

## **INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF APPLICATIONS FOR THE MIDDLETON (BLRD) AND BARNWELL (CSRD) AWARDS**

**1. BACKGROUND.** The William S. Middleton Award is Biomedical Laboratory Research and Development (BLRD) Service's highest honor for scientific achievement for outstanding achievement in biomedical research. The John B. Barnwell Award is Clinical Science Research and Development (CSRD) Service's highest honor for scientific achievement in clinical research. VA Medical Centers submit applications for their selected nominees for each award annually. In addition, Program Staff in BLRD and CSRD can identify highly qualified investigators directly and solicit applications but all nominations must be approved by the Medical Center Director.

[VHA Handbook 1202.05 William S. Middleton Award Procedural Handbook](#)

[VHA Handbook 1202.07 John B. Barnwell Award Procedural Handbook](#)

**2. FORMAT.** Applications should consist of single-spaced typed pages with 1-inch margins at each edge. Use only letter-quality, black print. The font size should be at least 11 point with no more than fifteen characters per inch and no more than six lines per inch.

**3. CONTENT.** Each application should consist of the following materials:

a. A cover sheet listing the following information in the order specified:

(1) Award Type: William S. Middleton or John B. Barnwell Award.

(2) Name and degree(s) of applicant.

Do NOT include nominee's date of birth or *social security number (SSN)*. *This will be requested for final awardees only to allow for required security and background reviews.*

(3) Name of Department of Veterans Affairs (VA) medical center.

(4) Nominee's current VA employment status (in 8ths).

(5) Number of years employed by VA.

(6) Nominee's academic title, academic institutions and department (indicate tenure status).

(7) Location of nominee's VA laboratory and VA office.

(8) Name, title, and signature of the VA Medical Center Director and Associate Chief of Staff for Research.

- b. A complete and current curriculum vitae (with funding history) and bibliography of the applicant (not to include abstracts, submitted papers, or papers in preparation).
- c. A summary (two-page maximum) of the applicant's research achievements.
- d. Three to five letters of support (no more than five) generated within the previous 6 months from scientists who are not employees of the applicant's VA medical center or members of the faculty at the affiliated medical school. Letters should be included with the application. Please do not have letters sent by mail to VACO.
- e. Three reprints representative of the applicant's major original research publications.

**4. SUBMISSION.** Convert the completed nomination package including publications, letters of support, and CV into one Portable Document File (PDF) and transmit by email to the Barnwell and Middleton Awards Program Mailbox: [vhacobmareview@va.gov](mailto:vhacobmareview@va.gov). Ensure that the e-mail attachment does not exceed 5 megabytes. In the Subject line, please indicate BARNWELL or MIDDLETON Award and the name of the Nominee.

#### **5. TIMETABLE FOR SUBMISSION AND REVIEW**

- a. **Deadline for receipt of applications is February 1**
- b. Administrative review of applications will be in February/March
- c. Committee review of applications in May, depending on reviewer availability.

#### **6. CONTACT INFORMATION**

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