

Honor Awards

NOMINATION CYCLE



OCTOBER*

1. Call for FDA-level nominations received by Center/OC/ORO Honor Award Officers
2. OMES sends Call for Nominations for FDA and OC/OO-level Honor Awards to OC and OO Data Call and Honor Award POC's
3. OMES sends request for OC and OO Review Board Members to OC and OO Data Call and Honor Award POC's



NOVEMBER

1. OC and OO Offices submit FDA, OC, and OO-level nominations
2. OMES reviews submitted nominations and prepares materials for Review Board meetings
3. OMES sends OC and OO Review Board Members information regarding process and responsibilities along with a link to the award nominations



DECEMBER

1. OMES conducts OC and OO Review Board meetings
2. OMES sends Review Board meeting outcomes to Office Honor Award POC's with request for revisions if applicable



JANUARY

1. OC and OO Offices submit requested revisions
2. OMES shares revisions with appropriate OC or OO Review Board and requests submission of votes
3. OMES sends Review Board determinations on revisions to Office Honor Award POC's
4. OMES sends FDA-level nominations for OO offices to COO for signature if applicable
5. OMES submits FDA-level Nominations for consideration by the FDA Review Board after signatures are received



MARCH

1. OMES receives FDA Honor Awards Review Board outcomes
2. OMES shares requests for revisions if applicable with Office Honor Award POC's
3. OC and OO Offices submit requested revisions
4. OMES shares revisions with FDA Review Board liaison
5. OMES receives final determinations from FDA Review Board liaison
6. OMES sends any nominations not approved for an FDA-level award back to the OC or OO Review Board for determination on an OC or OO level award
7. OMES shares final outcomes with OC and OO Office Honor Award POC's
8. OC and OO Honor Award POC's share outcomes on their Office's nominations with award recipients

*October Call is an estimate.