

Outstanding VA Investigator Award 2023 Nomination Guidelines

The Outstanding VA Investigator Award will be given annually to recognize the valuable contributions of a research investigator whose significant efforts go above and beyond their day-to-day responsibilities. The award is presented by the Atlanta VA Research Office and will be presented to one awardee each year at Research Day.

WHO IS ELIGIBLE?

The Outstanding VA Investigator Award is open to any full-time or part-time staff member with primary responsibilities in leading a research program at the Atlanta VA; the nominee must have a VA-paid appointment. Research lab manager, research administrator, research coordinator, or other personnel who are major contributors to the conduct of research are not eligible for this award.

WHAT IS A VA INVESTIGATOR?

The VA Investigator is an individual who conducts research approved by the Atlanta VA R&D Committee while acting under a VA appointment on VA time, including full and part-time compensated employees, WOC employees, and individuals approved or detailed to VA under the IPA of 1970. Example responsibilities of a Research Coordinator include but are not limited to:

- Design and carry out research
- Develop methods for a research study
- Author or Co-Author grant proposals
- Review data
- Deliver research presentations and seminars

Remember, an Outstanding VA Investigator goes beyond the performance of day-to-day tasks.

AWARDEE SELECTION CRITERIA

The following criteria will be evaluated for FY 2022 (Oct 1, 2021 – Sept 30, 2022), with respect to the nominee's career stage. A nominee need not meet all criteria to be nominated:

- **Funding:** Maintenance (at minimum) or expansion of existing funding portfolio.
- **Publications:** Evidence of scientific productivity and impact on the field.
- **Mentorship:** Actively mentors at the Atlanta VA and affiliate
- **Service:** Active participant in various research committees at the Atlanta VA and professional organizations related to the research field.

- **Commitment to Growth:** Enthusiastic approach to sustained improvement as a research investigator and values peer relationships, feedback, and broader visions for success.
- **Other:** The nomination can include additional features of the nominee's performance not captured in the above criteria.

HOW DO I NOMINATE A VA INVESTIGATOR?

Anyone involved in research at the Atlanta VA can nominate ONE eligible staff member for the award. Please secure the nominee's permission before nominating them. An individual may receive multiple nominations. Self-nominations are prohibited. **Nominations will be accepted through April 16, 2023.**

To nominate an investigator, submit the nomination form online at the following link: https://emorymedicine.sjc1.qualtrics.com/jfe/form/SV_9SnyU9MNSdUfMp0. The nominee must attend Atlanta VA Research Day on Thursday, May 18, 2023, to receive the award.

WHEN WILL THE AWARDEE BE ANNOUNCED?

The Outstanding VA Investigator Award will be presented during the Atlanta VA Research day on Thursday, May 18, 2023.

Outstanding Research Administrator Award 2023 Nomination Guidelines

The Outstanding Research Administrator Award will be given annually to recognize the valuable contributions of a research administrator whose significant efforts go above and beyond their day-to-day responsibilities. The award is presented by the Atlanta VA Research Office and will be presented to one awardee each year at Research Day.

WHO IS ELIGIBLE?

The Outstanding Research Administrator Award is open to any full-time or part-time staff member with primary responsibilities in research administration and employed by the VA or FAVER. Investigators, research assistants, research coordinators, or other personnel who are major contributors to the conduct of research are not eligible for this award.

WHAT IS A RESEARCH ADMINISTRATOR?

Research administration is a broad field and may support research at any stage of the research spectrum, from the identification of funding opportunities to intellectual property management. Example responsibilities of a research administrator include but are not limited to:

- Identify research funding opportunities
- Participate in proposal development, internal review processes, and submission to a funding agency
- Assist with contract modifications, extensions, progress reports, or effort certification
- Participate in the administration of a research account, centrally or departmentally, from account set-up to account management to close-out
- Provide support in the form of compliance review for export controls, animal use, human subject research, biosafety matters, etc.
- Manage invention disclosures and intellectual property generated by sponsored research

WHAT ARE THE SELECTION CRITERIA?

The following criteria will be considered in the selection of the award recipient. A nominee need not meet all criteria to be nominated:

- **Dedication:** Outstanding contributions beyond the performance of day-to-day tasks to increase the effectiveness and efficiency of research administration
- **Knowledge:** Well-versed in the research administration body of knowledge and strives to remain informed of the latest updates and changes affecting job responsibilities

- **Communication:** Facilitates research by effectively communicating with faculty, peers, research administrators, and sponsors
- **Engagement:** Active participant in the research administration community at the Atlanta VA and professional organizations related to the field
- **Assistance:** Demonstrated commitment to the advancement of colleagues to further professionalize research administration
- **Commitment to Growth:** Enthusiastic approach to sustained improvement as a research administrator and values peer relationships, feedback, and broader visions for success.

HOW DO I NOMINATE A RESEARCH ADMINISTRATOR?

Anyone involved in research at the Atlanta VA can nominate ONE eligible staff member for the award. An individual may receive multiple nominations. Self-nominations are prohibited. Nominations will be accepted **Nominations will be accepted through April 16, 2023.**

To nominate a staff member, submit the nomination form online at the following link: https://emorymedicine.sjc1.qualtrics.com/jfe/form/SV_9SnyU9MNSdUfMp0.

WHEN WILL THE AWARDEE BE ANNOUNCED?

The Outstanding Research Administrator Award will be presented during the Atlanta VA Research day on Thursday, May 18, 2023.

Outstanding Lab Manager Award 2023 Nomination Guidelines

The Outstanding Lab Manager Award will be given annually to recognize the valuable contributions of a research lab manager whose significant efforts go above and beyond their day-to-day responsibilities. The award is presented by the Atlanta VA Research Office and will be presented to one awardee each year at Research Day.

