



## **ACGME Diversity and Inclusion Award Application for ACGME-Accredited Sponsoring Institutions**

Name(s) and Address:

Primary Contact Person's Email Address:

Sponsoring Institution Name:

Designated Institutional Official Name:

ACGME Institution Number:

Current Accreditation Status:

## Checklist for Nomination Materials

### Eligibility Requirements

- Nominees must not have been a previous recipient of the award (N/A for 2021).
- Sponsoring Institution must have a status of Continued Accreditation.

### Nomination Instructions

Submit the following items to complete a nomination:

1. A completed nomination form
2. Four **signed** letters of support (*only* four letters; additional letters will not be considered)
3. Complete description of the Sponsoring Institution-led effort to address increasing diversity in graduate medical education (GME) or pre-GME. This may include efforts directed toward:
  - Increasing recruitment and retention of diverse individuals at single or multiple points in the pathway (pre-residency learners, GME learners (residents/fellows), faculty members, or GME staff members); and/or,
  - Approaches to ensuring an inclusive, equitable, and civil clinical learning environment.
4. Detailed description of the novel approach and assessment of the impact of the intervention to date, to include:
  - Numbers of individuals affected;
  - Evidence of success in achieving the goals of the effort;
  - Suitability for scalability or portability to other programs, institutions, or specialties;
  - Testimonials of learners, residents/fellows, or faculty members affected by the innovation; and,
  - Any external recognition, publication reference, or media coverage of the effort.

Scan the required components noted above, and send in one PDF file via email to Gizelle Clemens ([gclemons@acgme.org](mailto:gclemons@acgme.org)) by **July 17, 2020 at 5:00 p.m. Central**. Material received in piecemeal or that includes unsigned letters will not be accepted. Nominations received after the deadline will not be considered.

### About the Letters of Support

- Letters must provide concrete examples of how the nominee has fulfilled the required elements described above.
- 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 designated institutional official 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 impact on improving diversity and inclusion.
- Comments from a group (faculty members, residents/fellows, program coordinators, etc.) should be compiled into one "group letter." **No more than four letters of support for each nomination will be considered.**



## **Nomination Form for Sponsoring Institutions**

1. Describe the activities of the Sponsoring Institution to increase diversity and inclusion in the physician workforce.
2. Describe the activities of the Sponsoring Institution to eliminate health care disparities in the local community, region, or nation.
3. Describe how the workforce diversity efforts serve to address health care disparities in the local community, region, or nation.