

## Process for Committee Review of SAH Fellowships, Awards and Grants

### Committee Appointment Process

The President of SAH appoints all committees. SAH members can volunteer for committee service via the SAH portal when the annual Call for Participation is distributed, usually in mid-April of any given year with appointments made by mid-May.

The President consults with others as needed to ensure the best fit of applicants on each committee. Once finalized, the President confirms the appointments with a letter or email to all selected, emails all members of a committee and their chair of its makeup, and notifies all members of staff in the SAH office of each committee's members, chair, and contact emails for all. (Note: A mail address will be needed for all members of book award committees. Please see the President folder in the shared SAH Officers Dropbox for examples of letters, the master and historical lists, etc.)

All committee members must be current SAH members during their term of service. Those with a limited Affiliate Membership are not eligible to serve on SAH committees.

### Application Submission Process

All fellowship/grant/award applications are collected in the SAH portal during the stated open/close dates and times. SAH might decide to collect larger file size applications by email directed to an SAH staff member. Recommendations are also collected via the SAH website (no login required) and assembled with the applications by an SAH staff member. Applications that are not sent via the stated method, or outside the application dates will not be considered. All applications will be scored by the appointed review committee members in the SAH portal.

### Application Review Process

After the application close date, the SAH office sends the review committee members instructions to access, review and grade the applications independently via the SAH online portal with a deadline for grading. Attached to the email communication, or provided by a file share link, will be a PDF package of all the applications in alphabetical order for ease of review.

The review committee members log into the SAH portal and record their scores and comments independently.

Committee members do not have access to other committee members' scores or comments entered into the system during the initial independent review.

After all committee members have recorded their scores in the portal, the SAH office will provide all committee members with a report grid summarizing the scores and comments for the applications, presented in descending average score order.

Based on the report grid, the committee either confirms the recipient(s) per the scoring report, or in the case of ties or close scores, holds a conference or video call to decide on the recipient(s). The chair of the committee makes the arrangements for any further deliberations.

Please note: If requested, written comments made by the review committee members may be provided to an applicant post-decision.

## Fellowship/Grant/Award Notification and Announcements

Once a decision has been finalized, the committee chair informs the SAH office of the recipient(s) of the Fellowship/Grant/Award. The chair also provides the citation (if required) of no more than 250 words for the recipient's award citation.

The SAH office records the final decision in the online system and notifies the recipient(s) and all who applied.

The SAH office notifies the President and the Executive Director of the final decisions.

Please note: Some awards must be kept confidential until SAH makes the official announcement either at the SAH Annual International Conference or in a news release. If applicable, the recipient's award letter will include details regarding the embargoed announcement, which SAH will also communicate to the committee.