The International Literacy Association (ILA) Maryann Manning Special Service Award is a nonmonetary award given annually to an individual who has demonstrated a lifelong commitment of exceptional and distinguished service to the field of literacy. ILA members apply or are nominated by peers for this award.

**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 an ILA member
- Admirable service to the field of literacy in some specific capacity or capacities requiring special skills, knowledge, and creative effort
- Achievement of results that demonstrate support for the field of literacy
- Exceptionally generous and tireless giving of time and talents as a committee member, local/state/provincial council, or national affiliate officer

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. To join or renew online, please visit [https://literacyworldwide.org/membership](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:** (Individual)

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 the Recommendation:** Description of and rationale for Nominee’s unusual and distinguished service to the field of literacy
- **Curriculum Vitae:** Educational background and career summary
- **Letters of Recommendation:** Minimum of three (3) letters of support citing exceptionally generous and timeless giving of time and talent at the local, state, provincial, and/or affiliate level

STEP 3: ATTRIBUTES

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

STEP 4: APPLICANTS, NOMINATORS, & INSTITUTIONS

**Nominee (self-nomining) Information:** Applicant information will be automatically populated from the nominee’s profile information.

**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. If not available, enter NA in both boxes.

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 Maryann Manning Special Service 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
- Recipient is encouraged to submit a session proposal for presentation at the annual ILA Conference. (Note that this does not guarantee acceptance.)

Please direct any questions about submitting your application to Wendy Logan at ILAAwards@reading.org.