

The Above and Beyond Award

To Be Presented by the NIH Ethics Office

One (1) award will be presented at the Second ***Above and Beyond Ethics Retreat***, entitled ***Motivate, Communicate, and Facilitate***, being held on Wednesday, August 29, 2012.

Nominations Due: August 3, 2012 (late submissions will not be accepted)

Who is eligible to receive the award? All support or administrative staff in ethics offices across NIH, including ethics assistant, ethics program assistant, clerk, and other individuals who provide support to the DEC and specialists, regardless of title, including both employees and contract staff. Ethics Specialists, Ethics Coordinators, and DEC's are not eligible. Prior year's recipients are not eligible.

Who may nominate? Any individual in an ethics office may nominate him/herself or another eligible individual, including from another Institute/Center. Employees and contract staff may nominate.

Nomination Instructions: Please carefully review the eligibility and award criteria. The intent of this award is to recognize employees who make valuable, usually behind-the-scene contributions, which are important to the successful functioning of an ethics office, and which enhance the IC and NIH Ethics Program. It is not intended to recognize the performance of functions outside of the nominee's job description, e.g., duties of specialists or other non-support employees. In addition, this award is not intended to replace or supplement regular HR performance based awards. It is expected that the nominee has already been recognized in other ways for performance. This award is specific to the ethics administrative and support role, and for significant contributions made in those positions.

The nomination is limited to the 1-page nomination form, attached. Provide the following information.

1. Nominee's full name, IC, and position title.
2. Summary of the nominee's current official duty requirements (per job description).
3. Explanation of how the nominee's special efforts above and beyond the regular duty requirements are directly related to fulfilling the mission of the IC ethics program, and therefore the NIH ethics program. The justification should focus on the nominee's contributions, and the breadth and impact of those contributions. The following criteria may be used to identify examples of nominee contributions.
 - Enables others to succeed by providing behind the scenes support
 - Provides original, creative concepts or ideas for the office
 - Exhibits initiative in identifying and meeting requirements
 - Exhibits dedication and tenacity to a project
 - Exhibits a commitment to teamwork
4. Nominators name, IC, position, and phone number.
5. Submit your nomination in a sealed envelope marked "Confidential" and address it to:
Felecia Taylor
NEO, Award Nomination
Bldg 2, Room BE-22, MSC 0201
2 Center Drive, NIH

Nominations will be opened by the awards committee only. The winner will be announced at the *Above and Beyond Administrative and Support Ethics Retreat* on August 29, 2012. The winner need not be present to win. Contact Felecia Taylor, in the email global address book or at 301-402-6628, if you have questions.