

Procedures:

1. A nomination form will be distributed to the faculty and staff of PVM by the Office of the Associate Dean for Research before mid-December of each year.
2. Nominations with attendant documents will be due in the Office of the Associate Dean for Research no later than mid-February.
3. All nomination materials will be distributed to the Selection Committee within two weeks following the due date.
4. The Selection Committee shall be chaired by the Associate Dean for Research or his/her designee.
5. The Selection Committee will consider all nominations reaching it and will act in time to have the necessary material prepared for presentation at a suitable occasion in April.
6. In case there are no nominations, or if in the opinion of the Selection Committee, none of those nominated qualify, an award may not be made that year.

The Award:

1. The awards will be made during a special ceremony in the spring and at a time and place when the awardees' peers can be expected to be present.
2. The awards shall consist of:
 - A. An individual plaque presented to the awardee.
 - B. A payment of \$1000.