



ARP Award and Volunteer Nominations Guide

Merit Awards

This guide was created to give nominators and nominees a comprehensive understanding of the ARP Nominations process and what is expected from both groups before, during and after a nomination. Once you read this guide, if you still have questions, please contact Autumn Duncan at arnominations@rheumatology.org.

5 Facts About ARP Merit Awards

1. ARP Merit award nominations open the first week of November every year. Nominations close February 1 of each year. You can nominate via the My Nominations section of your ACR account.
2. There are two types of nominations: Self Nomination and peer nomination. A self-nomination is when you nominate yourself. A peer nomination is when you nominate a colleague. The process for both nomination types is the same, but you will be asked to identify your nomination type on your application.
3. Merit awards are eligible for consideration for two years. EX: if you self-nominate or peer nominate someone in 2020, if they are not selected as the awardee in 2020, their nomination application is eligible for the 2021 evaluation.
4. Awardees are only eligible every other year. Ex: If you self-nominate or peer nominate someone in 2020 and they are selected as the awardee, they are not eligible for merit award selection until 2022.
5. Awardees are only eligible to win awards once. Ex: If John Smith won the ARP Distinguished Educator Award in 2000, he is no longer eligible to win that award. However, he is eligible to win an award that he has not previously won.

Before You Begin

Before you begin your nomination, there are a few items that you want to have compiled. ***Once you begin the nomination process it is imperative that you complete the entire process at one time. If you start a nomination and do not finish, all progress will be lost upon return.*** Having all the necessary documents saved and available at the time that you start the nomination will make the process much

more efficient and effective. The following items are required materials that will impede you from submitting your nomination, if they are not complete.

1. Curriculum Vitae/ Resume: The ARP Membership & Nominations Committee uses the CV of the nominee to evaluate their eligibility for the award. If this information is missing, the committee will not be able to evaluate the nomination.
2. Letter of Recommendation: The Letters of Recommendation are part of the committee's nomination review, so we ask that you submit those as well.

Make sure you know:

1. Which ARP merit award you want to nominate for.
 - a. Whether it's a self-nomination or a peer nomination, you want to know which award you want the nominee to be evaluated for. There is a list of ARP Merit award descriptions on Rheumatology.org. You can view the list [here](#).
2. Any additional nominators.
 - a. If you would like for additional nominators to be added to your nomination, please have those ready. Your application will have a space to add nominators. Please note that if you add additional nominators to your application, you must have their letter of recommendation at that time. If you do not have that letter of recommendation, you will not be able to submit the application.

Volunteer Nominations

4 Facts About ARP Volunteer Nominations

1. ARP Volunteer nominations open the first week of November every year. Nominations close February 1 of each year. You can nominate via the My Nominations section of your ACR account.
2. There are two types of nominations: Self Nomination and peer nomination. A self-nomination is when you nominate yourself. A peer nomination is when you nominate a colleague. The process for both nomination types is the same, but you will be asked to identify your nomination type on your application.
3. Most ARP Volunteer terms are 3 years. Once you are placed in a position, you are not eligible for another volunteer position until your term is done. Ex: if you submit your nomination in 2020 and are selected for placement by the Membership & Nominations Committee for a position, your term will be 2021-2024. You should complete a volunteer nomination form in November 2024.
4. If you are interested in leadership, you must submit two letters of recommendation from current members of leadership. Leadership consists of any position on the ARP Executive Committee.

Before You Begin

Before you begin your nomination, there are a few items that you want to have compiled. ***Once you begin the nomination process it is imperative that you complete the entire process at one time. If you start a nomination and do not finish, all progress will be lost upon return.*** Having all the necessary documents saved and available at the time that you start the nomination will make the process much more efficient and effective. The following items are required materials that will impede you from submitting your nomination, if they are not complete.

1. Curriculum Vitae/Resume: The ARP Membership & Nominations Committee uses the CV/Resume of the nominee to evaluate their eligibility for the volunteer opportunity. If this information is missing, the committee will not be able to evaluate the nomination.
2. Letter of Recommendation: The letters of recommendation are part of the committee's nomination review, so we ask that you submit those as well. For any leadership position, this is required.

Make sure you know:

3. Which ARP volunteer opportunity you want to nominate for.
 - a. Whether it's a self-nomination or a peer nomination, you want to know which award you want the nominee to be evaluated for. There is a list of ARP volunteer opportunities and descriptions on Rheumatology.org. You can view the list [here](#).
4. Any additional nominators.
 - a. If you would like for additional nominators to be added to your nomination, please have those ready. Your application will have a space to add nominators. Please note that if you add additional nominators to your application, you must have their Letter of recommendation at that time. If you do not have that letter of recommendation, you will not be able to submit the application.

Sample Letter of Recommendation

Insert Your Letterhead

Date

Association of Rheumatology Professionals
Membership and Nominations Committee
2200 Lake Boulevard NE
Atlanta, GA 30319

Re: Nomination of NOMINEE for ARP Award/volunteer

Dear Membership and Nominations Committee:

Paragraph 1 of your letter explains your connection to the person you are recommending, including how you know them and why you are qualified to write a recommendation letter. Your qualifications may be just as important as theirs. It is also a good idea to clearly state that you are nominating or recommending that person.

E.g. It is a distinct pleasure for me to write a letter in support of NOMINEE to be awarded the ARP AWARD/ VOLUNTEER POSITION by the Association of Rheumatology Professionals. I have known NOMINEE for XX years and have had the pleasure of working with her/him (*In what way? research, committee work, etc.*).

Paragraph 2 of your letter contains information regarding why the person you are writing about is special, including a detailed description of why s/he is qualified to receive the award/ volunteer position. Choose a few points, giving specific examples reinforcing these points, and then return to those throughout the letter. Using specific examples are a must. This information will allow the candidate to stand out from others.

*This section is where a community-based clinician would need emphasis on her/his special role within the community or beyond (i.e., advocacy for patients with special needs, education for patients, and/or trainees in the community setting, mentorship, etc.

E.g. NOMINEE is a pioneer in rheumatology (*Doing What and Why?*)

Paragraph 3 will address any specific work the nominee has done on behalf of the ACR/ARP. This section should address any participation in ACR volunteer positions or educational meetings. When writing a letter of nomination, the information included will again be concise and include an example that is relatable to the criteria required for the award.

E.g. NOMINEE has served the College in a variety of ways – List.

The concluding paragraph of your letter will contain a brief summary again of why are you are recommending the person. It is important to stick to the points that you brought up in the previous paragraph and not to introduce any new information that you will not be able to explain in the remainder of the letter. The person reading the letter should have no doubt in their mind as to what the

nominee or candidate's qualifications are. It is also a great idea to once again state that you "highly recommend" the person or you "recommend them without reservation".

E.g. I believe NOMINEE is a worthy candidate for the designation of Master of the ARP. It is my pleasure to nominate her/him for this incredible honor.

The signature section of your letter should include a sign off such as, "Sincerely", an actual hand-written signature, your name, title if you have one and contact information. An example of a standard signature might read:

Sincerely,

E.g.

John Doe

Department of Rheumatology

University of America

123-456-7890

John.doe@gmail.com