

DYNAMIC SYSTEMS AND CONTROL DIVISION

GUIDELINES AND CRITERIA FOR ALL DSCD AWARDS

The following are guidelines and criteria for the [DSC Division awards](#):

- 1 Nominees selected for the Awards must have been primary members of the DSCD for at least 5 consecutive years prior to receiving the Award and have been an active contributor to the DSCD.
- 2 Each Award is to be given biannually and funded from a draw from the DSCD Custodial Fund. It will consist of a plaque or framed certificate suitable for wall hanging and a citation specific to the awardee, together with a cash award in an amount of at least \$ 500.00, but less than the cash award for the Rufus Oldenburger Award. The DSCD [Executive Committee](#) (EC) may change the amounts of the cash awards at any time.
- 3 Each Award may not be given to the same individual more than once.
- 4 The [DSCD Honors and Awards \(H&A\) Committee](#) will make annual solicitations for nominations for the appropriate Awards by advertising sufficiently in advance by at least an email to the DSCD members. The H&A Committee shall select the Award recipients; notify them of their selection and the need to attend the Award presentation; and arrange for the plaques/certificates to be available at the Award presentations.
- 5 The nominations for the Awards will consist of a cover letter of not more than two single spaced typewritten pages in 12 point font from the nominator detailing why the nominee meets the criteria for the Award (see [award descriptions](#)), a CV or resume of the nominee, as well as any brief supporting materials (e.g., photograph, drawing, patent, paper, etc.)
- 6 The DSCD EC Chair shall arrange for the Award presentations in cooperation with the DSCD Dynamic Systems and Control Conference (DSCC) Program Chair and the DSCD EC Secretary, who shall prepare the cash award checks and have them available at the award presentation. Each Award shall be presented by the DSCD EC Chair or H&A Committee Chair at the DSCD Awards Banquet at the annual ASME DSCC.
- 7 Any member of the DSCD Honors Committee whose term on the nominating committee includes a portion of the period in any selection cycle between the first call for nominations for an award and the final selection of the awardee is ineligible for nomination for these awards.

Please send nomination packages for these awards, using the criteria and procedures given above, as a single .pdf file attached to an email to the [Chair, Honors and Awards Committee](#), such that they are received no later than 5:00 p.m. on June 30th of each year.