



## **Award FAQs**

### **GME Program Coordinator Excellence Award**

#### ***Why did the ACGME establish the GME Program Coordinator Excellence Award?***

In recognition of the very crucial role that program coordinators play in the success of residency programs, the ACGME established the *GME Program Coordinator Excellence Award*. As most residents, fellows, program directors, and faculty and ancillary staff members know, the program coordinator has a pivotal position within the residency. Everyone depends on the program coordinator to know what is going on and what the process is. 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](mailto: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 will be selected to receive the award?***

Up to five program coordinators will be selected.

#### ***What is awarded?***

Each awardee 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 the recipients. The recipients will be acknowledged at the 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 posted on the ACGME website.