

# FLC Awards Program: Proposal Submission Guide



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## Introduction

Thank you for your interest in FLC's Award programs. Below we will cover the basics of the platform from login to submission. If you still have questions after reviewing this document please email: [awards@federallabs.org](mailto:awards@federallabs.org).

## How To Login To Your Account

1. Enter your Email Address and Password on the left hand side of the page and then click Login.

Log in Below to Complete a  
Nomination in Progress

Email Address \*

Password \* [lost password?](#)

remember me

LOGIN

2. If you do not have an account please continue on to the [“How To Create An Account”](#) section of this guide.

## Submit an Entry

1. Once logged in you will be able to begin a new submission. Scroll to the bottom of the home page, and click on “Click Here to Submit Your Nomination!”.


**CLICK HERE TO SUBMIT YOUR NOMINATION!**

2. Confirm your contact information, and confirm whether you are an official nominator. If you are not, provide the name and email of the nominating official. Then select “Save and Next” so that you can progress to the next stage of your application

1234567890

Are you the official nominator (FLC Laboratory Representative/FLC Agency Representative)? \*

(i.e. Are you a contractor nominating a laboratory on behalf of an FLC laboratory representative/agency representative?)

No 

Yes


Approval \*

(Not Sent)


Please provide the name and email of the FLC Lab Rep or Agency Rep (Nominating Official) who will approve the submission of this nomination


<https://www.federallabs.org/about/organization/agency-representatives>

Full Name

Lab Rep Name 

Email

labRepEmail@email.com 

SAVE SAVE AND NEXT 

3. You will be taken to the “General Information” form page.  
On this page, enter the name of the laboratory or laboratories being nominated, the title of the nominated technology transfer, and select what they are being nominated for. Once you have completed all required fields, you will be able to select “Save and Next” to progress to the next step.

[CLICK HERE FOR EXCELLENCE IN TECHNOLOGY TRANSFER AWARD FREQUENTLY ASKED QUESTIONS](#)

NOTE:

The only users who will be able to view and edit a pending nomination in the system is the user who starts the form

If you plan to "cut and paste" your nomination form content, it is strongly recommended that the original document is created in Windows Notepad or TextEdit for Mac to enable ease of formatting once pasted to the nomination form.

Please Confirm:

\*

I have read and agree to the guidelines outlined above for this nomination.

Will This Nomination Be Submitted for the FLC Technology Focus Award?

\*

Yes

No

PREV

SAVE

SAVE AND NEXT

4. On the next few pages, the screens you view will depend on which award you have chosen for a laboratory nomination. Depending on your selection, different forms will be available to input the relevant information for the chosen nomination type.

For the purposes of this guide, Excellence in Technology Transfer was chosen. Next you will be taken to the “Excellence in Technology Transfer” form page. On this page, provide information about the technology transfer, including a brief abstract and narrative of the transfer. Once you have completed all required fields, select “Save and Next” to progress to the next step.

#### Verification

\*

**As the nominating official and FLC Representative from this Laboratory/Agency (or as the official who has been designated the authority to do so on behalf of the nominating official and FLC Representative from this Laboratory/Agency) I verify the following:**

- The technology transfer achievement took place within the last ten years.
- The submission was reviewed and approved, as appropriate, by the nominating official's/nominees' appropriate supervisor(s), ORTA Representative(s), and federal laboratory director(s).
- The submission does not include any proprietary or confidential information and the FLC may use this entire submission as a resource document and for media purposes.
- In the event of being chosen as a winner, at least one nominee will participate in the award ceremony and present a poster at the 2020 FLC National Meeting.

PREV

SAVE

SAVE AND NEXT

5. On the “Supporting Documentation” page you can choose to upload up to four photos

A maximum of four photos will be accepted as supporting documentation. Each photo must be accompanied by a brief caption.

Photo 1

No file chosen

Caption

Photo 2

No file chosen

Caption

Photo 3

No file chosen

Caption

Photo 4

No file chosen

Caption

6. On the “Nominee Information” page you will be able to enter the contact details for the people you are nominating, including their salutation, name, job title, laboratory and address, phone number, and email address.

Salutation 1 \*

Ms

First Name 1 \*

Test

Last Name 1 \*

Test

Job Title 1 \*

Test

Laboratory - Organization 1 \*

Test

Address 1 \*

Street Address

Test

Line 2

City

Test

Country

United States

State / Province

Georgia

Zip / Postal Code

00000

Daytime Phone # 1 \*

0000000000


Email address 1 \*

Test@email.com

**6a.** If you would like to add additional nominees, choose the “Yes” option under “Add more?”. When you have finished adding the nominees, click “Save and Next” to move to the next page.

\_\_\_\_\_

Add more?

Yes 

No (Clear Selection)

PREV SAVE **SAVE AND NEXT**



7. On the “Nominee Photos - Award Publication” page you will be able to upload photos, as well as add captions for them. One photo is required, however you can add more as desired.

**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.

Photo 1 \*

No file chosen

Name of Nominee(s)

Photo 2

No file chosen

Name of Nominee(s)

Photo 3

No file chosen

Name of Nominee(s)

Photo 4

No file chosen

Name of Nominee(s)

Photo 5

No file chosen

Name of Nominee(s)

Add more? \*

- Yes  
 No

7a. If you would like to add additional photos, choose the “Yes” option under “Add more?”. When you have finished adding photos, click “Save and Submit to FLC” to submit the nomination.  
If you would like to save your work and return to submit at a later time, click “Save” to save your progress.



Search Google or type a URL

This is a low-res preview. Click on the filename above to view the original.

Name of Nominee(s)

Test Name

Photo 2

Choose File No file chosen

Name of Nominee(s)

Photo 3

Choose File No file chosen

Name of Nominee(s)

Photo 4

Choose File No file chosen

Name of Nominee(s)

Photo 5

Choose File No file chosen

Name of Nominee(s)

Add more? \*

Yes

No

PREV

SAVE

SAVE AND SUBMIT TO FLC

## How To Create An Account

1. If you do not have an account you will be able to create one by clicking “here” in the phrase “Click here to start a new nomination!”.

**Click [here](#) to start a new nomination!**

Log in Below to Complete a Nomination in Progress

Email Address \*

Password \* [lost password?](#)

remember me

2. You will be taken to a page where you can create a new account. Once you complete the required information you will be able to click Register to create the account and continue with the application.

Create a New Account

Email Address \*

First Name \*

Last Name \*

Company/Lab Name \*

Job Title \*

Mailing Address \*

Street Address

Line 2

City

Country

State / Province

Zip / Postal Code

Daytime Phone # \*

Create a Password \*

Retype Password \*

BACK

REGISTER