

**Proposed name of the award:**

**Sponsoring sub-unit (SIG):**

**Rationale:**

Please provide the rationale for creating the award and why it is appropriate for ACM. (If the intent has potential overlap with other ACM awards, please address why the new award is desirable.)

**Description of the award process:**

How will nominations be solicited?

Please provide the deadline(s) for nominations or indicate if they will be accepted on a rolling basis.

What are the eligibility criteria? (Note: it is recommended to avoid age restrictions and instead refer to time-in-career or time-since-last degree. Include career interruption wording if appropriate.)

Please acknowledge the following:

- The Award will reference ACM's Conflict Of Interest Guidelines for Awards Committees ... [Conflict of Interest \(acm.org\)](#) ... and indicate that if COI issues arise, these issues will be raised to the SGB Awards Advisor for resolution.

Please describe what type of nominations and endorsements will be requested.

How will the award committee be formed?

What is the size of the committee?

How long will committee members serve?

How committee selection will be handled and overseen? Are there plans to ensure diversity of the committee composition (in terms of e.g., gender, geographic locations, etc.)? (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 which in turn is overseen by the SGB Awards Committee; and paper awards are normally selected by the applicable conference program committee.) Finally, indicate that unexpected vacancies will be filled by, or a decision to operate at a reduced level will be made by, the SIG's awards advisor or Executive Committee.

What are the evaluation criteria to be used in selecting award winners?

Reference to the ACM Policy for Conferring Honors should be included with the proposal.

**Timing and presentation:**

Please indicate how often the award will be given.

Where and by whom will the award be presented?

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

## **Form of the Award:**

**What will the awardee receive?**

**If the award includes a cash prize, please include a 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, please describe how the endowment and/or sponsoring unit will budget for the expense.**