recommendation, and supporting information for the grant.
f. Awards are to be decided by a simple majority vote of SPNHC Council. In the event of a tie vote, the SPNHC President will make the final decision. Suggested deadline for the Committee to receive the decision from the SPNHC Council is March 31.
g. The Committee will be responsible for arranging the production of a certificate and notifying the Treasurer to make a disbursement of funds.
h. The results of the nominations for grants will be announced at the Annual Business Meeting by the SPNHC President.

THE FITZGERALD TRAVEL GRANT AND CHRISTINE ALLEN TRAVEL GRANT

The Fitzgerald Travel Grant and Christine Allen Travel Grant programs are overseen by the Professional Development Committee.
APPENDIX C: CALL FOR NOMINATIONS FOR AWARDS

Call for nominations for Carolyn L. Rose Award, President's Award, Vendor Recognition Award and Honorary Memberships

The SPNHC recognition and Grants Committee is inviting nominations for the following:

The Carolyn L. Rose Award is our Society’s highest honor and is given to a practitioner (SPNHC membership is not required) whose work and efforts have promoted the values and objectives of the Society. Nominations should include a letter of nomination, a current curriculum vitae, and letters of recommendation.

The President’s Award is presented to a member of former member of SPNHC, whose activities have furthered the objectives of the Society through outstanding committee work, prolonged officer roles, or promotion of activities of the Society. Nominations should include a letter of nomination, a current curriculum vitae, and letters of recommendation.

Honorary Membership can be conferred by Council in recognition of outstanding contributions to natural history collections or to the Society. Honorary Members have all the rights and privileges of regular members.

The Vendor Recognition Award is presented to Commercial entities to recognize long-term support of the Society and/or the Society's annual meetings. Nominations should include a letter of recommendation highlighting evidence of contributions. Questions and nominations should be directed to the Chair of the Recognition and Grants Committee, *********** (******@****.*** and must be submitted by November 1, ***.
APPENDIX D: CALL FOR APPLICATIONS FOR FABER GRANT

Call for applications for the Faber Research Grant

The Recognition and Grants Committee is requesting proposals for the Faber Research Grant, a cash grant of up to $1000, to support an innovative project addressing issues on the management, care, conservation, or use of natural history collections.

Applicants for this Grant must be SPNHC members in good standing for at least one year prior to the award date. The successful applicant will be expected to 1) present a final or interim report at the Annual Meeting of the Society and 2) publish the results, with the understanding that the manuscript will be sent first to the SPNHC Publications Committee for first right of refusal. Each applicant may submit only one proposal per funding period. The cover sheet should include a project title, name(s) of project personnel (including title, address, phone number and email), and a single line spaced 100 word abstract describing the proposed project. The proposal text should include a statement of purpose, project plan (e.g., participants, methods, materials, schedule of completion, etc.), and proposed use of funds. The application document should be formatted to have one inch margins, a font with 10-12 characters per inch, and double line spacing. The application, including cover page, should not exceed 10 pages. Curriculum vitae of the principal investigator and letters of commitment may be single spaced and attached as an appendix.

Questions and proposals should be directed to the Chair of the Recognition and Grants Committee, ************* (******@****.*) and must be submitted by February 1, ****.