Tutorial: Submitting for the FLC Awards

FLC

What makes a successful submission for the FLC Awards?

Awards Program 2025

Key Points for a successful submission:

- **Clarity** – Be clear in how the technology and the transfer are described
- **Shape a good narrative** – Compelling story that communicates the excellence
- **Provide objective metrics** so the reader can understand the impact

Awards Program 2025

How to organize your submission write-up:

- **Strong Title**: Sets the stage and grabs attention/Focus on the impact
- **Subheadings**: Guides reader through the criteria
- **Bullets**: Enhances the readability
- **Tone**: Emphasize the excellence

Awards Program 2025

What do the Judges look for in a submission:

- **Well organized**, clear and concise submission meeting the criteria and answering the questions
- The **creativity** of the technology and how it was transferred
- The **impact** of the technology
- The **tone** of the story successfully conveying the excellence of the technology transferred

Awards Program 2025

Submissions must adhere to these requirements:

- Nominee(s) must be employee(s) of FLC member laboratories and may include non-laboratory staff members who were actively involved in the transfer process.
- Nominee(s) must be employee(s) engaged in science and technology and/or technology transfer activities at FLC member laboratories (includes ORTAs).
- Duplicate nominations of a technology transfer effort (individual or group) will not be accepted. For example, the same technology transfer effort cannot be submitted for both an Excellence in Technology Transfer Award and a Regional Technology Transfer Award.
- No resubmissions of a technology transfer effort that has won an award previously
- The nominated achievement must have taken place within the time period.
- Each federal laboratory may submit a maximum of **four** nominations.
- Joint interagency nominations are fine but should be submitted only once.
- The technology must be formally transferred for Excellence in Tech Transfer.
- Awards must be approved by an FLC Laboratory Representative or FLC Agency Representative
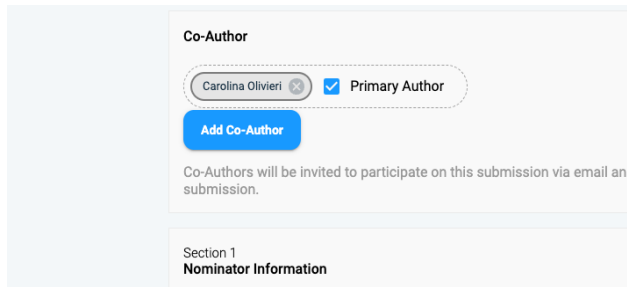
Awards Program 2025

What do you need for your submission:

- Content describing the technology
- Names/addresses/phone numbers/emails of team members
- Headshots of team members
- Supporting files or pictures. Maximum of four (each at least 300 dpi at a size of 3x4 inches)
- Lab logos in 300 dpi or better
- Tip: print the criteria and questions to guide your submission process
- You can save your draft submission and return to it at a later date to complete. You must complete your submission by the deadline date to be considered.
- Once you submit, you can still edit your submission until the deadline date

Awards Program 2025

How to use the FLC submission platform/Slayte:

- Click on the category link and login. If you do not have a login, you can create one by following the platform's instructions.
- Complete basic contact information and add a co-author if applicable

Awards Program 2025

All submissions must have approval of Agency or Lab Representative and be named here

All FLC award submissions must be submitted through the lab's designated agency or laboratory representative.

Name of Agency Representative

Required

Email of Agency Representative

Required

Awards Program 2025

Include names of all Laboratories involved with nomination.

Section 2
Excellence in Technology Transfer

Please enter the name(s) of Laboratory(ies) being nominated.

Required

Additional laboratories to add?

○ Yes   ○ No

Required

Awards Program 2025

Consider printing the description and criteria section to use as your guide during the submission process.

Section 3
Excellence in Technology Transfer

The Excellence in Technology Transfer Award recognizes employees of FLC member laboratories and non-laboratory staff who have accomplished outstanding work in the process of transferring federally developed technology. The award will be based on contributions during the past ten fiscal years from the award entry submission date.

EXCELLENCE IN TECHNOLOGY TRANSFER AWARD CRITERIA
A. Description of Technology Transferred

1. Summarize, in layman's terms, the technology transferred, focusing on what advantages the technology provides and what problem or need is addressed. **[15 points/400 words]**

B. The Technology Transfer Story

Title of Nominated Technology Transfer

Please enter the title (maximum 10 words) of your nominated technology transfer. This information will be used as the title and as a unique identifier for your nomination as it moves through the review and award process.

Required

When did this transfer begin? (Provide an approximate date if exact date is unknown).

Select Date ⑦
Required

When was this transfer completed, or if ongoing, please explain? (Provide approximate date if exact date is unknown.)

Select Date ⑦
Required

Awards Program 2025

Answer the questions within the word count, which is shown on the bottom right of each text box.

You can always save your draft and return later, by clicking on the "save draft" button at the top right corner.

Awards Program 2025

Optional: You can upload up to four supporting documents (files or photos) which should be at least 300 dpi and 3x4 inches for publication in the Awards Book distributed at the National Awards Ceremony.

Awards Program 2025

Include all nominee information:
name, email and contact information.

