



## NIOSH WRT Best Practice Award Review Process Summary

National MSDs Prevention Campaign will promote an integrated management approach to tackling MSDs. The Campaign will feature the Best Practice Awards, which recognize organizations that have made outstanding and innovative contribution to tackling MSDs.

### Application Receipt

Due 12/ 31/2010

#### Email Notification (VAnderson@cdc.gov)

Application received; notify applicant to Dr. Vern Anderson, the WRT coordinator

#### Pre-Screen Applications

- ✓ Notify applicant if missing sections
- ✓ Hold for missing sections
- ✓ Segregate applications by sector/award type
- ✓ Distribute to Review Committees

#### Committee Preliminary Scoring

- ✓ Compare and Score applications
- ✓ Reconcile ranking within committee
- ✓ Determine nominations for committee consideration
- ✓ Conference call with committee as necessary

#### Committee First-Round Decisions

- ✓ Discuss committee nominations
- ✓ Select up to 3 applicants per sector for site visit by 1/31/2011
- ✓ Discuss site visit committee composition & dates

Choose: Video taping by applicants or site visit by committee?

#### Committee Final Award Decisions

- ✓ Discuss site-visitor nominations
- ✓ Select award recipients by 3/15/2011

#### Award Recognition: NIOSH/ RILA/ LPF

- ✓ Notify recipients of award selection by 4/28/2011
- ✓ Extend invitation to 2011 NIOSH conference
- ✓ NIOSH provide awards and publicize award recipients
- ✓ Disseminate outcomes