

US EPA ARCHIVE DOCUMENT

## 2009 STAA Guidance for Frequently Asked Questions

The STAA Coordinator receives many comments, suggestions, and questions each year. This guidance has been developed to provide clarification.

### **Percentage contributions from multiple authors**

Eligibility of nominations/authors is based upon when the research was conducted. At least 50% of the work must be attributed to people who were EPA employees at the time the research was conducted. If an author changed status during the period the research was accomplished, please list them as appropriate for each period.

Be honest when calculating those percentage agreements of authors. They are an important component of your nomination.

If you've lost touch with one of your co-authors, document your effort to locate them and enter their contact information as "unknown." Any award materials for this author will still be sent to the nominating office for distribution.

### **Publication eligibility**

Publications are eligible for 3 years based on publication date. It may be to your benefit to wait one or two years before submitting so that the impact of your contribution may be realized.

You may not resubmit a previously nominated publication even if it was previously submitted as a single publication and you now wish to include it in a multiple-publication nomination. You may submit a previously nominated publication under "Supplemental Items" to support your new nomination.

### **Updates/changes from previous announcements**

Information regarding eligibility of internet publications has been added to the announcement; internet publication dates now count.

There are significant revisions to the Research Categories based on the SAB subcommittee's recommendations. The research categories are an administrative tool; all nominations are fully considered by the SAB subcommittee regardless of the category.

The Nomination Form now includes a line to allow identification of multiple secondary research categories.

### **Other**

Updates after the nomination deadline are not allowed.

Use plain language in your citation so that everyone will understand your accomplishment.

Some authors submit multiple publications as individual nominations, even when the publications are clearly linked. The SAB subcommittee generally combines these nominations when making an award recommendation. Please review the new criteria in the announcement regarding multiple nominations.