

ARP Award Nomination Guide

This guide gives nominators and nominees a comprehensive overview of the ARP awards nominations process and what is expected before, during, and after a nomination. If you have questions after reading this guide, please contact us at acrnominations@rheumatology.org.

Fast Facts About ARP Awards

- 1) ARP award nominations for 2025 will open on March 2, 2026, and run through May 10, 2026. Nominations can be submitted using [this link](#).
- 2) Both nominators and nominees must have active ACR/ARP membership. You can check the status of your membership on your [My Account](#) page.
- 3) Nominations for Awards of Merit and Master Awards are eligible for consideration for one additional year. For example, anyone nominated in 2025 who is not selected as an awardee in 2025 is eligible for 2026 consideration.
- 4) Award winners are only eligible every other year. For example, anyone nominated in 2024 who was selected as an awardee is not eligible for award selection until 2026.
- 5) Award winners are only eligible to win any particular award once. For example, if John Smith won the ACR Distinguished Service Award in 2024, 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. 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 Committee on Membership and Awards 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.
- Letter(s) of Recommendation: The letter(s) of recommendation are part of the committee's nomination review, so we ask that you submit those as well. Letters of Recommendation must come from current ACR/ARP members.
 - Note that most awards require 2 letters of recommendation but specifics for each award can be found on <https://rheumatology.org/arp-awards>.

Make sure you know the ARP Award for which you are making the nomination. There is a list of ARP Award descriptions on <https://rheumatology.org/arp-awards>. Each award description includes specific application evaluation criteria. This example comes from the Excellence in Investigative Mentoring Award:

Application Evaluation Criteria: Applicants are evaluated on mentoring or coaching excellence, research and scholarly activities, education or training excellence, and service to the ACR/ARP.

Submitting Your Nomination

Once you've identified the right award for your nominee and gathered your supporting materials, you'll begin your nomination by logging in using [this link](#). This will take you to the ARP's award platform OpenWater.

When submitting your nomination, you'll review your demographic information first and then you'll enter your nominee's information.

[Home](#) / [My Applications](#) / 5415 - New Application

2025 ACR & ARP Awards

Nominator Information > Nominee Information

Nominee Information

Member demographic information is being pulled from your ACR/ARP Account. If any information needs to be edited please do so in your ACR/ARP Account Profile by clicking [here](#). Remember, you must be a current member to submit a nomination.

Should you have questions about the nomination process, contact us at: acrnominations@rheumatology.org.

First Name *

ACR Member

Last Name *

Early Career

Email Address *

p-mem-acnewmem@yopmail.com

Profession

Physician (MD or DO)

Professional Setting

Group Practice - Multi-Specialty

Member Status

Yes

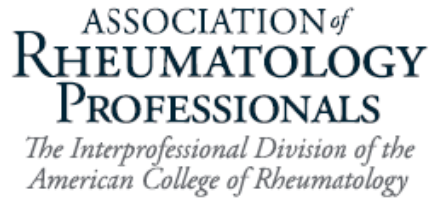
Member Type *

ACR Member

Save

Save and Next

Start by selecting the award you wish to make a nomination for and then search for your nominee.



Award Selection *

The Distinguished Service Award is awarded to an ACR member for outstanding and sustained service to the ACR.

Eligibility: ACR members in good standing

Award Terms and Funding: A one-time, merit-based award and the recipient will receive a \$3,000 cash award

Nominee Search

Search Here

Search by the Nominee's first or last name to confirm their eligibility.

If your chosen nominee does not show in the search results, please contact acrnominations@rheumatology.org for more information.

Note: If your nominee does not appear in the search results, please contact acrnominations@rheumatology.org to confirm their eligibility.

After you've selected a nominee, you'll be prompted to answer additional questions about the nominee, send the nominee a nominee questionnaire, and upload your supporting documents. Once you've completed all fields, select "Save and Finalize" to submit your nomination. If you'd like to save and come back later, you can click the "Save" button.

Sample Letter of Recommendation

Insert Your Letterhead

Date

American College of Rheumatology Membership and Awards Committee
2200 Lake Boulevard NE
Atlanta, GA 30319

Re: Nomination of NOMINEE for ARP Award

Dear Committee on Nominations and Appointments:

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 shows 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 based on the evaluation criteria, giving specific

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PROFESSIONALS
*The Interprofessional Division of the
American College of Rheumatology*

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 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 summary of why you are recommending the person. It is important to stick to the points that you raised 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 ARP Master Designation. 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