

## **PRESIDENTIAL MIGRATORY BIRD STEWARDSHIP AWARD NOMINATION INFORMATION AND INSTRUCTIONS GUIDE**

### **GOAL OF THE AWARD:**

The Presidential Migratory Bird Stewardship Award annually recognizes a project or action conducted by or in partnership with a Federal agency that contributes to migratory bird conservation, meeting the intent and spirit of Executive Order 13186. The Agency/action demonstrates a leadership role in inspiring others to take action in migratory bird conservation. This could include developing and implementing best-management practices, a policy action, or research. The action could also include influencing entities at a local, regional, or global scale to adopt and implement similar actions or practices.

### **ELIGIBLE PROJECTS:**

An eligible project is any project that has been initiated by, or in partnership with any federal agency subsequent to the project initiation cut-off date that has demonstrated impacts to migratory birds within and/or outside the United States.

**Project initiation cut-off date:** The project is eligible if it was initiated on or after 2001 **and** the project has been actively worked on and/or reassessed and adapted within the last 5 years. Nominations submitted in previous years may be re-submitted for consideration if they meet this criterion. Nominations submitted that include any portion of the project being initiated prior to this cut-off date or that do not have a major milestone in the last 5 years may be subject to disqualification.

**If you are a USFWS employee submitting a USFWS-lead project** your project must involve at least one partner outside of the US Fish & Wildlife Service that is not typically a dedicated migratory bird advocate. **The exception to this is** that someone outside the Service may nominate a Service project if they feel that the project is exceptional and warrants consideration (this can be any agency or individual, including partners). In these cases, the project does not require a partner who is not typically a dedicated migratory bird advocate. These requirements are specific to USFWS nominations only.

### **APPLICANTS AND CO-APPLICANTS:**

The applicant indicated on the application form must be a single federal agency. If more than one federal agency is involved with the project, the applicant should be the lead federal agency for the project.

Co-applicants are partners in the project. The co-applicant can be any agency, organization or private individual that the applicant wants to receive recognition for the project. There is no limit on the number of co-applicants that can be included with a nomination.

## **DEADLINE AND PROCESS FOR NOMINATION SUBMITTAL:**

### **Individual Submissions to Federal Agencies:**

Individual submissions should be sent via e-mail to the appropriate award contact for each federal agency. Applications should be sent to the lead federal agency for the project. Please work with your agency award contact to determine the desired submission date for your nomination. If you do not know who your agency contact is, please contact Meghan\_Sadlowski@fws.gov or (703) 358-2218 for further assistance. Because each agency has its own internal process for handling submissions, the submission dates will likely vary by agency, but will probably be at least a couple weeks or more prior to the final nomination submission deadline to allow sufficient time for screening and selection of the nomination they wish to put forth for final consideration.

### **Final Federal Agency Nominations:**

Each Federal agency should filter nominations within their agency to submit their best nomination. Federal agencies may submit only one nomination to FWS. A short 500 word or less abstract and photo that are representative of the project or action should be provided along with each agency's nomination. The abstract and photos for each agency nomination will be posted to the award website to highlight the work being done by agencies to conserve migratory birds and to recognize the specific actions or projects that have been selected within each agency to represent this. The nomination, abstract and photo must be submitted to Meghan\_Sadlowski@fws.gov by the federal agency award representative. **FWS must receive nominations from Federal agencies by close of business on the submission date indicated on the website.** Nominations submitted in previous years may be re-submitted for consideration if they meet all the qualification criteria. The award winner will be chosen at the annual Annual Council Meeting.

**FORMATTING:** Please make sure to use the fillable pdf application form provided.

## **IMPORTANT NOTES ABOUT NOMINATION CONTENT:**

**1. Make sure to read each application question carefully and answer as clearly, concisely and thoroughly as possible.**

The content of your nomination should to the greatest extent possible directly address the questions. Answers that do not clearly and directly address the question, or that leave out critical details, may detract from the nomination's overall score and make the nomination less competitive. This is because each question has been carefully crafted to garner information directly relevant to the ranking criteria used to score the nominations. **If the answer is too general or does not clearly answer the question being asked, the scorer has the option of providing the lowest score for that answer during the scoring process.**

Places in the nomination form where special attention should be paid to providing clear, concise answers and critical details include:

- Question 3: Identify actions of the project that are planned and those actions that are completed.
- Question 6: Provide details regarding **demonstrated** migratory bird conservation benefits. **Please be as detailed as possible about the way in which these conservation benefits have been determined and/or demonstrated (e.g. follow-up survey/monitoring protocols, direct observation, etc.)**
- Question 7: Provide specific details regarding the contributions of each co-applicant (partner)
- Question 10: Provide the names of each individual species benefited from your project. **Make sure that you have provided details about the way in which conservation benefits to each of these species have been determined and/or demonstrated in question #6.**

**2. Do not include additional pictures, diagrams, videos and links.**

To keep all nominations on a level playing field, each nominee will be restricted to scoring based only on the text provided in response to the application.