



# 2020 Breakthrough Awards Nomination Submission Guide

## Overview

All Breakthrough award nominations are submitted online through a nomination system based on USC's sponsored awards proposal routing system USCeRA, a familiar interface for most USC faculty members. For all Breakthrough awards, both the nominee and the nominator have a role to play in completing nomination package components, both inside and outside of the nomination system. Completed nomination packages are ultimately finalized and submitted to the Office of Research by the nominator.

**2020 Breakthrough Award nominations are due by 5:00 p.m. on Friday, October 18, 2019.**

## Nomination Package Preparation

Before starting the nomination inside of the system, the nominee and nominator should prepare the components of the nomination package listed in the guidelines and criteria document for the appropriate award. This will help to make the process of uploading/inputting these items more efficient.

**Each award has different requirements and nomination package components, so it is important to ensure the nominee and nominator refer to the correct documentation when preparing the nomination package.**

2020 Guidelines and Criteria documents are available for download at the links below:

- [Breakthrough Leadership in Research Award](#)
- [Breakthrough Stars Award](#)
- [Breakthrough Graduate Scholars Award](#)

## Submitting the Nomination Online

### Nominator Steps 1-3

1. The nominator initiates the nomination process through the USCeRA-based system by logging in at [breakthroughandgovawards.research.sc.edu](http://breakthroughandgovawards.research.sc.edu), with the username and password he or she uses to access USC email, USCeRA, etc. When logged in, the nominator will begin on a screen titled "My Nominations."
  - To initiate a new nomination, the nominator should click the red "+ Create Nomination" button.

UNIVERSITY OF SOUTH CAROLINA

My Nominations | Nomination Review | Award Contests | Ms. Elizabeth Renedo

## Create Nomination

**Award Contest**

- 2020 Breakthrough Leadership in Research
- 2020 Breakthrough Stars
- 2020 Breakthrough Graduate Scholars
- 2019 Breakthrough Leadership in Research
- 2019 Breakthrough Graduate Scholars
- 2019 Breakthrough Stars

**Nominee**

 

**Relationship to Nominee**

**Guideline Documents**

- Breakthrough Nomination Submission Guide

**Note:** The same system is used to nominate candidates for the Breakthrough Awards and the SC Governor's Awards, so nominators may see non-applicable awards listed on the Create Nomination screen. Be sure to select the correct "2020 Breakthrough..." option.

- On the "Create Nomination" screen (above), the nominator should select the desired award, then select the nominee using the "Lookup" tool to search for first and last name. Once the nominee is selected, the nominator enters a short description of their relationship to the nominee (colleague or mentor, for example). Once all selections are made, click the green "✓ Continue" button.
  - When a faculty member is selected, USCeRA will capture the nominee's basic details like name, email, tenure status, etc., automatically.
  - When selecting a graduate student nominee who may not already be in the USCeRA system, enter the first three letters of the student's first and last names to search the system. If the student has an existing USCeRA account, the nominator may select him or her and basic details will be captured automatically. If the student is not already a USCeRA user, the nominator will use the "Create Student Account" screen to fill in the complete first and last name, email address and department. The nominated student will then be able to receive an email at the address entered, and be prompted to complete their portion of the nomination steps.

3. On the Prepare Nomination Screen (above), the nominator should review the nominee details to ensure the correct nominee has been selected for the intended award, then click “✓ Send to Nominee to Complete” button to send the nomination to the nominee who will complete his or her portion of the nomination package.
  - If the selected nominee or award is incorrect, use the grey “Edit Nomination” button to go back and adjust.
  - Remember, later in the process the nominator will upload the letter(s) of recommendation before submitting the final nomination package to the Office of Research. Refer to the specific award’s guidelines and criteria document for details on the required recommendation letter(s).

### **Nominee Steps 4-6**

4. The nominee will receive an email prompting him or her to log in and complete the nominee portion of the nomination package. When the nominee logs in (using normal credentials for accessing USCeRA, USC email, etc.), the nomination will appear on the “My Nominations” page, under the heading “You have been nominated” along the right-hand side of the page. Click the nomination to access the “Prepare Nomination” screen.

The screenshot shows the 'Prepare Nomination' interface for Deborah Gipson. At the top, there is a navigation bar with 'My Nominations', 'Nomination Review', and 'Award Contests'. The main content area is divided into several sections:

- Details:** Lists the award contest as '2020 Breakthrough Stars', the nominee as 'Deborah Gipson', her job title as 'Administrative Manager I', and her relationship to the nominator as 'Colleague'.
- Guideline Documents:** Provides links to the 'Breakthrough Nomination Submission Guide' and 'Breakthrough Stars Guidelines'.
- Nominee Questionnaire:** Features a prominent red button labeled '? Complete Nominee Questionnaire'.
- Required Documents:** Lists three document requirements:
  - Nominator Letter of Recommendation:** The nominator will complete and upload this document.
  - Nominee CV:** The nominee will upload this document. Below this is an 'Upload Document' button.
  - Second Letter of Recommendation:** The nominator will obtain and upload this document.

5. From the “Prepare Nomination” screen (above), the nominee will:
  - Upload an up-to-date CV (for faculty nominees only) in PDF format.
  - Click the red “? Complete Nominee Questionnaire” button to access and complete the questionnaire prompts associated with the award for which they are nominated.
    - **Important notes on entering responses into the questionnaire:**
      - If the nominee pastes text that is longer than 4,000 characters into a response box, the characters over 4,000 will not be pasted. Nominees should check carefully to ensure that text has not been truncated. If it has, they must shorten the response to fit within the allotted 4,000 characters.
      - Nominees may begin their questionnaire, save it using the green “Continue” button, and complete it later. To do this, nominees must enter placeholder text in all empty response boxes before saving.
      - When working on questionnaire responses, users may click and drag the grey square in the lower right-hand corner of the response box to adjust the size of the box, if desired.
  
6. When the nominee has completed the questionnaire and uploaded a current CV (CV is a requirement for faculty nominees only), the nominee should click the green “✓ Submit to

Nominator” button to electronically certify the information and return it to the nominator for final review and submission to the Office of Research.

- After the nominee has completed and submitted the questionnaire, the nominator will be able to review the nominee’s responses. The nominator cannot edit the nominee’s responses, but he or she can ask the nominee to make revisions (and save them) at any time before the final nomination package is submitted.

### **Nominator Final Step 7**

7. The nominator will receive an email notification when the nominee completes their portion of the nomination package. The nominator’s final step is to log in and upload the letter(s) of recommendation, review the nominee’s questionnaire and CV (CV is a requirement for faculty nominees only) and ensure that all items are accurate. Once all items are final, click the green “✓ Submit Nomination to the Office of Research” button to send the package to the Office of Research for consideration.
  - The nominator cannot edit the nominee’s questionnaire responses, however, he or she can ask the nominee to make and save changes at any time before the final nomination package is submitted to the Office of Research. The nomination package is not submitted until the nominator clicks the green “✓ Submit Nomination to the Office of Research” button.

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For questions regarding the Breakthrough Awards or the nomination process, contact **Debbie Gipson** in the Office of the Vice President for Research.

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