



ACGME GME Institutional Coordinator Excellence Award Frequently Asked Questions (FAQs)



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

To honor and recognize the crucial role of institutional coordinators, the ACGME created the GME Institutional Coordinator Excellence Award. As most residents, fellows, program directors, faculty members, and ancillary staff members know, the institutional coordinator has a pivotal position within the institution and its graduate medical education (GME) functions. Everyone depends on the institutional coordinator to know about GME and 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.

Note: This award recognizes institutional coordinators from small, medium, and large institutions. Small institutions are highly encouraged to submit nominations.

How do I make a nomination?

Download the nomination form from the ACGME website, complete it, and submit it along with the support letters. All materials (nomination form and support letters,) must arrive by email in **one PDF (portable PDF files are not acceptable)**. To do this, assemble all materials and scan. The resulting PDF can then be emailed. **Material received in piecemeal or that includes unsigned letters will not be accepted.** Direct any questions to DeLonda Dowling: ddowling@acgme.org or 312.755.5059.

What is the deadline for nominations?

The deadline is **Wednesday, April 6, 2022, 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?

There are three award categories:

- Small hospital (1-24 residency programs)
- Medium hospital (25-49 residency programs)
- Large academic centers (50 or more residency programs)

Up to one institutional coordinator will be selected from each of these three groups (or any combination thereof at the ACGME Awards Committee's discretion), and up to three awards may be given in a particular year.

What is awarded?

The award recipient will receive a plaque, and expenses will be paid by the ACGME for the awardee and a guest to travel to the 2021 ACGME Annual Educational Conference in Nashville, Tennessee (registration will also be waived) to receive the award. In addition, the awardee receives an expenses-paid retreat experience unlike any other. New and former awardees will meet in a setting designed to support and honor them and their work and create a space that invites but does not intrude, fostering a sense of community. The retreat is typically held the second or third week of May, beginning on a Wednesday evening and ending on a Friday afternoon.

When will the award winners be announced?

Selections will be made by the ACGME Awards Committee at its fall 2022 meeting; afterwards, ACGME President and CEO Dr. Thomas J. Nasca will notify recipients. The recipients will be acknowledged at the 2023 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 and social media accounts.