Department of Medicine
Recognition Opportunities & Nomination Tracking Database

This database was established to provide all members (such as Faculty, Staff, Learners, etc.) of the Department of Medicine with access to formal recognition opportunities both internal (within IU and IUH/P) and external to our organization. Additionally, each opportunity includes a section to monitor nominations for awards and their acceptance status. If any recognition opportunity is absent from our database, please refer to the instructions below on how to add it.

There are two links to access this database: one for employees with IU system access (internal link) and one for those without IU system access (external link), which is a view only version of the database. Those with IU system access will be able to add new recognition opportunities to the database and/or assign a nominee to an opportunity. Those without IU system access, please notify your Service Line Administrator, they can make these changes for you in the database.

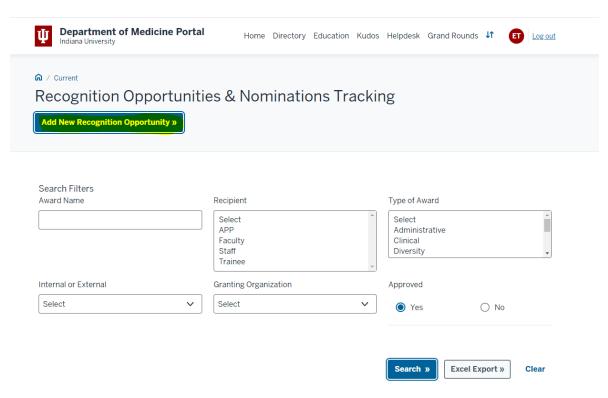# Internal Access to Recognition Website

External Access

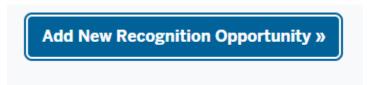# How to enter a new recognition opportunity?

Utilize the following URL:

Recognition Opportunities & Nominations Tracking

*Please note this does require IU Login authentication credentials.

You can search to see if the opportunity already exists via common filters. The Award name textbox is inclusive, but you may need to use other terms depending on how it was entered, you can always hit search with no parameter conditions and the full list will be returned.

If the opportunity is not found, click the Add New Recognition Opportunity button in the upper area banner highlighted.
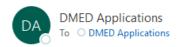

This will redirect you to a new page to enter the **recognition opportunity details**. After all areas are filled in – please click on the submit button to route to the committee for review and approval. The committee will receive an email to review (screenshot below). After the opportunity is approved, you can add nominees.

Search Recognition Opportunities / Current

Populate Nominees for Current Year »

Recognition Award Name

Internal or External

◯ Internal (IU, IUHP or IU Health)   ◯ External

Granting Organization

Anticipated Month Due

N/A
January
February
March
April
May

Specialty

N/A
Cardiology
Clinical Pharmacology
Endocrinology
Gastroenterology
Hematology/Oncology

Type of Award

☐ N/A   ☐ Administrative   ☐ Clinical

☐ Diversity   ☐ Education   ☐ Engagement

☐ Leadership   ☐ Mentoring   ☐ Research

☐ Service

Recipient

☐ N/A   ☐ APP   ☐ Faculty   ☐ Staff   ☐ Trainee

Other Qualification

Other Information

URL Reference Link

https://

Submit »

Committee Notification needed for Approval.

A new recognition award titled Forty Under 40 has been submitted

DA **DMED Applications**
To ○ DMED Applications

Reply | Reply All | Forward

Wed 1/10/2024 11:44 AM

IU Department of Medicine
New Recognition Award

We have received a new recognition award titled, Forty Under 40 if you could please login and review.

[Click here to Review.](#)

Contact Us?

Note: This was an automated message sent by the Medicine Applications Team.

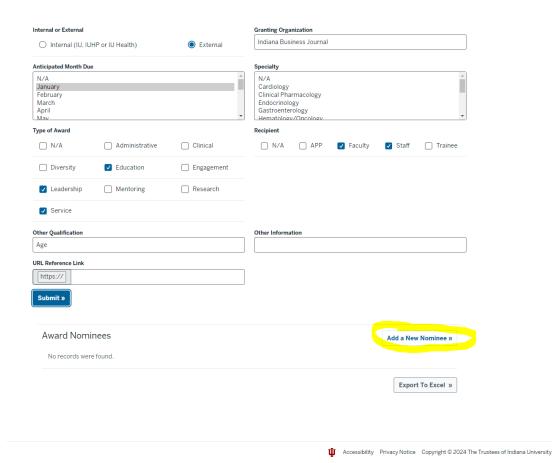Please contact [(dmedapps@iu.edu)](mailto:dmedapps@iu.edu) if received in error.

