

APSA Organized Section Award Best Practices Guide



RESOURCES AND TOOLS FOR ORGANIZED SECTION OFFICERS OF THE APSA

www.apsanet.org/sections



About APSA Organized Sections

Organized sections provide an opportunity for groups of APSA members who share a common interest in a particular subfield to organize meetings and coordinate communications under Association auspices.

Sections provide the membership with outlets for research and opportunities for scholarship. Sections help encourage the study of political science. They have become a vital part of the Association by sponsoring panels at the Annual Meeting, producing informative newsletters, and recognizing scholarly achievements of their members.

[Learn more and view list of APSA Organized Sections online](#)

APSA Organized Section Awards

In an effort to bring attention to exceptional scholarship, many organized sections have established awards.

Currently there are more than 200 such awards honoring dissertations, papers, articles, books and career achievement. Winners are generally selected by member committees appointed by the chair or executive committee of the section. The organized sections recognize winners at their annual business meetings, which are held in conjunction with the APSA Annual Meeting!

[View Section Awards](#)

FEATURING:

- BOOK AWARDS
- PAPER AWARDS
- ARTICLE AWARDS
- CAREER AWARDS
- EARLY-CAREER AWARDS
- MENTORING AWARDS
- POSTER AWARDS
- DATA SOFTWARE AND FIELDWORK
- REVIEWER AWARDS
- DISSERTATION AWARDS
- TRAVEL AWARDS
- GRANT AWARDS
- And more!



Foreign Policy Conflict Processes Annual Meeting Reception; 2024 Foreign Policy Book Award Winner, Rochelle Terman pictured with Dov H. Levin, Section Chair

● ● ● Committees: APSA Organized Section Awards

Sections are encouraged to select award committee members, and determine nomination deadlines, on or before their annual business meeting held at the APSA Annual Meeting.

This information is due to APSA Headquarters shortly after the conclusion of the Annual Meeting.

- Award Committees, deadlines, and nomination instructions should be reported to APSA on the [Organized Section Update Form](#).
- Award Committee information is **posted to each section's webpage**, as well as published in the February issue of *Political Science Today*.
- You will find a document library of instruction manuals, schedules, and important documents that will aide you in your position throughout the year here:
- [For Organized Section Officers and Organizers](#)





Recommended Award Deadlines & Instructions

APSA recommends setting the Nomination Deadline to March 1

Award recipient information is due to APSA Member Services on or about June 1 each year. A nomination deadline of March 1 will allow award committees enough time to review nominations and submit the recipient information prior to the deadline.

Submit Awardee Information by June 1

APSA asks that sections abide by the June 1 deadline to submit award recipient information. This allows APSA staff enough time to ensure that award recipients are recognized in PST, PSNow, the Annual Meeting program, and on each section's webpage.

