**I. Intent**

1. To promote the sharing of skills and knowledge with fellow colleagues. Awarded annually
2. The award will consist of a $200 honorarium and a plaque presented at the Michigan Branch AALAS annual banquet with the following wording:

***Award Name***

***Michigan Branch AALAS***

***Year***

***Name of Recipient***

***Recognition***

1. The Robert A. Watkins award winner will be nominated for the District 5 AALAS “Excellence in Laboratory Animal Science” award

**II. Eligibility**

1. The nominee may be a Michigan Branch AALAS Member or non-member. *(Non-members will receive a plaque and a two-year membership).*
2. The nominee should be someone who has excelled in the field of laboratory animal science: animal facility managers, supervisors, researchers, administrators, veterinarians, and any others deemed qualified.
3. The nominee should have significant dedication to sharing skills and knowledge or promoting the sharing of skills and knowledge with fellow colleagues.
4. An individual may receive this award only one time.
5. If no nominee is deemed sufficiently qualified by the judges, no award will be given.

**III. Criteria *(50 points)***

1. Significant contributions to the field of laboratory animal science. ***(15 points)***
2. Contributions to AALAS at multiple levels. ***(15 points)***
3. Benefits to the nominee's place of employment. ***(10 points)***
4. Participation in additional programs, such as public service or outreach – in accordance or with the values of MI-AALAS. ***(10 points)***

**IV. Nomination Packet Format *(50 points)***

1. Nomination packet must be fully filled out and submitted by the deadline set by the TAC.
2. Nomination document addressing how the nominee fits the criteria listed above, must not exceed five pages, double-spaced. ***(20 points)***
3. Letters of endorsement, limited to 2 pages each. Total number of letters of endorsement – **at least** **four**, no more than ten.
	1. Letter from nominee’s supervisor. ***(10 points)***
	2. Letter of support from staff, coworkers, or peers, which may have multiple signatures. ***(10 points)***
	3. Letter of support from any other applicable source. ***(10 points)***

**V. Nomination Packet Submission & Deadline**

1. The Michigan Branch AALAS Technician Affairs Committee (TAC) Chair and/or Co-chair will set the deadline for submissions annually.
2. The TAC Chair and/or Co-chair may choose to extend the deadline to increase participation in the awards programs.
3. Nomination packets must be mailed or emailed directly to the Michigan Branch AALAS Technician Affairs Committee (TAC) Chair and/or Co-chair.
4. Nominees that do not meet the eligibility requirements outlined above will not be considered for an award.

**NOMINATION FORM COVER SHEET**

* Please write a nomination that touches on all the Criteria listed in section (III) of this packet.
* Ensure you provide a detailed description of the nominee’s performance. How does this employee go above and beyond the expected job performance?
* List any proficiencies, contributions, or accomplishments of the nominee (this may include continuing education, AALAS participation at state, district and national levels):
* Please summarize why you believe this person should be considered for this award (i.e. character of the nominee, personal interests in the field, support and benefit this individual has given to lab animal science).

|  |  |
| --- | --- |
| **Name of Nominee:** |  |
| **Nominee E-Mail:** |  |
| **Company/ Institution:** |  |
|  |  |
| **Name of Nominator:** |  |
| **Nominator E-Mail:** |  |
| *In the event that your nominee wins, you will have the option of presenting his/her award at the banquet.*  |