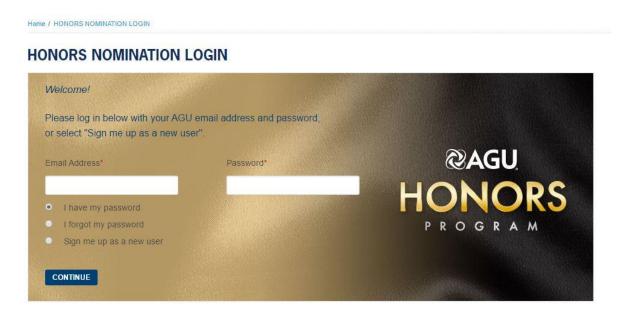
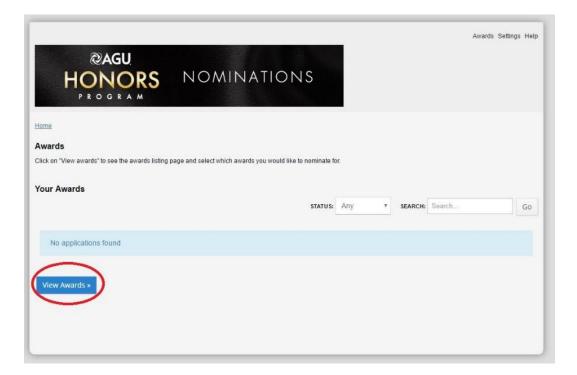
How to submit a nomination for an AGU journalism award:

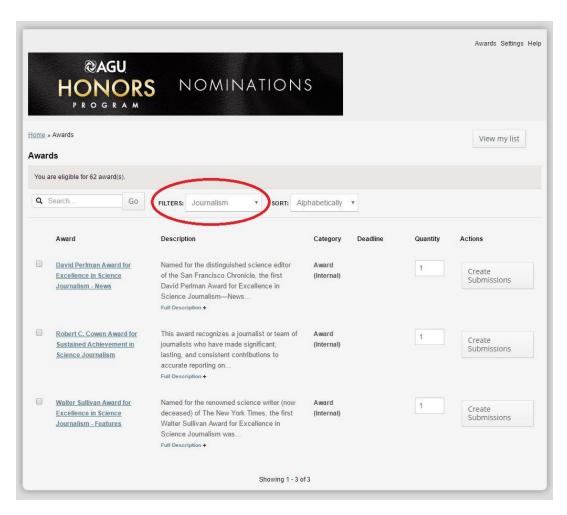
To submit a nomination, login to the <u>online nomination system</u> using your AGU account. If you do not have an AGU account, you will need to create one by selecting the "Sign me up as a new user" and filling out the required information. (If your organization is not listed or can't be found, please enter Organization Not Listed in the "Organization Name" field and fill out the "Suggest Your Organization" field with the name of your organization).



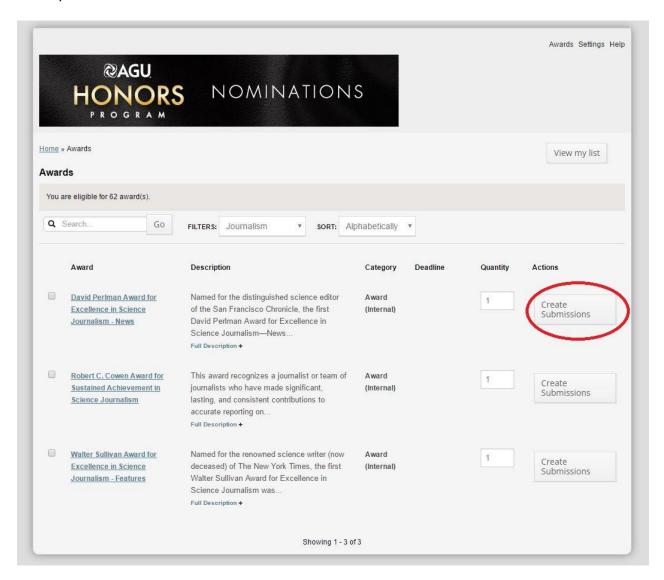
After logging in to the nomination system, click on the blue "View Awards" button.



