

The most prestigious award in the field, the ILA William S. Gray Citation of Merit is a nonmonetary award reserved for those ILA members who have made outstanding contributions to multiple facets of literacy development—research, theory, practice, and policy.

## 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
- Outstanding contributions in a leadership role in the field of reading/literacy
- Excellent influence on students, teachers, colleagues, children, and parents through instruction, lectures, writings, research
- Outstanding contributions of a highly original kind in the field of reading theory; outstanding contributions in the field of methods and/or media
- Initiation and development of original ideas that have increased knowledge and understanding of the reading process and/or improved practices in reading instruction and development
- Selfless dedication and tireless efforts, encouragement and inspiration, unassuming devotion; service as a prophet in furthering the development of the field of reading
- Outstanding contributions to the design and implementation of reading courses; outstanding lectures, over a long period, for reading professionals
- The production of definitive material or important restructuring of existing material with exhaustive coverage of the given field. Outstanding contributions from the point of view of communication—brilliant pedagogy in print and digital formats
- Superior service in several important capacities in reading (e.g., as teacher, scholar, researcher, psychologist, linguist, supervisor, author, lecturer, critic, administrator, counselor, or clinician)

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:** (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 Recommendation:** Rationale for recommending this person, including description of candidate's contributions to reading theory and/or research, reading practice, publications, service to the profession, and service to the International Literacy Association
- **Curriculum Vitae:** Candidate's professional vita (maximum of 3 pages)

### 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.

**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. The nominee will then be notified with a request 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 ILA William S. Gray Citation of Merit 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.

*Please direct any questions about your proposal or this grant to Wendy Logan at [ILAAwards@reading.org](mailto:ILAAwards@reading.org).*