

**NGI Awards**  
**Mississippi State University**  
**Award Policy and Guidelines**

1. Justification

Recognizing the inherent challenges and difficulties of NOAA Cooperative Institutes such as NGI, these awards will recognize outstanding achievements by MSU NGI personnel.

2. Types of Awards

Two types of Awards will be considered, Annual Competitive Awards and Federal-Companion Awards. The first type will be granted annually and follow a competitive nomination process. The second type will be granted in response to awards presented by NOAA to teams that include MSU personnel, whenever the timing for such federal award may be.

3. Eligibility

These awards are open to all MSU NGI and closely affiliated personnel (e.g., MSU Business and Computing support personnel).

4. Federal-Companion Awards

For Federal-Companion Awards, we will recognize the MSU members on the awarded federal teams with an additional MSU distinction presented in conjunction or after the federal awards.

5. Annual Competitive Awards

- The process will be overseen by the NGI Director, co-Director or an Associate Director.
- Candidates can be nominated by anyone, including self-nominations.
- The nomination package will consist of:
  - A nomination letter with information about the nominee and nominator including their positions and affiliations, as well as a detailed description of the nature and importance of outstanding accomplishments by the nominee prior and within the award year. In the case of self-nominations, the nominee and nominator will be the same individual.
  - Up to two letters of support written by somebody other than the nominator.
- Call for nominations will be issued once a year and with adequate time to prepare the package.
- The Award will alternate annually between a Service Award and a Research Award.
- The Award Committee will consist of the NGI Director, co-Director and all Associate Directors.
- The Award will be presented at a special event every year.

6. Nature of the Award

Both Competitive and Federal-Companion Awards will consist of a commemorative plaque. Competitive Awards will further include a certificate for the purchase of goods and products that will benefit the professional growth of the awardee.