The Washington State University
2008 Grant and Contract Administration Recognition Awards

The purpose of the Washington State University Grant and Contract Administration Recognition Awards is to recognize current and former WSU employees (staff, faculty, research support personnel, graduate students, etc.) who have provided outstanding service and meritorious contribution to the field. Nominations by anyone related to the grant and contract processes will be considered. Letter(s) of endorsement will be considered, but not required for final determination of the awards.

To be considered for an award a nominee will not be required to meet all of the criteria listed in this announcement; nor will the number of years of experience in the field be a requirement for consideration. Nominees are not required to meet all the listed criteria, but should demonstrate a strong relationship with the Office of Grant and Research Development, Sponsored Programs, and/or work with grants and contracts. Nominations are to be no more then two pages in length with the nominator(s) name, telephone number and email address included. The Awards Committee will determine which award the nominee qualifies for, if any, and reserves the right to determine how many, if any, awards will be presented in any one year for any category. Questions may be addressed to Kris Boreen (335-6866) or Derek Brown (5-9661).

The deadline is February 20, 2009 by 5:00 p.m. to OGRD, c/o SPA Award Committee. Both electronic (derekbrown@wsu.edu) and hard copy nominations (Neill Hall, Room 423) will be accepted. Awards will be announced on March 18, 2009 at CUE 202 from 3:45-4:30pm at the Sponsored Program Administrators (SPA) Conference.

Grants and Contract Administration Service Recognition Award

Service is defined as an individual who has performed their grant and contract administration responsibilities outstandingly above and beyond the expected or required performance within his/her work unit or area. There will be no more than two awards per year.

Individuals who have:

- shown initiative to remain abreast of current trends, regulations and changes in the field;
- evidence of continuing and long-term service to grant and contract administration;
- proven customer service (no matter who the customer is) that is valued by the faculty for their assistance;
- exhibited effective communication and interpersonal skills;
- demonstrated accuracy, efficiency, prioritizing and/or multitasking abilities;
- exemplified positive attitude, collegiality, willing cooperation, work ethic and/or dependability;
- incentive for continuing knowledge of work unit/area and/or valued by the faculty for their knowledge;
- completed continuing training (i.e., completed the Research Administration Series; proposal budget certified);
- proven record (i.e., no audit findings) of understanding compliance regulations; and/or
- developed collaborative relationships between their work unit/area and central administration.

Grant and Contract Administration Contribution Recognition Award

Contribution is defined as an individual or a group whose meritorious efforts have made a unique difference on the Washington State University system, locally, regionally, nationally and/or internationally in the field of grant and contract administration. There is no limit on the number of awards given each year.

Contributions and considerations could be:

- development and implementation of a program that has enhanced grant and contract administration;
- presented workshops/seminars/classes for WSU (or other institutions) on some aspect of the field;
- served on university committees furthering research/sponsored project activities;
- made contributions that have improved the efficiencies and/or streamlined processes for better serving grant and contract administrators, faculty, work units/areas and/or central administration efforts;
- developed collaborative relationships between work units/areas, central administration and/or external funding agencies that have contributed toward the better reputation of the university as a whole;
• performed service to a professional organization (i.e., WACUBO, NCURA, SRA, NAFSA, or equivalent);
and/or publication of article(s) in the field.

Grants and Contract Administration **Pioneer Recognition Award**

Pioneer is defined as an individual or a group whose meritorious efforts has made a unique difference with a far reaching, significant and influential impact on the Washington State University system, locally, regionally, nationally and/or internationally in the field of grant and contract administration. No more than one award per year.

Considerations could be:

• launched or initiated a novel approach that was significant to grant and contract administration;
• developed and implemented an innovative program that has enhanced grant and contract administration;
• introduced an idea that had a direct impact on the collaborative working relationships between departmental, pre- and post-award and central administration grant and contract administrators; and/or
• produced a positive, creative atmosphere through forward thinking between faculty and university’s grant and contract administrators.