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| --- | --- |
| **Nominee Contact Information**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **City, State, Zip:** Click here to enter text.  **Phone Number:** Click here to enter text.  ***(provide a direct number; awardees will be notified by phone)***  **Email:** Click here to enter text.    **Name of Sponsoring Institution:** Click here to enter text. | **Nominator Contact Information**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **City, State, Zip:** Click here to enter text.  **Phone Number:** Click here to enter text.  **Email:** Click here to enter text.  **Name of Sponsoring Institution:** Click here to enter text. |
| **Sponsoring Institution 10-Digit Code** (as noted in the Accreditation Data System):  Click here to enter text. | **Sponsoring Institution's Current Accreditation Status:**  Click here to enter text. |
| **Number of ACGME-Accredited programs with Continued Accreditation status:**  Click here to enter text. | |
| **Total Years as Institutional Coordinator** **(must have five or more years of experience at the time of nomination submission):** Click here to enter text. | |
| Letters of Support *Letters must be 500 words or less (including comments from group members, but excluding salutations and signature blocks), must be signed, and must give concrete examples of the criteria listed on the checklist that follows.*  (List name, title, and affiliation, e.g., hospital, medical school, university)  **1**. Designated institutional official (DIO) or chair - Click here to enter text.  **2**. Program director - Click here to enter text.  **3**. Current resident(s)/fellow(s) - Click here to enter text.  **4.** An additional person involved in graduate medical education (GME) - Click here to enter text. | |

***Email the Nomination Form and letters of support in one PDF file to DeLonda Dowling:*** [**ddowling@acgme.org**](mailto:ddowling@acgme.org)**.**

All nominations must be emailed before ***5:00 p.m. Central on Wednesday, March 27, 2024***. **Nominations received after the deadline and/or submitted piecemeal will not be considered.**

**Checklist for Nomination Materials**

**Eligibility Requirements**

\*Institutional coordinator for an ACGME-accredited Sponsoring Institution with a status of Continued Accreditation

At least five years of experience as an institutional coordinator

*Note: Institutional coordinators who currently serve on any ACGME volunteer groups or committees are ineligible.*

**Criteria for Selection**

Nominees must:

meet eligibility requirements; and,

demonstrate excellence in EACH of the following areas:

communication, professionalism, and interpersonal skills

understanding the ACGME institutional and program accreditation processes

organizing for the Annual Institutional Review and coordinating ACGME Clinical Learning Environment Review (CLER) and institutional accreditation site visits

promoting communication among the DIO, program coordinators, program directors, and residents/fellows at the institution

designing and implementing an improvement for the institution that has enhanced GME

\*The ACGME recognizes coordinators may have many different titles (e.g., administrator, coordinator, manager, assistant director), and that the title is often institution-specific. Generally, this category refers to the individual who supports the DIO, manages the day-to-day operations of the GME Office, and is actively involved in the ACGME-related functions of the Sponsoring Institution.

**Nomination Instructions**

Two components are required for nomination, and they must be compiled in the following order (*do not include a cover letter*):

A completed Nomination Form

Four **signed** letters of support **(each letter is limited to 500 words or less)**. No more than four letters will be considered.

*Note: CVs are NOT required and therefore will not be considered if submitted.*

**About the Letters of Support:**

* The letters must provide concrete examples of how the nominee has fulfilled *each* of the criteria listed above.
* The letters should be addressed to the ACGME Awards Committee.
* One of the letters must be from current residents/fellows.
* One of the letters must be from a program director.
* One of the letters must be from the DIO or chair of the Graduate Medical Education Committee.
* The remaining letter may come from another person(s) involved in GME who can attest to the nominee’s excellence as an institutional coordinator.
* Comments from a group (faculty members, residents, program coordinators, etc.) should be compiled into one “group letter.” No more than four letters of support for each nominee will be accepted.
* Do not include a cover letter.

**Refer to the GME Institutional Coordinator Excellence Award FAQs, on the** [**GME Institutional Coordinator Excellence page**](https://www.acgme.org/initiatives/awards/gme-institutional-coordinator-excellence-award/) **of the Awards section of the ACGME website for additional information.**