

## **2018 FLC Southeast Region Excellence in Technology Transfer Award Nomination Form**

The Excellence in Technology Transfer Award recognizes employees of FLC Southeast Region member laboratories and non-laboratory staff who have accomplished outstanding work in the process of transferring federally developed technology.

### **Eligibility Requirements**

1. Nominee(s) must be employee(s) of FLC member laboratories and may include non-laboratory staff members who were actively involved in the transfer process. A member laboratory is any federal laboratory that is a Consortium Member or Member Organization in good standing with the FLC.
2. Nominee(s) must be employee(s) engaged in science and technology and/or technology transfer activities at FLC member laboratories. This also includes technology transfer professionals that work in or support an Office of Research and Technology Applications (ORTA).
3. Duplicate nominations of a single technology transfer effort (for an individual or group) are not allowed.
4. The nominated achievement must have taken place within the last ten years.

### **Number of submissions**

Each federal laboratory may submit a maximum of **four** nominations.

### **Submission Guidelines**

- Content in both the submission abstract and submission narrative must be written in layman's terms.
- Whenever possible, provide quantitative data.
- A maximum of four photos will be accepted as supporting documentation. Each photo must be accompanied by a brief caption.
- News articles, press releases, video clips, and web addresses will not be accepted as supporting documentation.
- **DO NOT** include proprietary information regarding the technology or its transfer. All submissions will become the property of the FLC, which reserves the right to use the submission's content in its marketing and publications.

- All completed submission must be received electronically by the Regional Support Office by **6:00 p.m. EDT on Wednesday, August 1, 2018**. No submissions will be accepted after this time. The submitter will receive an electronic acknowledgment from the RSO upon receipt of entry. Nominations can be submitted as Word or PDF documents attached to an email to **[rso@flcsoutheast.org](mailto:rso@flcsoutheast.org)**.

### **Announcement of Results**

The winners of the 2018 FLC Southeast Region Excellence in Technology Transfer Awards will be announced in mid-August, 2018. Laboratories submitting nominations will be notified prior to the official announcement.

### **Award Presentation**

Winners will be honored during the Awards Luncheon at the joint Southeast-Midwest Regional Meeting on September 19, 2018.

## **Excellence in Technology Transfer Award – Submission Information**

**(NOTE: The Southeast Region does not utilize an on-line submission format. Please develop your nomination according to the following outline and instructions. Each submission should be one document in either Word or PDF format, with font size being no smaller than Calibri 11 point or Arial 10 point.)**

## **Cover Page**

**Laboratory name:**

**Title of nominated technology transfer:**

**Dates that transfer took place** – beginning month/year to ending month/year:

**Abstract (450 word limit)** Please describe the transferred technology, the role of the nominee(s) in the technology transfer process, the technology transfer process used, any unique aspects of the transfer process and the benefits of the transfer effort. Please write this paragraph in non-technical terms for a non-scientific audience.

**Nominator Information:** Please include the nominator's title, name, laboratory/organization, street address, city, state, zip, phone and email address.

**Nominator/Primary Contact** who will be responsible for disseminating information from the FLC Southeast Region to the rest of the team: Title, Name, Laboratory/Organization, Street Address, City State, Zip, Phone number and Email address.

**Lead Project Nominee:** Title, Name, Laboratory/Organization, Street Address & Mail Stop, City, State, Zip, Phone and email address.

**Additional Nominee(s):** Title, Name, Laboratory/Organization, Street Address, City, State, Zip code, Phone number, Email Address

## **Excellence in Technology Transfer Award Submission Narrative and Criteria**

The highest score possible is 100 points. The total point score will be used for ranking. Scoring will be done by judging the Submission Narrative against the listed criteria. Each criterion must be addressed in order to receive a score for that criterion. The FLC Excellence in Technology Transfer Award recognizes employees of FLC member laboratories and non-laboratory staff who have accomplished outstanding work in the process of transferring federally developed technology. Maximum of 5 pages using font size no smaller than Calibri 11 or Arial 10.

