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| --- | --- |
| **Nominee Contact Information**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **City, State, Zip:** Click here to enter text.  **Phone Number:** Click here to enter text.  ***(provide a direct phone number; awardees will be notified by phone)***    **Email:** Click here to enter text.    **Name of Institution:** Click or tap here to enter text. | **Nominator Contact Information**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **City, State, Zip:** Click here to enter text.  **Phone Number:** Click here to enter text.  **Email:** Click here to enter text.  **Name of Institution:** Click here to enter text. |
| **ACGME Sponsoring Institution Code** (as noted in the Accreditation Data System)**:** Click here to enter text. | |
| **Sponsoring Institution’s Current Accreditation Status:** Click here to enter text. | |
| **Number of ACGME-Accredited Programs with a Continued Accreditation Status (ONLY list the number of programs with Continued Accreditation):**Click here to enter text. | |
| **Number of Years as Designated Institutional Official (DIO) (a nominee must have five or more years of experience at the time of nomination submission):** Click here to enter text. | |
| **If also a Practicing Physician, List the Specialty:** Click here to enter text. | |
| Letters of Support*Letters must be 500 words or less (including comments from group members but* excluding *salutations and signature blocks) and must be signed.* *(List name, title, and affiliation, e.g., hospital, medical school, university)*  **1**. Current resident/fellows - Click here to enter text.  **2**. Faculty members, department chairs, Review Committee Chairs, etc. - Click here to enter text.  **3**. Faculty members, department chairs, Review Committee Chairs, etc. - Click here to enter text. | |

**Email the Nomination Form, letters of support, and curriculum vitae in *one single PDF file* (portable PDF files are not acceptable) to DeLonda Dowling:** [**ddowling@acgme.org**](mailto:ddowling@acgme.org)**.**

All nominations must be submitted before ***5:00 p.m. Central on Wednesday, March 27, 2024*. Nominations received after the deadline and/or sent piecemeal will not be considered.**

**Checklist for Nomination Materials**

**Eligibility Requirements**

Current DIO of an institution with a status of Continued Accreditation

The Sponsoring Institution’s ACGME-accredited programs all have a status of Continued Accreditation

DIO has at least five years of experience as a current DIO at the time of nomination submission

*Note: DIOs currently serving on any ACGME volunteer group or committee are ineligible; Assistant/Associate DIOs are also ineligible.*

**Criteria for Selection**

DIOs must:

meet eligibility requirements; and,

demonstrate excellence in EACH of the following areas:

developing, supporting, and mentoring new and experienced program directors

providing residents/fellows with career-life balance and well-being resources

improving performance and innovation in the learning environment

strategic resource management

providing strong leadership, values, and principles

supporting high-quality physician educators by focusing on faculty development

promoting strong collaborative interdisciplinary and interprofessional activities

engaging all programs in Clinical Learning Environment Review Program initiatives in providing an environment that is cognizant of diversity, equity, and inclusion, as well as the Sponsoring Institution’s mission and vision

**Nomination Instructions**

Three components are required for nominations, and they must be compiled in the following order (*do not include a cover letter)*:

A completed Nomination Form (pp.1-2 of this document)

Three **signed** letters of support (**each letter is limited to 500 words or less**)

A current curriculum vitae

**About the Letters of Support**

* The letters must state the reasons for the nominee's selection and provide concrete examples of how the nominee fulfills *each* of the criteria outlined above, including significant contributions to graduate medical education, as well as the nominee’s “courage to lead” in a variety of circumstances.
* The letters should be addressed to the ACGME Awards Committee.
* One of the letters must be from current residents/fellows.
* The two other letters may be from faculty members, department chairs, other institutional representatives, including the dean or CEO, Review Committee members, etc.
* Comments from a group (faculty members, residents, etc.) should be compiled into one “group letter.” No more than three letters of support for each nominee will be accepted.
* Do not include a cover letter.

**Refer to the Courage to Lead FAQs, on the** [**Courage to Lead page**](https://www.acgme.org/initiatives/awards/parker-j-palmer-courage-to-lead-award/) **of the Awards section of the ACGME website, for additional information.**