**Smithsonian Education Awards Guidelines**

*Recognizing Achievement and Encouraging Innovation at the Smithsonian*

The **Smithsonian Education Awards** honor outstanding achievements in education by Smithsonian employees. The awards recognize creativity, excellence, and commitment to serving the nation through educational programming, exhibits, publications, and digital media. All active Smithsonian staff members are eligible for consideration. Emeritus staff members, fellows, research associates, interns, volunteers, and contractors are not eligible.

The Smithsonian Education Awards program is generously supported by the Smithsonian Women’s Committee, endowed in honor of their fortieth anniversary of service to the Smithsonian.

***Types of Awards***

There are two awards of **$5,000** each.

The **Smithsonian Education ACHIEVEMENT Award** honors consistent and outstanding performance in education. Nominees must be individuals with at least three years of employment at the Smithsonian.

The **Smithsonian Education INNOVATION Award** recognizes an outstanding program, resource, or other initiative in education produced within the last two years by an individual or team.

***Use of Awards***

The cash awards can be used to support the following:

* Participation in national conferences to make presentations or serve on committees
* Purchase of professional journals or publications
* Site visits to observe other programs
* Registration in continuing education or university coursework
* Development of new education initiatives

***Award Application Procedure***

* Smithsonian employees may nominate themselves, other Smithsonian employees, a program, a resource, or an initiative.
* The application must be complete, submitted as one PDF, and **may not exceed five pages**—including the cover sheet.
* Deadline is **5:00 pm EST, Friday, September 27, 2019**, submitted via email to [PorterT@si.edu](mailto:PorterT@si.edu).
* Applicants will receive a record of receipt via email.

***Application Contents***

The **entire application package** submitted as one PDF, including **cover sheet**, may not exceed **five** pages. The application includes a **narrative** and **attachments** as follows:

Education **ACHIEVEMENT** Award (five pages total):

1. **Cover sheet**
2. **Narrative** describing the nominee’s professional service and contributions to Smithsonian education—such as awards, publications, innovative programming, or evaluation data.
3. **Documented evidence** such as letters of support from a supervisor, professional colleague, or collaborative organization; and/or an evaluation/assessment summary.
4. **Resume/CV**

Education **INNOVATION** Award (five pages total):

1. **Cover sheet**
2. **Narrative** describingthe nominated program, resource, or other initiative with an emphasis on what makes this initiative innovative, exemplary, or different from others.
3. **Documented evidence** such as letters of support from a supervisor, professional colleague, or collaborative organization; and/or an evaluation/assessment summary.

***Review and Award***

The Smithsonian Center for Learning and Digital Access (SCLDA), which manages the awards, convenes an external panel of national leaders in museums, universities, foundations, and education organizations to review applications.

The panel will score applications based on the following:

* **Performance**: evidence of employee achievement or initiative excellence
* **Impact**: evidence of the individual’s or initiative’s impact. How does this individual or initiative make a difference?
* **Documentation**: completeness and clarity of application

SCLDA will inform all applicants of the panel’s decisions.

***Recognition of Awardees***Awardees will be recognized in ways such as the following:

* Announcements will appear on Smithsonian communications and social media.
* Awardees will be acknowledged during a meeting of the Smithsonian Women’s Committee and the National Board and may be asked to present on their activities.
* Awardees will receive their award from the Secretary during a special reception.

***Timeline***

Applications due—5:00 pm EST on Friday, September 27, 2019

Award announcement—Monday, November 4, 2019

Awards presentation and reception—December 2019

Funds transfer—December 2019

For more information, please contact Tess Porter, SCLDA; [PorterT@si.edu](mailto:PorterT@si.edu) or   
202-633-4907.

**Smithsonian Education Awards**

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**2019 Cover Sheet**

**(1) SELECT TYPE OF NOMINATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACHIEVEMENT Award**  outstanding employee | | **INNOVATION Award**  outstanding program   or resource | |
| **(2) APPLICATION CHECK-LIST:** | | | |
|  | cover sheet |  | cover sheet |
|  | narrative |  | narrative |
|  | letters of support and/or evaluations/assessments |  | letters of support and/or evaluations/assessments |
|  | resume/CV |

|  |
| --- |
| **(3) Nominee’s name, unit, and contact information** |
|  |
| **(4) Nominee’s supervisor and contact information** |
|  |
| **(5) Nominator’s name, unit, and contact information** |
|  |
| **(6) Name of nominee’s fund administrator and contact information** |
|  |

**Email completed application as a single PDF document, not exceeding five pages, no later than 5:00 pm EST Friday, SEPTEMBER 27, 2019,   
to** [PorterT@si.edu](mailto:PorterT@si.edu)**.**