Awards Program 2025

Include nominee photographs, such as headshots or group shots, in a high-resolution format (300 dpi/3x4 size) for inclusion in Awards publication, if selected.

Section 9
Nominee Photos - Awards Publication

Please upload photos of nominees (in either individual headshots or group photos) for inclusion in the FLC Awards publication, in the event this nomination is selected as a winner. Each photo should be accompanied by the name of the corresponding individual(s) in the caption box. Photos should be high resolution (300 dpi) and measure 3 x 4.

Photo #1

Upload

Allowed types: Images

Name of Nominee #1

Photo #2

Upload

Allowed types: Images

Awards Program 2025

Include the laboratory logo(s)

Awards Program 2025

Select your lab's region.

Awards Program 2025

FLC has entered into a [partnership with the Licensing Executive Society (LES)](#). Please let us know if you approve of sharing your submission for their awards program.

FLC Partnership with LES

The FLC has partnered with the Licensing Executives Society, (USA and Canada) Inc. (LES) to use their respective awards programs to promote technology transfer success. These Deal of Distinction awards recognize technology licensing deals that promote creative and innovative solutions to business issues involving contracts and are independently selected by each of the industry sectors of the LES. Applications are reviewed in the summer, and recipients are invited to present at the LES Annual Meeting in the fall. If this submission contains a licensing component, and you would like for it to be considered for the LES Deal of Distinction award opportunity, please indicate your consent by checking "yes" below. Note: This opportunity will be for the 2025 LES Deal of Distinction award, and by providing your consent, you agree to let the FLC share your submission with the LES in Spring 2025.

☐ Yes

☐ No

☐ N/A

Required

Awards Program 2025

At the end of your submission, you'll notice a green button with "Preview Submission" at the bottom of the page. Clicking it automatically saves your submission as a draft. This gives you an extra step to review before you officially submit.

Once you hit "Submit" you can still return to edit your submission prior to the closing of the Awards submission period.
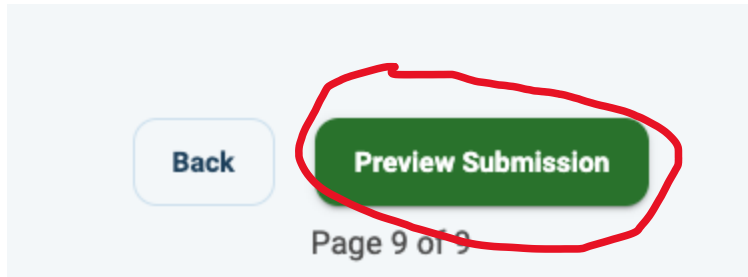
Awards Program 2025

Once you have saved your draft, you can access it at a later date by clicking on the "tile category" from the category pages on the website which takes you to the page with header and description of award category (About Page). Log-in at the upper left-hand corner and you'll then see the green button that say's "Continue draft" found at the bottom of page.
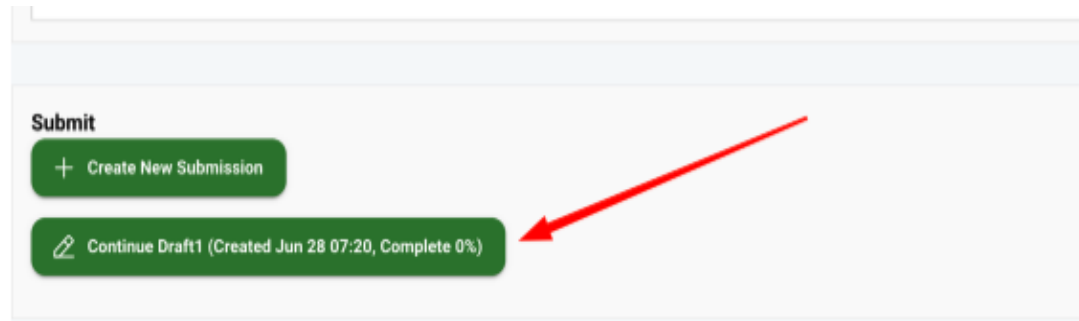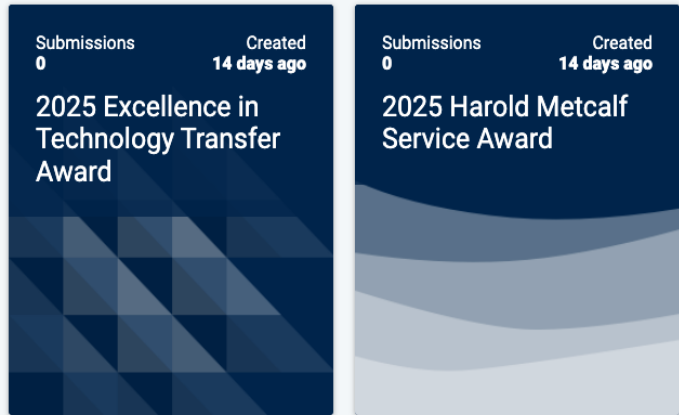
Awards Program 2025

Will this be you? Good Luck!

Awards Program 2025

If you have any questions, or trouble accessing the submission platform, please contact FLC Awards Associate, Kimberley VandenBrook (kvandenbrook@federallabs.org)