



The Minerals, Metals & Materials Society

New Award Request/Proposal Application

5700 Corporate Drive Suite 750 | Pittsburgh, PA 15237 USA | P: (724) 776-9000 | F: (724) 776-3770 | www.tms.org

TMS AWARDS PROGRAM

The Minerals, Metals & Materials Society (TMS) has established and operated programs which honor outstanding achievements in the worldwide minerals, metals, and materials community.

1. Complete this application and submit to awards@tms.org for review.
2. The appropriate committee(s) will review all applications and communicate their decision to the Award Requestor.
3. Once funding and all appropriate documents are approved, TMS will begin the award's nomination and selection process.

All TMS society, young professional, and student awards must be approved by the Honors & Professional Recognition Committee and TMS Board of Directors. TMS division awards must be approved by the sponsoring Division Council. Endowed awards must also be approved by the TMS Foundation Board of Trustees.

AWARD DETAILS

Proposed Name of Award:

Background of Honoree (if applicable):

Purpose of Award (Explain the intent of the award and why it is appropriate for TMS. If the intent has potential overlap with other TMS awards, address why the new award is desirable.):

Sponsoring TMS Division (if applicable):

On a separate sheet of paper, please provide the following information describing the award process:

- How nominations will be solicited
- Eligibility criteria (be sensitive to language that could be interpreted as overly rigid)
- Type of nomination/application and endorsements to be requested

- Suggested size and makeup of committee (should be a dedicated award committee, not a governing committee)
- If not a pre-existing award committee, how will committee members be selected and how will the committee be overseen (e.g., society awards normally have a selection committee overseen by the TMS Honors & Professional Recognition Committee, a division award's selection committee is normally overseen by a Division Council, Young Leader awards are usually overseen by the Young Professional Committee, and Student Awards are overseen by members on various subcommittees.)
- Evaluation criteria to be used in selecting award winner(s)

On a separate sheet of paper, please provide the following information on the timing and presentation of the award:

- Indicate how often the award will be given (typical frequency is annual, but biennial is also acceptable)
- Where and by whom the award will be presented (typical is at TMS's Annual Meeting at the Society's awards ceremony or division lunch)
- If an award lecture is to be included, describe the venue

AWARD PLACEMENT

TMS has established awards categories. Please choose the category for your award.

- SOCIETY AWARDS** – The highest honor for individuals whose performance and contributions merit the highest accolades in the industry and/or within TMS.
- DIVISON AWARDS** – Honor members and nonmembers who have made significant contributions within one of the five TMS technical divisions. Divisions are encouraged to develop and to maintain award programs to recognize significant and long-term contributions to their profession and volunteerism within their respective area.
- YOUNG PROFESSIONAL AWARDS** – Honor TMS professional members 40 years of age and younger.
- STUDENT AWARDS** – Honor students within the Material Advantage membership program.
- ENDOWED AWARDS** – Awards endowed through the TMS Foundation. If an award incorporates a cash prize, this is normally done through an endowment.
 - Society Division Young Professionals Student
 - Other
- OTHER AWARDS** – Honor significant achievement in specific technical disciplines with ties to a cooperating society. The nomination and selection process, as well as the administrative terms, of cooperating society sponsored awards must carefully delineate the rights, responsibilities, and obligations of each society. In particular, arrangements for financing, committee appointments, venue of presentation, and staff responsibility must be specified. All cooperating society sponsored awards must be approved by the partnering society.

FUNDING PLAN (FOR ENDOWED AWARDS)

If you selected an Endowed Award, funding is required prior to the award being promoted and nominations sought.

All TMS endowed award funds are managed by the TMS Foundation on a regular basis. No award will be presented until the full endowment has been raised and received. TMS will manage expenses for the funds of an endowed award.

The annual expendable income must be less than or equal to the 5 percent spending rate set by TMS.

On a separate sheet of paper, please provide a detailed explanation as to how this award will be funded. (A new award must include a plan to fully endow the award prior to its first solicitation):

- To be fully endowed, an award's fund balance should be at least 20 times the annual ongoing expense of the award plus 5% that would be allocated to the TMS Foundation general fund on a one-time basis.
- The costs of travel reimbursement, memorabilia, and any other direct expense should be included in the endowment calculation.
- There should be no expectation that individual donors will become members of the award's selection committee.

What will the awardee receive (e.g., framed certificate, plaque, gift)?

If the award incorporates a cash prize, provide intended amount.

If the award includes travel assistance, provide intended amount.

AWARD ADMINISTRATION

In order to maintain contact with the original award donor and/or requestor, please provide the following contact information:

Award Requestor Name: _____

Award Donor(s), if applicable: _____

Company/Organization: _____

Address: _____

City/State: _____

Country: _____

Telephone: _____

Alternate Telephone: _____

E-mail: _____

In the event the Award Requestor is not able to be reached, please provide names and information of two additional individuals we can contact regarding this award.

1. Name: _____

Company/Organization: _____

Address: _____

City/State: _____

Country: _____

Telephone: _____

Alternate Telephone: _____

E-mail: _____

2. Name: _____

Company/Organization: _____

Address: _____

City/State: _____

Country: _____

Telephone: _____

Alternate Telephone: _____

E-mail: _____

AWARD MANAGEMENT

I agree that TMS and the TMS Foundation have the right to sunset any TMS award based on the following criteria:

- Inactive award selection committee
- Outdated or irrelevant technology for which the award was established
- Underfunding of endowment
- No longer a fit within TMS award categories or with TMS's mission

I further understand that TMS and the TMS Foundation will make every effort to contact me to discuss the award prior to any permanent action taking place.

If I, or my two additional contacts are unable to be reached after 30 days, TMS and the TMS Foundation have the right to take permanent action on this award.

If the award is discontinued, any remaining endowment will roll over into the TMS Foundation general fund.

I acknowledge acceptance in these statements and agree with the terms detailed above.

Name: _____

Signature: _____

Date: _____

Once an award has been approved, TMS will contact the Award Requestor to discuss the process for eligibility, nomination, selection, and award presentations based on the information provided.

FOR USE BY TMS STAFF AND COMMITTEES

- Date application received:

- The award's funding plan has been reviewed and approved by TMS staff to ensure it is sustainable based on the intent of this award.

- Date & Approval by Division Council (if applicable)

- Date & Approval by Membership & Student Development Committee (if applicable)

- Date & Approval by TMS Foundation Board of Trustees (if applicable)

- Date & Approval by TMS Honors & Professional Recognition Committee (if applicable)

- Date & Approval by TMS Board of Directors

E-mail this form and supporting documents together to:

Awards & Recognition Specialist

awards@tms.org

If you have any questions, contact

Deborah Hixon

Phone: (724) 776-9000 ext. 232

E-mail: hixon@tms.org