



## Association of Nepalese Agricultural Professionals of Americas (NAPA)

### **Distinguished Contribution Award Guidelines**

#### **Distinguished Contribution Award**

1. Purpose: To recognize and honor an individual professional for outstanding contributions to the agriculture and allied disciplines<sup>1</sup>.
2. Award Recipient Recognition: A monetary award of \$1,000 with an award citation and plaque of recognition will be presented at the award ceremony during NAPA's Biennial Scientific Conference.
3. Eligibility:
  - 3.1 A deserving candidate must be nominated by an active member of NAPA, except those serving in the current award committee. Only one nomination per NAPA member is allowed. Self-nominations will not be entertained.
  - 3.2 A nominee is encouraged to be a NAPA member but lack of membership does not preclude nomination.
  - 3.3 By the 'distinguished' nature of the award, NAPA has determined that a nominee with at least 10 years of contribution in the field of agriculture or an allied discipline is needed to generate a lasting impact on the specified discipline.
4. Nomination Materials<sup>2</sup>:

The following materials should be submitted as indicated in the nomination form:

  - 4.1 A narrative of the nominee's contributions to the specified discipline supporting the award category selected in the nomination form (for example, activities conducted related to the field of the award category, e.g., educational events for stakeholders, research, teaching, innovation) (not to exceed 500 words).

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<sup>1</sup> Agriculture and allied disciplines include areas consistent with NAPA's defined policy document and visions. This includes, but is not limited to, the nominee's contributions to one or more of the following: production, productivity; technology or tools, techniques development; capacity development including workforce development; outreach and education; food security and food safety, post-harvest; marketing and distribution, supply and value chains; digital agricultural innovations, climate-smart practices; data management in agriculture; natural resources, genetic resource conservation; intellectual property rights and patents; cost, technological efficiencies, and economics; sustainable resource use; contributions to improving equity and inclusion — gender and underserved communities.

<sup>2</sup> Nominees can provide supporting documents linking their contributions on the relevant discipline as a compiled document.

- 4.2 Description of the outputs resulting from the nominee's contribution to the field of the award category (for example, publications, apps, decision support tools, extension materials, flyers, data, patents, processes, or methods) (not to exceed 500 words).
  - 4.3 Explanation of outcomes/impacts resulting from the nominee's contribution to the field of the award category (e.g., improvement in knowledge, skills, behaviors, and conditions of stakeholders. Examples of improved conditions may include production and productivity; efficiency; food security; supply and value chains; social, environmental, and economic conditions; equity) (not to exceed 500 words).
  - 4.4 Brief description of the nominee's contribution toward achieving NAPA's mission and vision (not to exceed 200 words).
- 5 Curriculum Vitae, including the content and sequence presented below:
- 5.1 Educational history – degrees, including institutions and years of degrees awarded
  - 5.2 Employment history – most recent first
  - 5.3 List of honors & awards
  - 5.4 Professional contributions
  - 5.5 Provide a complete list of published or in-press publications following the citation style of the American Psychological Association (APA), 7<sup>th</sup> edition, in the following order:
    - 5.5.1 Books
    - 5.5.2 Book chapters
    - 5.5.3 Refereed journal articles
    - 5.5.4 Proceedings papers
    - 5.5.5 Scientific and professional conference abstracts
    - 5.5.6 Patents, methods, processes, policies, or procedures developed (as applicable)
    - 5.5.7 Other

6 Nomination Procedures:

6.1 Nomination should be submitted using the nomination form with attached supporting documents as a single compiled PDF as indicated in the Call for Nominations.

6.2 A complete nomination must be received by the deadline as specified in the Call for Nomination.

7 Selection Criteria:

7.1 Award Selection Committee: The selection committee will consist of members of the Recognition and Reward Committee. The selection committee may invite additional NAPA member(s) for the selection process.

7.2 Evaluation Criteria: Evaluation will be based on the rubric shown in Table 1.

Table 1: Evaluation rubric for selecting nominees for the NAPA Distinguished Contribution Award

Criteria	Weight
Nominee’s contributions (activities)	30%
Outputs resulted from the nominee’s contributions	30%
Outcomes/impacts resulted from the nominee’s contributions	30%
Nominee’s support towards achieving NAPA’s mission and vision	10%

8 Tentative timeline for the nomination call and award-selection decision (Table 2).

Table 2: Tentative timeline for the nomination call and selection decision.

Activity	Tentative timeline
Call for nominations	By August 16 <sup>th</sup> in the year prior to NAPA’s Biennial Conference
Submission of nomination	60 days from the date of the call for nominations
Award selection decision	60 days from the nomination submission deadline

9. The awardee’s name and all materials submitted with the nomination package will be published on NAPA’s website. Along with the nomination form, the nominee must sign and attach the designated consent page provided with the Call for Nominations.