### **A. Description of Technology Transferred**

1. Describe the technology transferred, focusing on what advantages the technology provides and what problem or need is addressed. [15 points]
2. Who or what was the recipient of the transferred technology, and when did the transfer take place? [5 points]

### **B. The Technology Transfer Story**

1. How and by whom was the partnership for the technology initiated? [5 points]
2. What were the specific roles, goals, objectives, and expectations of each partner in the transfer of the technology? [10 points]
3. What technology transfer mechanisms, resources, and/or activities were used to transfer the technology? [10 points]

### **C. Key Contributions to the Technology Transfer**

1. Describe each nominated team member's role in the technology transfer, including any innovation or creativity demonstrated by individual team members in transferring the technology. [15 points]

2. Specifically identify and describe the excellence in the technology transfer effort for which the application is submitted. [20 points]

#### **D. Outcomes of Technology Transfer**

1. Describe how this technology transfer effort furthers the mission requirements of your laboratory, any public gains achieved through its transfer and the result and impact of the technology transfer effort. [20 points]

#### **Supporting Documentation – Photos (Optional)**

A maximum of four photos will be accepted as supporting documentation. Each photo must be accompanied by a brief caption.

## Frequently Asked Questions

**1. Can you help me understand what may or may not fall under definition of “Excellence in Technology Transfer” for this award?**

The submission narrative must clearly identify and concisely describe how the nominees “went above and beyond” their normal jobs. The narrative must convey what makes the technology transfer effort excellent. Simply stating that a nominee negotiated a CRADA or License is not sufficient. The narrative needs to describe the nominees’ contributions or efforts above and beyond normal job duties, efforts that were unusually good and surpass ordinary standards. While meeting all other job obligations, what unusual or challenging hurdles or obstacles were overcome, what improvements or new ways of accomplishing TT were developed, etc.

**2. I want to be sure someone in our laboratory’s technology transfer office who provided their expertise and assistance is recognized. Is this possible?**

Yes, technology transfer professionals, including ORTAs, are eligible for nomination.

**3. Is there a limit on the number of individuals I can nominate?**

No. All eligible individuals who were actively involved in the technology transfer process can be nominated, regardless of number. However, each individual effort must be specifically identified in the nomination write-up. Failure to do so may result in the individual being removed from the nomination or total nomination disqualification.

**4. Our laboratory just completed a joint technology transfer effort with another laboratory. Can I submit this joint project as a nomination?**

Yes, joint technology transfer projects between federal laboratories are eligible for nomination, even if the laboratories are affiliated with different federal agencies. However, only one Excellence in Technology Transfer Award nomination per joint technology transfer project should be submitted and such submission should be coordinated between the laboratories. Joint technology transfer projects between federal laboratories affiliated with different federal agencies may also be submitted as a separate nomination for an Interagency Partnership Award.

**5. The technology that my laboratory has produced has great potential, but has yet to be formally transferred. Can my submission be given serious consideration by the judges on basis of technology alone?**

No. This award is given on the basis of successful technology transfer efforts, as opposed to the potential of the technology itself. It is advisable to only submit a technology for nomination once it has formally been transferred.

**6. A dispute has arisen between my laboratory and our partner regarding intellectual property issues with the nominated technology (and transfer of it). May I still submit a nomination for it?**

Yes. Be sure to check the box stating that there is a known dispute/potential dispute, and then describe the dispute in detail.

## 2018 FLC Southeast Region Partnership Award

The FLC Southeast Region Laboratory Partnership Award recognizes the efforts of federal science and technology employees from at least two different agencies who have collaboratively accomplished outstanding work in the process of transferring a technology.

### Submission Guidelines

- Nominees must be employees of FLC member laboratories.
- The transfer of the technology must have occurred in the past 5 years.
- Duplicate submissions of a single interagency partnership effort are not allowed.
- The nomination must be submitted by an FLC Agency Representative or Laboratory Representative.
- Content in both the submission abstract and submission narrative must be written in layman's terms.
- A maximum of four photos will be accepted as supporting documentation. Each photo must be accompanied by a brief caption.
- News articles, press releases, video clips, and URL addresses will not be accepted as supporting documentation.
- **DO NOT** include proprietary information regarding any technology or its transfer. All submissions will become the property of the FLC, which reserves the right to use the submission's content in its marketing and publications.
- All completed submission must be **received by 6:00 EDT on Wednesday, August 1, 2018**. No submissions will be accepted after this time. The submitter will receive an electronic acknowledgment from the Regional Support Office upon receipt. Email submissions to [RSO@flcsoutheast.org](mailto:RSO@flcsoutheast.org).