How to assign a nominee?

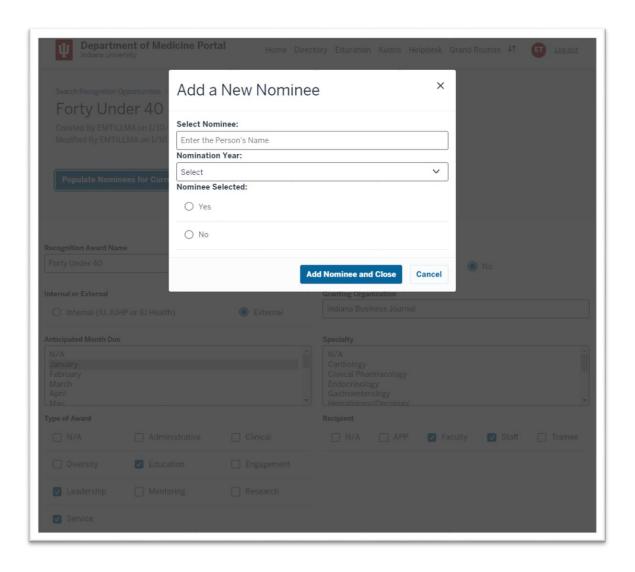## Search for the recognition opportunity

Once you have found the recognition opportunity click on the Award Name link in the search results grid to view the details.

On the details page scroll down to the Nominees area to Add a New Nominee

Internal or External

○ Internal (IU, IUHP or IU Health)   ● External

Granting Organization

Indiana Business Journal

Anticipated Month Due

N/A
January
February
March
April
May

Specialty

N/A
Cardiology
Clinical Pharmacology
Endocrinology
Gastroenterology
Hematology/Oncology

Type of Award

☐ N/A   ☐ Administrative   ☐ Clinical

☐ Diversity   ☑ Education   ☐ Engagement

☑ Leadership   ☐ Mentoring   ☐ Research

☑ Service

Recipient

☐ N/A   ☐ APP   ☑ Faculty   ☑ Staff   ☐ Trainee

Other Qualification

Age

Other Information

URL Reference Link

https://

Submit »

Award Nominees   **Add a New Nominee »**

No records were found.
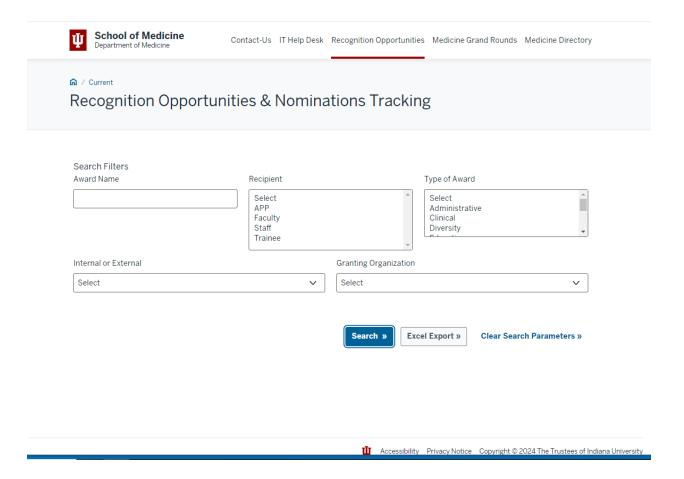
Export To Excel »

A modal window will appear for you to enter the person's name and an autocomplete list will populate for you to select. Then enter the Nomination year and whether they have won the award Yes/No, if unknown you can select No. Then click Add Nominee and Close, you will see them populated in the results listing.

External Access

For those who do not have an IU account – they can utilize the external access side of the Recognition and Opportunities area. Please note: Adding records and updating are limited from this view.

Search Recognition Opportunities (iu.edu)

Security Role Types:

Committee Admin Role – will manage and approve recognition opportunities.

Department Core Role – will add new recognition opportunities and add nominees to approved opportunities.

Nominee Role – those persons who have been added to a recognition opportunity.