



**Cooperative Extension
National Awards Process**
Co-Sponsored by ECOP and USDA-NIFA



United States
Department of
Agriculture
National Institute
of Food and
Agriculture

On or before (Deadline)	Excellence in Extension National Awards -Personnel Committee	National Diversity Award -Program Committee
December 1	ECOP Staff Associate releases current award guidelines, forms and processes to ED/A Team, ECOP Personnel and Program Committee Co-chairs and USDA-NIFA leadership for review and comment for updates.	ECOP Personnel and Program Committee sends comment/corrections on
January 8	<ol style="list-style-type: none"> ED/A Team, ECOP Personnel and Program Committee Co-chairs and USDA-NIFA leadership sends comment/corrections on guidelines, forms and processes to ECOP Staff Associate. ECOP Staff Associate begins collaboration with APLU Staff and Senior Associate Director, Federal Relations- Food and Agricultural Sciences to arrange for the awards reception and presentation ceremony of plaque and trophies. 	<ol style="list-style-type: none"> ECOP Staff Associate updates online nomination forms and links. ED/A Team helps with testing. ECOP National Office sends announcement with details for online nomination process directly to Extension Directors and Administrators and Associates of the same on behalf of the ECOP Chair and USDA-NIFA. The <i>ECOP Monday Minute</i> carries details weekly until the deadline on June 1.
February 1	<ol style="list-style-type: none"> ECOP Staff Associate updates online nomination forms and links. ED/A Team helps with testing. ECOP National Office sends announcement with details for online nomination process directly to Extension Directors and Administrators and Associates of the same on behalf of the ECOP Chair and USDA-NIFA. The <i>ECOP Monday Minute</i> carries details weekly until the deadline on June 1. 	ECOP Staff Associate shares organizational details, scoring sheets, and online file-sharing with ED/A, Program Committee Co-Chairs and USDA-NIFA Liaison to ECOP.
April 1	ECOP Staff Associate shares organizational details, scoring sheets, and online file-sharing with ED/A, Regional Chairs and USDA-NIFA Liaison to ECOP.	ECOP Staff Associate shares organizational details, scoring sheets, and online file-sharing with ED/A, Program Committee Co-Chairs and USDA-NIFA Liaison to ECOP.
May 1	<ol style="list-style-type: none"> Regional Review Committees are formed by ED/A Team member and Region Chairs. Regional Review Committee sets a date/time for meeting and associated scoring deadline. A suggested timeframe is June 8 - June 22. Their charge is to select a recipient and alternate and announce results to Personnel Committee <u>by June 23</u>. Chair of each Regional Review Committee is responsible for sharing materials with their committee members. Personnel Committee and USDA Liaison to ECOP sets a date/time/method to meet to select a single National Award recipient and associated deadline to receive single regional award recipient within no later than <u>July 15</u>. The suggested timeframe is June 23 – July 14. 	Program Committee and USDA Liaison to ECOP set a date/time/method to meet. A suggested timeframe is June 15 – July 14 to select a National Diversity in Extension award recipient with the naming set for no later than <u>July 15</u> .
June 1	Deadline for submitting nominations for Excellence in Extension Awards and National Extension Diversity Award occurs at 5:00 PM Pacific Time.	Deadline for submitting nominations for Excellence in Extension Awards and National Extension Diversity Award occurs at 5:00 PM Pacific Time.
June 8	ED/A Team or Regional Review Committee Chair sends reminders to Committee members to begin review and scoring of nominations. (Optional as needed.)	ED/A Team or Regional Review Committee Chair sends reminders to Committee members to begin review and scoring of nominations. (Optional as needed.)

On or before (Deadline)	Excellence in Extension National Awards -Personnel Committee	National Diversity Award -Program Committee
June 15	ECOP Staff Associate prepares draft letters to recipients and non-recipients for review by Personnel and Program Committee Co-chairs for final wording. A deadline of July 1 is scheduled for comments/corrections to be received. The letter will include details on press embargo, Annual Meeting schedule, registration, engraving of plaques and trophy, script for awards booklet, professional portrait request, hotel and time line and contacts for travel reimbursement.	
June 23	Deadline for Regional Review Committees to announce the recipients of the Regional Award to the Personnel Committee and USDA Liaison to ECOP occurs at 5:00 PM Pacific Time; copy to the ECOP Staff Associate. Personnel Committee begins to determine a National Award of Excellence recipient using the pool of Regional Recipients by July 15. There is an embargo on the alternates until after the National recipient is selected.	
July 15	Deadline for Personnel and Program Committees to submit names of award recipients to National ECOP office is 5:00 PM Pacific Time.	
July 16	ECOP Staff Associate sends letters to recipients and non-recipients; copying their nominators and USDA-NIFA Liaison to ECOP.	
August 1	By this date Recipients verify the text of their future press releases, engravings, awards booklet summaries and supply ECOP Staff Associate with professional photo. ECOP Staff Associate shares booklet script and photos with BAA Program Assistant.	
September 1	<ol style="list-style-type: none"> 1. National ECOP Office drafts a press release and turns it over to APLU Vice President, Public Affairs to coordinate mutual release date with USDA-NIFA Public Affairs. ECOP Staff Associate will communicate the final press release template with recipients, their nominators and Extension Directors or Administrators. The National ECOP Office will coordinate the release via the <i>ECOP Monday Minute</i> with the release date. 2. Recipients verify their attendance at APLU Annual Meeting, with or without one guest and with whom they will be seated with for the ceremony. ECOP Staff Associate processes registrations for Annual Meeting for recipients with APLU. 	
October 1	ECOP Staff Associate begins to process Award Payments. All payments are completed 2 weeks prior to APLU Annual Meeting. ECOP Staff Associate contacts USDA-NIFA Liaison to ECOP and travel reimbursement partner to confirm MOU placement and process for payment and any final changes on engraving.	
Days before the APLU Annual Meeting	ECOP Staff Associate and USDA-NIFA Liaison to ECOP collaborate to secure plaques and trophies at BAA Joint National Awards Program at the APLU Annual Meeting hotel.	
Day of Presentation	ECOP Staff Associate ushers recipients and their guests to assigned seating. ECOP Chair and USDA Deputy Under Secretary for Research, Education, and Economics presents the plaques and trophy while USDA-NIFA Director introduces each recipient.	
After Presentation	ECOP Staff Associate shares professional photos from APLU Meeting Awards Presentation with USDA-NIFA Liaison to ECOP, awardees and nominators; and verifies that impact statements are entered into the National Impact Database where required by award recipients.	

ECOP is the representative leadership and governing body of Cooperative Extension, the nationwide transformational education system operating through land-grant universities in partnership with federal, state, and local governments. Located at: Association of Public and Land-grant Universities @ 1307 New York Avenue, NW, Suite 400, Washington, DC 20005 @ 202.478.6029 * Contact: ECOP Staff Associate – 202.478.6088

