



Awards Committee for Most Distinguished Research

Joe Peterangelo, Chair
Wisconsin Policy Forum
jpeterangelo@wispolicyforum.org

Criketa Matlock
Public Affairs Research Council of LA (PAR)
criketa@parlouisiana.org

Jennifer Egmont
Economy League of Greater Philadelphia
jegmont@economyleague.org

Awards Committee for Most Effective Education

Stephen Stuart, Chair
Bureau of Governmental Research
sstuart@bgr.org

Aaron Twait
Minnesota Center for Fiscal Excellence
atwait@fiscalexcellence.org

Kriss Sjoblom
Washington Research Council
ksjoblom@researchcouncil.org

Awards Committee for Outstanding Policy Achievement

Sarah Wetmore, Chair
The Civic Federation
swetmore@civicfed.org

Craig Thiel
Citizens Research Council of Michigan
cthiel@crcmich.org

Eric Kneeland
Worcester Regional Research Bureau
ekneeland@wrrb.org

Please submit all entries to the above email addresses.



**RULES FOR THE 2019 GOVERNMENTAL RESEARCH ASSOCIATION
ANNUAL AWARDS COMPETITION: Deadline for submission is JUNE 7, 2019**

I. PURPOSE OF AWARDS. The purpose of these awards is to recognize exceptional research and educational efforts regarding state and local governmental issues performed by staff members of governmental research agencies.

II. CATEGORIES OF AWARDS

A. Awards may be made in the following three categories:

- Most Distinguished Research
- Outstanding Policy Achievement
- Most Effective Education

B. The GRA Board of Trustees may create additional categories to meet special circumstances, provided such categories are in keeping with the overall spirit and purpose of the awards program.

III. ELIGIBLE ENTRIES

A. To be eligible for this competition, a governmental research agency must have now, and have had at the time the research was performed, at least one current dues-paying member of the Governmental Research Association.

B. Entries shall deal with governmental problems or issues and may be in the form of a single report or series of reports dealing with a single subject, or a single educational activity or series of activities. No agency may enter more than one report in each category.

C. No report may be entered unless the planning, supervision, research, and/or editing was primarily performed by the submitting agency.

D. Entries for **Most Distinguished Research** and **Most Effective Education** may include qualifying reports issued or activities conducted at any time during the preceding calendar year and at any time prior to the cutoff date for the current year's competition. If a series of materials or activities is entered, the series may have been commenced prior to the previous calendar year but must have been concluded within the time limits for the current competition. No report or educational activity, or series of reports or activities, may be entered in more than one annual GRA competition for these awards.

E. Entries for **Outstanding Policy Achievement** may include qualifying reports issued at any time, since the award is based on the results that follow from the research. Results may include, but not be limited to, cost savings in operations or personnel, or quantifiably improved delivery of government services or programs. However, the tangible governmental improvements and/or cost savings resulting from the research must have occurred during the preceding calendar year or in the current year prior to the cutoff date for the competition.

F. One copy of each entry shall be submitted electronically directly to each member of the appropriate awards committee and the website administrator (nrose@ednc.org) during the time period designated in the announcement for the competition. All entries shall be specifically marked "FOR GRA AWARDS COMPETITION" and shall indicate the category of award (from paragraph II.A, above). Submissions will be linked to from the GRA website at graonline.org at the conclusion of the awards process.



G. A completed entry form and cover letter shall accompany each copy of the entry distributed to the awards committee members. In the cover letter, the submitting agency shall explain why its entry merits receiving the award for which it is competing. In other words, the cover letter should describe how the entry meets the award criteria presented in Section IV below.

H. Agencies submitting entries for the Most Distinguished Research award may append additional materials that are relevant to the entry and support its case for winning the competition. Agencies submitting entries for the Most Effective Education award are *encouraged* to append additional materials that are relevant to the entry and demonstrate that the agency's activities have successfully educated the public and/or public officials. Agencies submitting entries for the Outstanding Policy Achievement award are *required* to append supporting materials demonstrating that tangible governmental improvements and/or cost savings occurred during the preceding calendar year or in the current year prior to the cutoff date for the competition.

IV. GUIDELINES FOR MAKING AWARDS

A. **Most Distinguished Research.** This award shall recognize an outstanding research effort by a government research agency. The award shall be based on the challenge of the subject matter, the degree to which the study is ground-breaking, and how well the basic purpose of the report is carried out. Other criteria shall include: the use of new and/or innovative research methods, or new and/or innovative uses of existing methods; usefulness of the study to other states and/or municipalities; whether or not the subject is one of critical national, regional, or local concern or costs.

B. **Outstanding Policy Achievement.** This award shall recognize tangible improvements in public policy, management, service delivery, and/or cost savings resulting from the research and recommendations of a governmental research agency. The award may also take into account the qualitative characteristics of the relevant research. Although there is no time limit on when the report was issued, the results must have taken place within the period described in III.E, above.

