

The Diane Lapp & James Flood Professional Collaborator Award recognizes an ongoing professional collaboration between two or more people who regularly contribute to the professional knowledge base of literacy educators. The projects and research described must be complete as of the date of the application. No projects or research planned for future implementation will be accepted.

## SUBMISSION TIMELINE

- Opens **September 15** each year
- Closes **March 15** each year (*Note: All submissions received after this date will be held for consideration for the following award year*)
- Applicants are notified of the results via email by **mid- to late-June**

## CRITERIA

### Candidate Qualifications

- Must be ILA members.
- Collaborations between two or more people are eligible to be nominated or self-nominated.
- Colleagues must be commonly associated as a professional team.
- Colleagues must be recognized in the education community as friends.
- Colleagues must have worked on multiple projects and put forth several contributions of an enduring and positive impact to the evolving field of literacy education through work in literacy research and practice (may be represented by a single publication, a series of publications, or a substantial field-based project that focuses on new literacies/online, literacy collaborations, or literacy engagement) over a period of at least five years.
- Projects and research must qualify as significant in collaboration and impact around literacy.
- The projects and research described must be complete as of the date of the application. No projects or research planned for future implementation will be accepted.

To become an ILA member or renew your membership please contact ILA Customer Service at 800.336.7323 or 302.731.1600 or [customerservice@reading.org](mailto:customerservice@reading.org)). To join or renew online, please visit <https://literacyworldwide.org/membership>.

## HOW TO APPLY

Complete your submission online using ScholarOne (a web-based grant management system; previously Manuscript Central) at [https://mc04.manuscriptcentral.com/ILA\\_awards-grants](https://mc04.manuscriptcentral.com/ILA_awards-grants).

## CREATING A PROFILE

All nominees and nominators must create a profile by providing the following information in the ScholarOne system (if you are nominating another person for the award, see instructions under **Step 4** for creating an account for a nominee/coapplicant). If you are a **returning user**, please view or edit your profile to make sure it is current.

- User name and password
- First and last name
- Mailing address
- Phone number and email address
- Institutional affiliation and position/title

## APPLICATION PREPARATION

### STEP 1: TYPE, TITLE, AND ABSTRACT

- **Select Manuscript Type** (screen will refresh once selected)
- **Title section:** Enter **Nominee's name** in the title section
- **Abstract:** Not applicable
- **Application Type:** (Group)

### STEP 2: UPLOAD

The following materials should be uploaded **as individual documents** (***Important note:** Failure to upload all items below will result in your application being unsubmitted.*):

- **Rationale for Recommendation:** Include a description of the individual, institution, or collaboration contributions in literacy (maximum of two single-spaced pages)
- **Evidence and Impact:** Provide evidence that the contributors have worked on multiple projects and put forth several contributions of an enduring and positive impact to the evolving field of literacy education through work in literacy research and practice
- **Curriculum Vitae:** Nominees' professional vitas

### STEP 3: ATTRIBUTES

**Level of Learners:** Select the level of learners the work has been geared toward.

### STEP 4: APPLICANTS, NOMINATORS, & INSTITUTIONS

**Nominee (self-nominating) Information:** Applicant information will be automatically populated from the nominee's profile information. Applicant must add team collaborators using the same steps as the Nominator information below.

**Nominator Information: The Nominee must be added as a coapplicant.** To add the nominee, search the nominee's email address: If the nominee has a profile in the ScholarOne system, select the coapplicant from the pop-up box and select "Add coapplicant". The information will then be added to the application. If the nominee's email is not found in the system, the following message will appear at the top of the page:

*No co-author found. Please search again using another email address or create a new co-author.*

Click on the “create a new co-author” link in the message. You will then be prompted to add a new author using the nominee’s name and email address. Each nominee will then be notified and a request made to complete his/her profile.

**Nominee/Nominator:** Indicate whether you are the Nominee or Nominator.

### **Membership Information**

Enter the nominee membership information.

### **STEP 5: DETAILS & COMMENTS**

#### **Cover Letter** (optional)

Applicant may enter cover letter text (not viewable by reviewers) or upload a cover letter (as a Supplementary File NOT for Review).

Select how you heard about the award.

### **STEP 6: REVIEW & SUBMIT**

Review your submission carefully before you submit. ***You will not be able to update or edit your submission after you submit it.*** You will be informed if your application encountered any errors. After you submit, you will receive an email confirmation of your submission for this award.

### **REVIEW PROCEDURES AND EVALUATION CRITERIA**

Applications will be reviewed by members of the ILA Diane Lapp & James Flood Professional Collaborator Award Committee.

- Decisions will be based on the quality of the application, relevance to the award’s intent, and the quality of supporting materials
- The award will be made only in those years when the committee concludes there is an application of high quality that meets the criteria.
- Recipient is encouraged to submit a session proposal for presentation at the annual ILA Conference.

*Please direct any questions about submitting your application to Wendy Logan at [ILAAwards@reading.org](mailto:ILAAwards@reading.org).*