1. **Is ACEP membership required for award nominees?**
   Yes, to be eligible for an ACEP/EMRA medical student award, the nominee must be a member in good standing of the American College of Emergency Physicians and the Emergency Medical Residents Association.

2. **What other qualifications are required for award nominees?**
   The nominee must also be a fourth-year medical student at a US allopathic or osteopathic medical school who is matching into emergency medicine.

3. **Who may nominate a student for an ACEP/EMRA medical student award?**
   Nominations may be made by the emergency medicine chair, program director, or clerkship director.

4. **How long should letters of support be?**
   Letters should be long enough to adequately show strong support for the nominee. Additionally, overly lengthy and wordy letters are not necessary and only detract from the nominee. All letters should be less than five pages, single-spaced, in a 12-point Times New Roman font.

5. **How many letters of recommendation can be included in an application?**
   Only as many as listed in the award description – it varies per award.

6. **Should anything extra be included in the application?**
   No. All awards have specific criteria that will be evaluated by the committee. Extra information or documents will not be forwarded to the committee for evaluation as part of the application.

7. **How are late applications handled?**
   Applications must be completed by the deadline date to be considered. If the application deadline has not passed, the application may be resubmitted after the deficiencies are addressed.

8. **What if a member of the awards committee knows an applicant?**
   If a member of the awards committee knows an applicant being evaluated, the committee member must be recused from evaluating the entire category in question. Committee members must notify the awards committee chair as soon as conflicts of interest arise to ensure all awards receive impartial evaluations.

9. **How should an award nomination/application be submitted?**
   All award applications should be electronically submitted online, with supporting documents in .pdf (Adobe) format.