C. **Most Effective Education.** This award shall recognize research and/or educational activities that are intended to educate the public and/or public officials on governmental matters, without necessarily embodying recommendations for change or improvement. The report and/or activities should have increased or broadened awareness or understanding of an important government issue, thereby enabling more informed public discourse and decision-making. The award shall be based on the informational content of the report and/or activities, and on the manner in which the subject matter is communicated to achieve the agency's educational purposes. Consideration shall also be given to the methods used to ensure the most effective and comprehensible communication, especially non-print and/or multimedia presentations. Please highlight any innovative use of "infographics" or other multimedia.

D. An awards committee may present up to three awards in each category, based on the type of issues covered by the entries:

- One award for state government issues
- One award for local government issues
- One award for regional or multi-jurisdictional issues

E. An awards committee may decide that entries other than the winning entry are deserving of special recognition. If so, the committee may, at its discretion, award a "Certificate of Merit" to one or more noteworthy entries.



F. For each winning entry, the GRA will also present individual certificates signifying the award to the employees of the submitting agency who were directly responsible for the direction, research, writing, production, and administration of the report(s) and/or activities.

V. AWARDS COMMITTEES

A. There shall be three awards committees for the GRA awards competitions: Distinguished Research Awards Committee; Effective Education Awards Committee; and Outstanding Policy Achievement Awards Committee. Each committee shall consist of current, dues-paying members of GRA appointed by the President of GRA. The number on each committee shall be not less than three nor more than seven, of whom one shall be designated chair.

B. Each awards committee shall consider the entries submitted to it and shall make such awards as the committee members in their discretion feel are appropriate.

C. The designated chair of each committee shall acknowledge receipt of each entry promptly by writing the entrant, and shall notify in the same manner any entrant whose entry is disqualified. The committee chair, after consultation with the GRA President or designee, may allow any member of the committee to postpone submitting an entry until the following year or excuse himself/herself from voting, if it is felt that consideration of such report(s) or activities by the committee would create a conflict of interest.

D. Upon completion of the committee's work, the chair shall inform the secretary of GRA in writing of the results of the committee's work. The committee report shall contain a list of entries for each award; any disqualifications, with reasons therefore; the committee's choices for awards and certificates of merit; and any recommendations the committee may wish to make about future awards competitions.

E. The committee chair or a representative shall present the awards at the GRA Annual Conference.

VI. PRESENTATION OF AWARDS

A. Awards shall be in the form of certificates, and shall be presented at the GRA Annual Conference. The GRA Secretary shall arrange for the production certificates.

B. Certificate shall be presented to the designated winner, if any, of each of the three types of awards in each of the three types of research. The citation shall refer both to the type of award and type of research—for example, "Most Distinguished Research, State Issues."

C. Certificates signifying that an entry has received a GRA award shall be presented to the individual employees of the submitting agency who were directly responsible for the entry, as described in Section IV.F. above.

VII. INTERPRETATION AND APPEALS

A. The GRA President, or a designee, shall have the authority to make appropriate interpretations of these rules and respond to any problems encountered by the awards committees in the course of carrying out their responsibilities.

B. Any decision to declare an entry ineligible may be appealed in writing by the entrant to the GRA Board of Trustees, whose decision on the matter shall be timely and final.



ENTRY FORM

2019 GRA ANNUAL AWARDS COMPETITION: Deadline for submission is June 7, 2019

NOTE: Winners will be notified by July 8 and will be invited to make a presentation at the St. Petersburg conference. Organizations will complete an Ignite presentation where the speaker gets 5 minutes and must use 20 slides with each slide advancing automatically after 15 seconds. Honorable mention designations will be made at the Awards Dinner.

Agency submitting entry

Award category with checkboxes for Most Distinguished Research, Outstanding Policy Achievement, and Most Effective Education.

Title of entry

Date(s) published or conducted

Contact person

Address

Telephone

Email

Please list all persons directly responsible for the entry (for example, project director, principal researcher, research assistant, publications coordinator, etc.)

Table with 3 columns: Name, Title, Responsibilities. Multiple empty rows for data entry.

Cover Letter and Attachments

In a separate cover letter emailed to the members of the relevant awards committee, please explain why your entry deserves to win the award in the category selected above. This might include the basic purpose of the report or activities (what you were trying to explain), the goal (what you hoped to accomplish), and some background on why the issue is important to your government and might be more broadly significant to other governments. Include any information that demonstrates how your entry meets the awards criteria described in the rules for the awards competition. Please also include the following pertinent information for the appropriate award (see the awards competition rules for complete details):

Supporting Information

- Most Distinguished Research: Your cover letter should summarize the project’s objectives, findings, and methodology.
• Outstanding Policy Achievement: Please also describe the tangible results and/or cost savings that can be traced to your efforts. Please attach materials documenting your influence and demonstrating the tangible results/savings, such as public documents, media reports, and comments from private and public officials.
• Most Effective Education: You are encouraged to provide documentation that your research, educational activities, or advocacy have been effective in informing the public regarding an important issue(s).