WHO IS ELIGIBLE?

The Outstanding Lab Manager Award is open to any full-time or part-time staff member with primary responsibilities in laboratory management and employed by the VA, FAVER, or an affiliated university with 50% or more effort dedicated to a VA-approved study. Investigators, research coordinators, research administrators, or other personnel who are major contributors to the conduct of research are not eligible for this award.

WHAT IS A LAB MANAGER?

The research lab manager is a Lab manager who brings together their managerial skills and knowledge of safety and lab procedures to ensure that laboratories operate smoothly. Managerial duties generally include scheduling staff, reordering supplies, and maintaining security standards. Example responsibilities of a lab manager include but are not limited to:

- Adheres to specimen preparation procedures.
- Implements new programs, tests, methods, and instrumentation.
- Establishes quality standards to maintain research laboratory equipment performance.
- Keeps supplies stocked by determining inventory level.
- Maintains research laboratory productivity by monitoring the workload of functional areas.
- Identifies informational needs to manage research laboratory information systems.
- Maintains research laboratory staff by recruiting, selecting, orienting, and training employees.

Remember, an Outstanding Lab Manager goes beyond the performance of day-to-day tasks.

WHAT ARE THE SELECTION CRITERIA?

The following criteria will be considered in the selection of the award recipient. A nominee need not meet all criteria to be nominated:

- **Dedication:** Outstanding contributions beyond the performance of day-to-day tasks to increase the effectiveness and efficiency of lab management

- **Knowledge:** Well-versed in the research lab management body of knowledge and strives to remain informed of the latest updates and changes affecting job responsibilities
- **Communication:** Facilitates research by effectively communicating with faculty, peers, research lab managers, and sponsors
- **Engagement:** Active participant in the research lab management community at the Atlanta VA and professional organizations related to the field
- **Assistance:** Demonstrated commitment to the advancement of colleagues to further professionalize research lab management
- **Commitment to Growth:** Enthusiastic approach to sustained improvement as a research lab manager and values peer relationships, feedback, and broader visions for success.
- **Strives for excellence:**

HOW DO I NOMINATE A RESEARCH ADMINISTRATOR?

Anyone involved in research at the Atlanta VA can nominate ONE eligible staff member for the award. An individual may receive multiple nominations. Self-nominations are prohibited. Nominations will be accepted **Nominations will be accepted through April 16, 2023.**

To nominate a staff member, submit the nomination form online at the following link: https://emorymedicine.sjc1.qualtrics.com/jfe/form/SV_9SnyU9MNSdUfMp0.

WHEN WILL THE AWARDEE BE ANNOUNCED?

The Outstanding Lab Manager Award will be presented during the Atlanta VA Research day on Thursday, May 18, 2023.

Outstanding Research Coordinator Award 2023 Nomination Guidelines

The Outstanding Research Coordinator Award will be given annually to recognize the valuable contributions of a research coordinator whose significant efforts go above and beyond their day-to-day responsibilities. The award is presented by the Atlanta VA Research Office and will be presented to one awardee each year at Research Day.

WHO IS ELIGIBLE?

The Outstanding Research Coordinator Award is open to any full-time or part-time staff member with primary responsibilities in research coordination and employed by VA, FAVER, or an affiliated university with 50% or more effort dedicated to a VA-approved study.

WHAT IS A RESEARCH COORDINATOR?

The Research Coordinator is an individual who manages the day-to-day operation of a research project, group of projects, or program. Research Coordinators perform many tasks, including managing IRB submissions, recruiting subjects, cleaning or analyzing data, training, managing budgets and grant processes, and participating in manuscript writing and editing, to name just a few. In short, the Research Coordinator helps facilitate the organization, management, and/or execution of research projects. Examples of Research Coordinator responsibilities include but are not limited to:

- Plans and coordinates the initiation of the research study protocol, and the establishment of operating policies and procedures.
- Prepares research ethics board applications
- Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.
- Recruits, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope.
- Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact for internal research staff and as the principal operational liaison for other research organizations, funding agencies, and regulating bodies.

WHAT ARE THE SELECTION CRITERIA?

The following criteria will be considered in the selection of the award recipient. A nominee need not meet all criteria to be nominated:

- **Dedication:** Outstanding contributions beyond the performance of routine day-to-day tasks that increase the effectiveness, efficiency, and productivity of a research study
- **Knowledge:** Well-versed in the research coordinator's body of knowledge and strives to remain informed of the latest updates and changes affecting job responsibilities
- **Communication:** Facilitates research by effectively communicating with faculty, peers, research coordinators, and sponsors
- **Engagement:** Active participant in the research coordinator community at the Atlanta VA and professional organizations related to the field
- **Assistance:** Demonstrated commitment to the advancement of colleagues to further professionalize research coordination
- **Commitment to Growth:** Enthusiastic approach to sustained improvement as a research coordinator and values peer relationships, feedback, and broader visions for success.

HOW DO I NOMINATE A RESEARCH COORDINATOR?

Anyone involved in research at the Atlanta VA can nominate ONE eligible staff member for the award. An individual may receive multiple nominations. Self-nominations are prohibited. Nominations will be accepted **Nominations will be accepted through April 16, 2023.**

To nominate a staff member, submit the nomination form online at the following link: https://emorymedicine.sjc1.qualtrics.com/jfe/form/SV_9SnyU9MNSdUfMp0.

WHEN WILL THE AWARDEE BE ANNOUNCED?

The Outstanding Lab Manager Award will be presented during the Atlanta VA Research day on Thursday, May 18, 2023.