

## Nomination package compilation/submission requirements

A complete nomination package consists of the following (to be submitted electronically):

1. The completed Cover Sheet/ADC review form. If a classified nomination or reference letter is required for proper consideration of the nominee's package, please note in the table of contents that classified nomination materials are available and provide a contact for making arrangements to view this material. Please contact Melissa Robinson, SRO Deputy Program Director, for handling instructions for classified submissions.
2. A table of contents in order of requested material.
3. An unclassified letter of nomination from the sponsor, which includes a summary of the nominee's achievements and an explanation of their significance. See instructions above for submitting classified nomination materials.
4. No more than four letters of endorsement (internal and/or external). "Hidden" letters of endorsement beyond the four, which are listed in the nomination letter or included by extensive quotation, are not allowed. Letters less than two years old are acceptable (five years in the case of posthumous authors).
5. The nominee's current resume.
6. A list of publications that support the nomination criterion or criteria
7. To ensure that publication statistics are developed with the same methodology for all nominations, we will have a report on publications, citations, and h-index done for all nominees once we receive the packages that the selection panel will use in their analysis

Please do not submit classified nomination materials except by arrangement with **Melissa Robinson**, extra letters of endorsement, or "bound" material, e.g., pre-prints, reprints, or publications with the package.

Nomination packages must comply with the above requirements to be considered. If you have questions, please contact **Melissa Robinson**, [mrobinson@lanl.gov](mailto:mrobinson@lanl.gov), 7-8152.