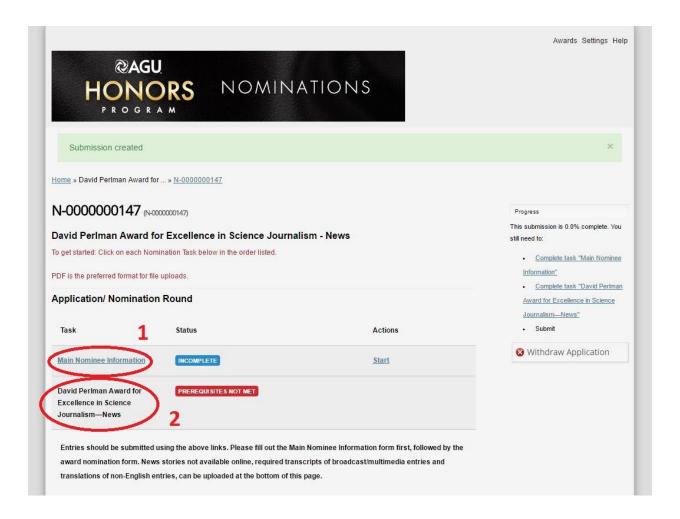
Use the "Filters" menu to select "Journalism". You will see a listing of the three journalism awards. Click on the title of each award for more information about the individual award.



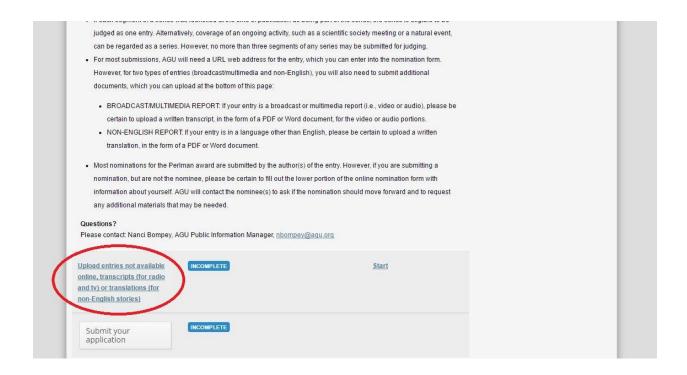
To submit a nomination for an award, click the "Create Submissions" button that corresponds to the award you would like to submit a nomination for.

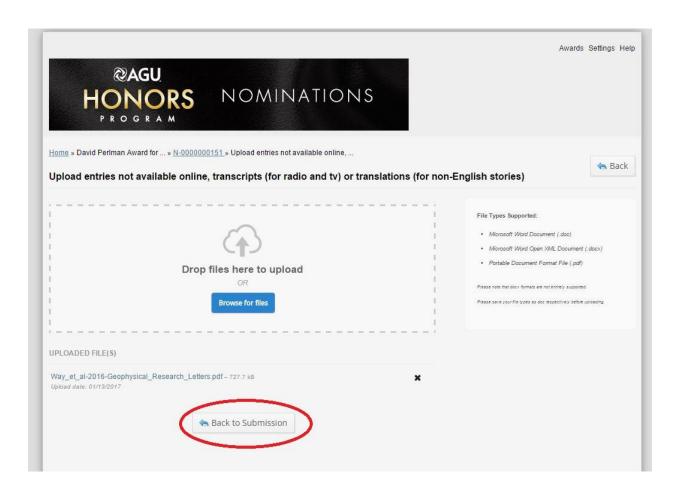


You will then be taken to the submission page for the award. Complete the two forms (tasks) at the top of the screen: The "Main Nominee Information" form, followed by the submission form for the award (this is the form with the name of the award). You must complete the "Main Nominee Information" form before filling out the submission form for the award. To start filling out the form, either click the name of the form or the start button that corresponds to the form.

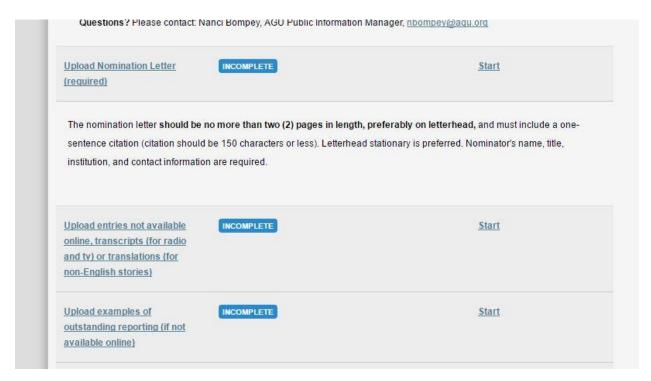


After completing these two forms, you can upload entries not available online, transcripts for radio and tv stories or translations for non-English stories at the bottom of the page. Scroll down past the award information text to find this task: "Upload entries not available online, transcripts (for radio and tv) or translations (for non-English stories)". After uploading your files, click the "Back to Submission" button to return to the award submission page and complete your submission. If you do not have any items to upload, you can skip this step.





