

## **ACEP/EMRA National Outstanding Medical Student Award Frequently Asked Questions (FAQs)**

**1. Is ACEP membership required for award nominees?**

Yes, the nominee must be a member in good standing of ACEP and EMRA to be eligible for the National Outstanding Medical Student Award.

**2. What other qualifications are required for award nominees?**

The nominee must be a fourth-year medical student in good standing at a US or international allopathic or osteopathic medical school who is applying for a residency position in emergency medicine in the National Resident Matching Program (NRMP) or the military match.

**3. Who may nominate a student for an ACEP/EMRA medical student award?**

Nominations may be made by the emergency medicine chair/chief, program director, clerkship director, or vice-chair of education.

**4. How long should the letter of nomination be?**

The letter should be long enough to adequately show strong support for the nominee but not overly lengthy and wordy. The letter must state whether the nominee has failed either or both the USMLE Step 1 or 2 exams or, if a DO student, the COMLEX Level 1 or 2 exams. If the emergency medicine chair/chief is not the nominator, they must also sign the letter of nomination to attest the department's support of the nominee.

**5. How are nominations submitted?**

Nominations are submitted through OpenWater, our online nomination management system. There are places to provide nominee and nominator information, as well as upload a letter of nomination and documentation of humanism/professionalism, leadership/service to medical organizations, community service, research, awards, and academic excellence. A student's medical student performance evaluation (MSPE) and CV should also be uploaded, if possible.

**6. How are late nominations handled?**

Nominations must be completed and submitted in OpenWater by the deadline date to be considered.

**7. What if a member of the awards committee knows a nominee?**

If a member of the awards committee knows a nominee being evaluated, they will recuse themselves from evaluating that student, and the student's nomination will be assigned to another judge.

**8. When will the winners of the award be selected, announced, and recognized?**

Award winners will be selected during February/March of the student's fourth year. The nominator and student will be notified by email. Winners will be recognized at the spring EMRA Medical Student Forum and through various ACEP/EMRA communication channels. An award plaque will be mailed to the student following the forum.