

Checklist of documents for the Tinker-Muse Prize 2017

Part I: Nomination Documents

The list given below should be uploaded as separate documents (minimum font size 10, preferably in PDF format) during the online nomination process:

1. The **Nomination Form (one consolidated file)** consisting of:
 - a) A **two-page résumé** which includes relevant details of the nominee's career, beginning with a three-sentence summary of the nominee's overall contributions to Antarctic science and policy.
 - b) A **two-page summary of important publications, emphasizing publications in the past five years**. This document may include a brief explanatory paragraph that provides an overview and explains the significance of particular publications.
 - c) A **one-page summary of outreach and communication** activities, including internet links to any blogs, video interviews, or any other online media to which the nominee contributes. This should also include the number of students supervised/mentored.
2. If the nominator wishes, **any further detailed information** on any of the above three can be uploaded as **one consolidated file** with the nomination.
3. **A letter of nomination**, which **must not exceed three single-spaced pages** and must be in English. The nomination letter should include a one-page overview of the nominee's activities and approach for:
 - Communication of Antarctic science and/or policy within the broad Antarctic community and beyond, and
 - Leadership within Antarctic science and/or policy, with attention to demonstration of commitment to advancing the international community.
4. **Any further letter(s) of support for the nomination**. Up to three additional letters of support from other individuals familiar with the nominee's qualifications may be included in the nomination package. These letters should not exceed one page in length and must be in English. These additional letters must be significantly different in content from the nomination letter. Letters in support of the nomination are to be submitted as separate files.

Full details of the above documents are given in the file "**Detailed Guidance Notes for Nominators**", available from <http://www.museprize.org/nominations.html>

Part II: Online Nomination

Complete the online nomination process on the Tinker-Muse Prize website at <http://www.museprize.org/nomination/index.php> as follows:

Enter Name of Nominator, their email, full postal address and phone number

Enter Name of Nominee, their email, full postal address and phone number

Upload the completed Nomination Form and Letter of Nomination

Upload the letters of support and further detailed information, if available

(In case of any doubts or queries, please contact the SCAR Secretariat <info@scar.org>).