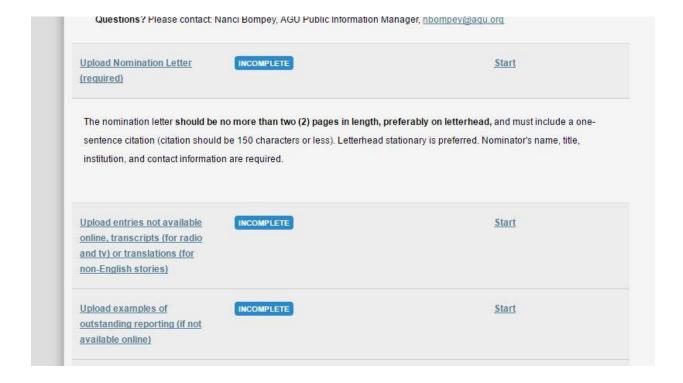
Nominations for the Cowen Award also must include a nomination letter. Upload this letter by clicking on the "Upload Nomination Letter" task at the bottom of the page. (Scroll down past the award information text.)



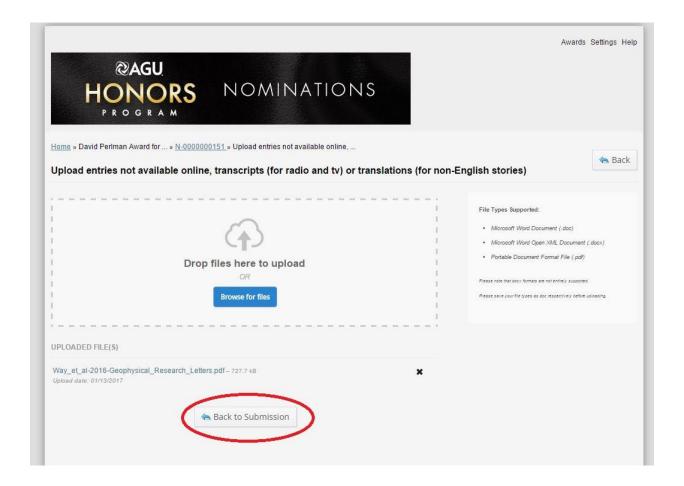
After uploading a nomination letter, you will be taken to a preview screen. Press the "back" button at the top of the screen to return to the award submission page.



For the Cowen Award, you can also upload examples of work not available online using the "Upload examples of outstanding reporting (if not available online)" task at the bottom of the page.

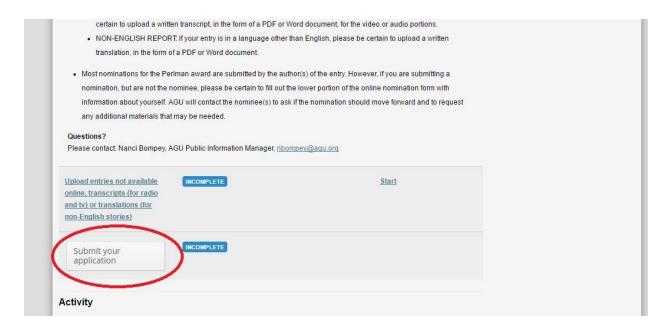


After uploading your files, click the "Back to Submission" button to return to the award submission page and complete your submission.

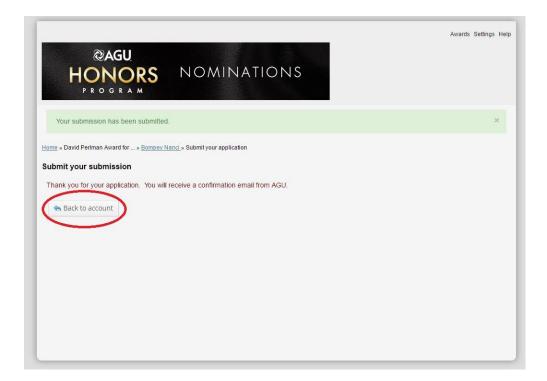


After you have completed the required forms and uploaded the required documents, click on the "Submit your application" button at the bottom of the page. (If you did not upload any items, you can still submit the nomination even though the "upload" sections says "incomplete").

You will be asked to confirm your submission on the next page. Click "Continue" to submit your nomination. You will receive an email confirming your submission.



To submit an additional nomination, click on the "Back to account" button.



You will see a list of awards for which you have submitted nominations. Click on the blue "View Awards" button at the bottom of the page to view all the awards and create additional nominations. For the Perlman and Sullivan awards, a nominee may submit only one entry for each award in a given year (i.e. one entry for the Perlman and one entry for the Sullivan).

