



Award FAQs GME Institutional Coordinator Excellence Award

Why did the ACGME establish the GME Institutional Coordinator Excellence Award?

To honor and recognize the very crucial role that institutional coordinators play in the success of residency program, the ACGME created the *GME Institutional Coordinator Excellence Award*. As most residents, fellows, program directors, and faculty and ancillary staff members know, the institutional coordinator has a pivotal position within the residency. Everyone depends on the institutional coordinator to know graduate medical education and what the process is for internal reviews. The ACGME is equally dependent on these individuals to wear the many hats of administrator, counselor, enforcer, coordinator, organizer, and scheduler.

How do I make a nomination?

Download the application form from the ACGME website, complete it, and submit it along with support letters and curriculum vitae. All materials (application form, support letters, and curriculum vitae) must arrive by e-mail in **one** PDF. To do this, assemble all materials and scan. The resulting PDF can then be e-mailed. **Material received in piecemeal will not be accepted.** If you have any questions, contact DeLonda Dowling: ddowling@acgme.org or 312.755.5059.

What is the deadline for nominations?

The deadline is **Friday, March 18, 2016, and all nominations must be received by 5:00 p.m. Central**. Nominations received after that date/time will not be accepted.

How many nominees receive the award?

One coordinator will be selected.

What is awarded?

The recipient of the institutional coordinator award will receive a check for \$1,000, a plaque, and travel expenses paid by the ACGME for the recipient and a guest to travel to the ACGME Annual Educational Conference (registration will also be waived) to receive the award.

When will the award winners be announced?

Selections will be made by the ACGME Awards Committee at its September 2016 meeting; afterwards, ACGME CEO Dr. Thomas J. Nasca will notify recipients. The recipients will be acknowledged at the February 2017 ACGME Annual Educational Conference. Award announcements will be published in a press release, the *Journal of Graduate Medical Education*, and the ACGME *e-Communication*, as well as on the ACGME website.