### Announcement of Results

The winners of the 2018 FLC Southeast Region Partnership Award will be announced in mid-August, 2018.

### Award Presentation

Winners will be honored at an official ceremony during the Awards Luncheon at the joint Midwest-Southeast Regional Meeting on September 19, 2018.

# FLC SE Region Partnership Award Submission Information

## Cover Page

**Participating Laboratory Names:**

**Title of the Interagency Collaboration:**

**Abstract: (maximum 450 words)**

Describe the cooperative effort that resulted in the transfer of a specific technology, product, or service that has been adopted by and/or benefits another Federal agency or private sector entity for government or non-government use. Describe any specific attributes of the respective agency laboratories that enabled the effective transfer of the technology. Please write this paragraph in non-technical terms for a non-scientist audience.

### **Nominee Information**

**Nominator(s):** Name, title, laboratory/organization, street address, mail stop, city, state, zip code, phone number, email address.

Each laboratory should designate a primary contact nominee who will be responsible for communicating with all other nominees from his/her laboratory regarding this award nomination.

**Primary Contact/Nominee (if different than Nominator(s) above):** Name, title, laboratory/organization, street address, mail stop, city, state, zip code, phone number, email address

**Nominee(s):** Name, title, laboratory/organization, street address, mail stop, city, state, zip code, phone number, email address

## **FLC SE Region Partnership Award Submission Narrative and Criteria**

The FLC Southeast Region Partnership Award recognizes the efforts of federal science and technology employees from at least two different agencies who have collaboratively accomplished outstanding work in the process of transferring a technology.

The highest score possible is 100 points. The total point score will be used for ranking by the judges. Scoring will be done by judging the Submission Narrative against the criteria listed below. Each criterion must be addressed in the Submission Narrative to receive points. The narrative cannot exceed 3 pages.

Criterion 1: Specifically identify and describe the outstanding cooperative effort by federal science and technology employees from laboratories representing two or more Federal agencies in the transfer of a specific technology, product, or service that has been adopted by and/or benefits another Federal agency or private sector entity for government or non-government use. [45 points]

Criterion 2. Specifically identify and describe each nominated team member's role and the attributes of each of the respective agency laboratories that enabled the effective transfer of the technology. [35 points]

Criterion 3. Describe when the transfer took place and what technology transfer mechanisms, resources, and/or activities were used to transfer the technology. The transfer of the technology must have occurred within the past five years. [20 points]

### **Supporting Documentation – Photos (Optional)**

A maximum of four photos will be accepted as supporting documentation. Each photo must be accompanied by a brief caption.



## **2018 FLC Southeast Region Laboratory Representative of the Year Award**

The Representative of the Year Award recognizes an FLC Representative who has made a significant contribution to the FLC in the past year.

### **Submission Guidelines**

- Nominee must be an FLC Representative or Alternate from a laboratory in the region.
- The nominee has not received the award within the last three years.
- Only FLC Agency Representatives, Alternate Laboratory Representatives, or (where applicable) Laboratory Representatives may submit nominations.
- News articles, press releases, video clips, and URL addresses will not be accepted as supporting documentation.
- **DO NOT include proprietary information** regarding any technology or its transfer. All submissions will become the property of the FLC, which reserves the right to use the submission content in its marketing and publications.
- All completed submission must be **received by the Regional Support Office by 6:00 p.m. EDT on Wednesday, August 1, 2018**. No submissions will be accepted after this time. The submitter will receive an electronic acknowledgment from the RSO upon receipt of the nomination. Send submissions by email to [RSO@flcsoutheast.org](mailto:RSO@flcsoutheast.org).

### **Announcement of Results**

The winner of the 2018 FLC Southeast Region Laboratory Representative of the Year Award will be announced in mid-August, 2018.

### **Award Presentation**

The winner will be honored during the Awards Luncheon at the joint Midwest-Southeast Regional Meeting on September 19, 2018.