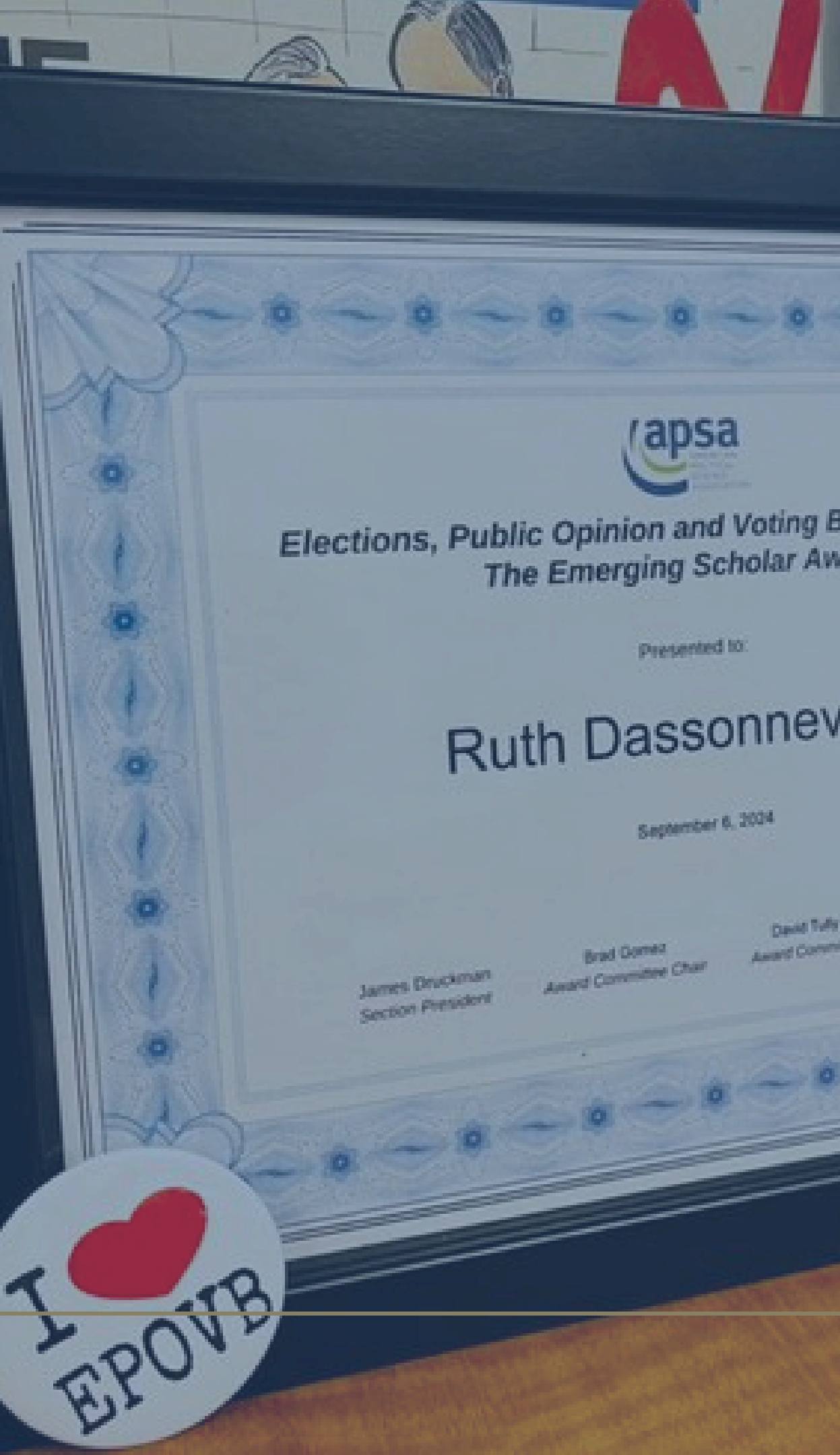
Nomination Instructions

Nomination instructions should be included for each award.

Recommended Award Deadlines & Instructions

Examples of Specific Nomination Instructions:

- Submit nominations directly to the committee chair via email
- Submit an application:
 - Free application tools include:
 - Google forms
 - Wufoo
- What supporting documents should be included, if any:
 - Letters of support
 - Teaching materials
 - CV
- For book awards, determine whether physical or eBooks are expected to be submitted. If print copies are expected, provide the mailing address for each committee member.



Recognizing Your Award Recipients

APSA recommends that sections recognize their award recipients in the following ways:

- ▶ Acknowledge recipients during your **Section's Business Meeting and Reception** at the APSA Annual Meeting.
- ▶ Present recipients with a **personalized certificate or award plaque**.
 - [APSA Award Certificate Template](#)
- ▶ Share your recipients on **social media or other forms of marketing**

Monetary Awards

Many sections also provide monetary awards to their recipients. To process the monetary award, section treasurers must submit the following items through the Organized Section Payment Request Application:

- **US Based Recipients:**

- ACH Information – All payments are made electronically
- W-9 Form
- Payment Request Form
- Supporting documentation (Award announcement)

- **International Recipients:**

- Wire Transfer Information
- W-8 BEN
- Payment Request Form
- Supporting documentation (Award announcement)



Section Support Grants

Organized Sections that wish to provide additional monetary support to their members leading up to the Annual Meeting are recommended to do so through providing Organized Section Support Grants. As a reminder, Organized Section funds cannot be used to directly support an individual's APSA membership dues, Organized Section dues, or Annual Meeting registration fees.

Through this program, APSA assists sections with collecting applications for grants through APSA's application software, Open Water, including the necessary W-9 and ACH deposit forms. Once applications are collected, a designated section representative will have access to view and either approve or decline applications. The designated representative must have financial responsibility; therefore, it is recommended that the Chair or Treasurer take on this role.

Once approved by the designated representative, the APSA Finance Department will process the grant as a direct deposit to the member, deducting the total from the section's general account.





General Timeline 2025

- **March:** Interest form circulates
- **Late April:** Applications Open
- **Late May:** Applications Close
- **Early June:** Recipients are notified
- **July:** Payments are processed by APSA





How APSA Can Support Your Organized Section

We want to hear about your Section news!

Please email any relevant Sections news or events to membership@apsanet.org so they can be shared in APSA Communications.

Most importantly, we want to continue to support Sections and their members. To ensure this, we ask that Section officers with award committee updates, award deadlines, and nomination instructions to share with APSA by submitting the form below:

[Organized Section Update Form](#)



Contact Us

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Phone: (202) 483-2512

Email: membership@apsanet.org

APSA website: www.apsanet.org

Or Visit: www.apsanet.org/sectionawards