**I. Intent**

1. Awarded annually for life-long or significant single achievement exemplifying Dr. Cohen’s dedication to education and encouragement of others to achieve their best in the area of laboratory animal science.
2. The award will consist of a plaque presented at the Michigan Branch AALAS annual banquet and a $300.00 honorarium.

**II. Eligibility**

1. Any laboratory animal professional is eligible.
2. The nominee should have significant, consistent dedication to, and focus on laboratory animal science and the AALAS organization.
3. If no nominee is deemed sufficiently qualified by the judges, no award will be given.

**III. Criteria**

1. Distinguished, lengthy career or significant single achievement in laboratory animal science. **(15 Points)**
2. Contribution to AALAS at multiple levels (branch, district and/or national). **(15 points)**
3. Benefits to the nominee’s place of employment. **(10 Points)**
4. Participation in outside activities, such as public service, education programs, etc. **(10 Points)**

**IV. Nomination Packet Format – Must be met for consideration**

1. Nomination document addressing how the nominee fits the criteria listed above, must not exceed five pages, double-spaced. **(10 Points)**
2. Letters of endorsement limited to 2 pages each. Total number of letters of endorsement- at least four and no more than ten. **(10 Points)**
3. Required letters include:

i. Letter from nominee’s supervisor. **(10 Points)**

ii. Letter of support from staff, coworkers, or peers, which may have multiple signatures. **(10 Points)**

iii. Letter of support from any other applicable source. **(10 Points)**

 **V. Nomination Packet Submission & Deadline**

1. The Michigan Branch AALAS Technician Affairs Committee (TAC) Chair will set the deadline for submissions annually.
2. The TAC Chair may choose to extend the deadline to increase participation in the awards programs.
3. Nomination packets must be mailed or emailed directly to the Michigan Branch AALAS Treasurer or appointee of the treasurer.
4. Nominees that do not meet the eligibility requirements outlined above will not be considered for an award.

**NOMINATION FORM COVER SHEET**

* Please write a nomination that touches on all the Criteria listed in section (III) of this packet.
* Ensure you provide a detailed description of the nominee’s performance. How does this employee go above and beyond the expected job performance?
* List any proficiencies, contributions, or accomplishments of the nominee (this may include continuing education, AALAS participation at state, district and national levels):
* Please summarize why you believe this person should be considered for this award (i.e. character of the nominee, personal interests in the field, support and benefit this individual has given to lab animal science). You may include up to two letters of support.

|  |  |
| --- | --- |
| **Name of Nominee:** |  |
| **Nominee E-Mail:** |  |
| **Company/ Institution:** |  |
|  |  |
| **Name of Nominator:** |  |
| **Nominator E-Mail:** |  |
| *In the event that your nominee wins, you will have the option of presenting his/her award at the banquet.*  |