

## ACEP Teaching Awards Frequently Asked Questions (FAQs)

**1. Is ACEP membership required for award nominees?**

Yes, the nominee must be a member in good standing of the American College of Emergency Physicians to be eligible for an ACEP teaching award.

**2. What other qualifications are required for award nominees?**

The nominee must also hold an academic appointment at a US allopathic or osteopathic medical school, holding the rank of instructor, assistant professor, associate professor, or professor. They must also be board certified in emergency medicine by ABEM or AOBEM or pediatric emergency medicine under ABP.

**3. May someone win the same award more than once?**

Once a nominee wins an award, that nominee is no longer eligible to win the same award.

**4. How long should letters of support or endorsement be?**

The letter should be long enough to adequately show strong support for the nominee but not overly lengthy and wordy. The nomination instructions for each award give the maximum number of pages for each letter or documentation category.

**5. Should anything extra be included in the nomination?**

All awards have specific criteria that will be evaluated by the committee. Extra information or documents will not be forwarded to the committee for evaluation as part of the nomination.

**6. How are nominations submitted?**

Nominations are submitted through OpenWater, our online nomination management system. There are places to provide nominee and nominator information, as well as upload letters of endorsement from departmental or organizational leadership and from learners impacted by the nominee's teaching. Other documentation specific to each award will also need to be submitted.

**7. How are late nominations handled?**

Nominations must be completed and submitted in OpenWater by the deadline date to be considered.

**8. What if a member of the awards committee knows a nominee?**

If a member of the awards committee knows a nominee being evaluated, they will recuse themselves from evaluating that nominee, and the nomination will be assigned to another judge.

**9. Can awards committee members nominate or receive awards?**

Committee members may nominate others for awards; however, they are not permitted to participate in the evaluation process for that award. Awards committee members must abstain from being nominated or receiving awards for a period of no less than one year from the time their service on the committee expires.

**10. When will the winners of the award be selected, announced, and recognized?**

Award winners will be selected in May, and the nominator and winner will be notified by email in June. Winners will be recognized at ACEP's annual awards gala (during years it is held), with self-produced videos on the ACEP website, and through various ACEP communication channels. An award plaque will be mailed to the winner after announcement of the award.