

Template for Creating or Modifying an ACM Award

Version of November 3, 2023

Proposed name of the Award:

Sponsoring sub-unit (e.g., SIG):

Rationale for creating the Award and why it is appropriate for ACM. (If the Award has potential overlap with other ACM awards, please address why the new Award is desirable.)

Nomination process:

How will nominations be solicited?

Deadline(s) for nominations (or indicate if they will be accepted on a rolling basis):

Eligibility criteria: (Note: avoid age restrictions and instead specify time-in-career or time-since-last degree. Include career interruption wording if appropriate.)

Will endorsements be requested? If so, indicate how many and their requirements (e.g., qualifications of endorsers).

Evaluation process:

How will the Award committee be formed?

What is the size of the committee?

How long will committee members serve?

Please acknowledge the following:

- The Award nomination and evaluation procedures will follow [ACM's Conflict of Interest Guidelines for Awards Committees](#) and with the [ACM Policy for Conferring Honors](#). If COI issues arise, these issues will be raised to the SGB Awards Advisor or ACM Awards Committee for resolution.

How will committee selection be handled and overseen? (Examples: an association-wide award typically has a selection committee overseen by the ACM Awards Committee; a SIG award selection committee is overseen by the SIG's EC, overseen by the SGB Awards Committee; and paper awards are normally selected by the applicable conference program committee.)

Indicate how appropriate diversity of the committee composition (e.g., gender, geographic locations, etc.) will be ensured.

Please acknowledge the following:

- Unexpected vacancies on the committee will be filled, or a decision to operate at a reduced level, will be made by the sponsoring sub-unit's awards advisor or Executive Committee.

What are the evaluation criteria to be used in selecting Award winner(s)?

Timing and presentation of the Award:

How often the Award will be given?

Where and by whom will the Award be presented?

If an award lecture is to be included, what will be the venue or how will venue selection work?

Form of the award:

What will the awardee receive (e.g., plaque, certificate, cash)

If the Award includes a cash prize, describe the plan for securing the Award's financial viability (this is normally done through an endowment; see the section on Endowing an Award).

If the Award includes travel reimbursement or a special ceremony, describe how the endowment and/or sponsoring unit will budget for the expense.