# **FLC SE Region Laboratory Representative of the Year Award Submission Information**

## **Cover Page**

**Nominee:** Name, title, laboratory, street address, mail stop, city, state, zip, phone number, and email address.

**Nominator:** Name, title, laboratory, street address, mail stop, city, state, zip, phone number and email address.

### **Abstract (350 words maximum)**

Write a brief abstract of the nomination that describes: the nominee's service to the FLC (national or regional) in the past year, including exceptional dedication and enthusiasm in advancing the Consortium's mission not only among fellow members, but to partners in industry, and/or academia, and local governments. Please write this paragraph in non-technical terms for a non-scientific audience.

## **Submission Narrative and Criteria**

The Representative of the Year Award recognizes an FLC Representative (Laboratory Representative or Parent Federal Agency Representative) who has made the most significant contribution to the FLC at the regional or national level in the past year.

Nominators must address each of the following four criteria. The highest score possible is 100 points. The total point score will be used for ranking. Scoring will be done by judging the Submission Narrative against the criteria listed below. Each criterion must be addressed in the Submission Narrative to receive points. Maximum of 2 pages.

1. Describe how the nominee participated in activities for outreach to a new group in the FLC user communities (user communities, include but are not limited to, industry, academia, state and local governments, and federal laboratories). [20 points]
2. Describe how the nominee demonstrated outstanding FLC regional leadership or participated in other appropriate FLC-related activities. [30 points]

3. Identify and describe the specific and significant contributions made during the year immediately preceding the nomination. [20 points]
4. Describe the nominee's general involvement in and support of FLC including FLC positions, membership on FLC committees and other FLC recognitions received. Confirm that the nominee has not received the award within the past three years. [30 points]

## 2018 FLC Southeast Region Outstanding Service Award

The Outstanding Service Award recognizes a notable contribution to the FLC or to a laboratory's technology transfer activities from an individual/group who is not an FLC laboratory employee.

### Submission Guidelines

- Nominee(s) may not be an FLC laboratory employee.
- The nominee(s) have not received the award within the last three years.
- The nominee(s) contribution took place within the last three years.
- Only FLC Agency Representatives or Laboratory Representatives may submit nominations.
- News articles, press releases, video clips, and URL addresses will not be accepted as supporting documentation.
- **DO NOT include proprietary information** regarding any technology or its transfer. All submissions will become the property of the FLC, which reserves the right to use the submission's content in its marketing and publications.
- All completed submission must be **received by the Regional Support Office by 6:00 p.m. EDT on Wednesday, August 1, 2018**. No submissions will be accepted after this time. The submitter will receive an electronic acknowledgment upon receipt of the submission entry from the RSO. Email submissions to [RSO@flcsoutheast.org](mailto:RSO@flcsoutheast.org).

### Announcement of Results

The winner(s) of the 2018 FLC Southeast Region Outstanding Service Award will be announced in mid-August, 2018. Laboratories submitting nominations will be notified prior to the official announcement.

### Award Presentation

The winner(s) will be honored during the Awards Luncheon at joint Midwest-Southeast Regional Meeting on September 19, 2018.

# **Outstanding Service Award Submission Information**

## **Cover Page**

**Nominator(s):** Name, title, laboratory, street address, mail stop, city state, zip, phone number, and email address.

**Nominee(s):** Name, title, organization, street address, mail stop, city, state, zip, phone number and email address.

**Abstract (250 word maximum):**

Write a brief summary abstract of the nomination that describes: the nominee(s) service to the FLC or to the laboratory technology transfer program in the past three years, including exceptional dedication and enthusiasm in advancing the Consortium's mission. Please write this paragraph in non-technical terms for a non-scientific audience

## **Outstanding Service Award Submission Narrative and Criteria**

The highest score possible is 100 points. The total point score will be used for ranking. Scoring will be done by judging the Submission Narrative against the criteria listed below. Each criterion must be addressed in the Submission Narrative to receive points. The Outstanding Service Award recognizes an individual/group who is **not** an FLC Member Laboratory or Parent Federal Agency employee for a notable contribution to the FLC in terms of sustained support and/or service. Maximum of 2 pages, with font size no smaller than Calibri 11 or Arial 10.

1. Identify Nominee, and their affiliation with FLC. Nominee may not be an FLC Member Laboratory or Parent Federal Agency employee. Describe how Technology Transfer relates to Nominee and their organization. [30 points]
  
2. Specifically identify and describe how the nominee has provided significant support/service to the FLC as an organization and/or to the laboratory's technology transfer program during the past 3 years. [70 points]