



ARP Merit Award Nominations Guide

Merit Awards

This guide was created to give nominators and nominees a comprehensive understanding of the ARP awards nominations process and what is expected before, during, and after a nomination. Once you read this guide, if you still have questions, please contact us at membership@rheumatology.org

5 Facts About ARP Merit Awards

- 1) ARP Merit Award nominations open annually in January and close in February. You can nominate via the My Nominations section of your member account.
- 2) There are two types of nominations: self-nomination and peer nomination. The process for both nomination types is the same, but you will be asked to identify your nomination type on your nomination.
- 3) Merit Award nominations are eligible for consideration for two years. For example, anyone nominated (self or peer) in 2020 who is not selected as an awardee in 2020 is eligible for 2021 consideration.
- 4) Merit Award winners are only eligible every other year. For example, anyone nominated (self or peer) in 2020 who is selected as an awardee is not eligible for Merit Award selection until 2022.
- 5) Merit Award winners are only eligible to win any particular award once. For example, if John Smith won the ARP Distinguished Educator Award in 2000, he is no longer eligible to win that award. However, he is eligible to win any award that he has not previously won.

Before You Begin

Before you begin your nomination, there are a few items you need to have compiled. ***Once you begin the nomination process, it is imperative that you complete the entire process at one time. If you start a nomination and do not finish, all progress will be lost upon return.*** Having all the necessary documents saved and available at the time that you start the nomination will make the process much more efficient and effective. The following items are the required materials that will allow you to successfully submit your nomination:

- Curriculum Vitae/Resume: The ARP Membership and Nominations Committee uses the CV/resume of the nominee to evaluate their eligibility for the award. If this information is missing, the committee will not be able to evaluate the nomination. [How to Tell Your Professional Story](#) highlights tips on optimizing the CV/resume.
- Letter of Recommendation: The letters of recommendation are part of the committee's nomination review, so we ask that you submit those as well.

Make sure you know:

The ARP Merit Award for which you are making the nomination: Whether it's a self-nomination or a peer nomination, know the award for which the nominee is to be evaluated. There is a list of ARP Merit Award descriptions on Rheumatology.org.

Any additional nominators: If you would like to include additional nominators to your nomination, please have those ready. The nomination has a space to add nominators. Please note that if you add additional nominators to your nomination, you must have their completed letters of recommendation. If you do not have the completed letters of recommendation, you will not be able to submit your nomination.

Sample Letter of Recommendation

Insert Your Letterhead

Date

Association of Rheumatology Professionals
Membership and Nominations Committee
2200 Lake Boulevard NE
Atlanta, GA 30319

Re: Nomination of NOMINEE for ARP Award

Dear Membership and Nominations Committee:

Paragraph 1 of your letter explains your connection to the person you are recommending, including how you know them and why you are qualified to write a recommendation letter. Your qualifications may be just as important as theirs. It is also a good idea to clearly state whether you are nominating or recommending that person.

e.g.: It is a distinct pleasure for me to write a letter in support of NOMINEE to be awarded the ARP AWARD by the Association of Rheumatology Professionals. I have known NOMINEE for XX years and have had the pleasure of working with them (In what way--research,committee work, etc.).

Paragraph 2 of your letter showcases why the person you are writing about is special, including a detailed description of why they are qualified to receive the award. Choose a few points, giving specific examples reinforcing these points, and then return to those throughout the letter. Using specific examples is a must to ensure your candidate stands out from others.

This section is also where a community-based clinician would need emphasis on their special role within the community or beyond (i.e., advocacy for patients with special needs, education for patients, and/or trainees in the community setting, mentorship, etc.).

e.g.: NOMINEE is a pioneer in rheumatology (doing what and why).

Paragraph 3 addresses any specific work the nominee has done on behalf of ACR/ARP. This section should address any participation in ARP volunteer positions or educational meetings and include examples that are relatable to the criteria required for the award.

e.g.: NOMINEE has served the College in a variety of ways (list ways).

The concluding paragraph of your letter will contain another brief summary of why you are recommending the person. It is important to stick to the points that you brought up in the previous paragraphs and not to introduce any new information that you will not be able to explain in the remainder of the letter. The person reading the letter should have no doubt as to what the nominee's qualifications are. It is also a great idea to once again state that you "highly recommend" the person or you "recommend them without reservation".

e.g.: I believe NOMINEE is a worthy candidate for the designation of Master of the ARP. It is my pleasure to nominate them for this incredible honor.

The signature section of your letter should include a sign off, such as “Sincerely”, an actual hand-written signature, your name, title (if applicable), and contact information. An example of a standard signature might read:

Sincerely,
John Doe
Department of Rheumatology
University of America
123-456-7890
John.doe@gmail.com