

This award is presented to a district or school administrative literacy leader who has recognized the importance of building a culture of literacy through professional development, instructional resource support, and/or developing specific programs to increase student literacy achievement.

SUBMISSION TIMELINE

- Opens **September 15** each year
- Closes **Deadline extended to June 1** (*Note: All submissions received after this date will be held for consideration for the following award year*)
- Applicants are notified of the results via email by **mid- to late-August**

CRITERIA

Candidate Qualifications

- Must be an ILA member
- Knowledgeable in the practice of effective literacy leadership and leadership skills, building school teams, and motivating groups
- Knowledgeable leader in the processes of change in schools as a means of improving student literacy learning
- Dedicated and tireless literacy leader with the ability to inspire and implement long-term improvements through efforts, encouragement, and service to further development in the field of literacy
- Proven ability to create a culture of literacy teaching and learning within a school or district through professional development, instructional resource support, and/or developing specific literacy programs to build capacity and increase student literacy achievement
- Ongoing initiation and development of original ideas that advance the knowledge and understanding of the reading process and/or improve practices in literacy instruction and development
- Longstanding contributions to the design and implementation of literacy curriculum through varied methods of presentation [*e.g. lectures, seminars, writings*] for literacy professionals

To become an ILA member or renew your membership please contact ILA Customer Service at 800.336.7323 or 302.731.1600 or customerservice@reading.org). To join or renew online, please visit <https://literacyworldwide.org/membership>.

HOW TO APPLY

Complete your submission online using ScholarOne (a web-based award management system; previously Manuscript Central) at https://mc04.manuscriptcentral.com/ILA_awards-grants.

CREATING A PROFILE

All nominees and nominators must create a profile by providing the following information in the ScholarOne system (if you are nominating another person for the award, see instructions under **Step 4** for creating an account for a nominee/coapplicant). If you are a **returning user**, please view or edit your profile to make sure it is current.

- User name and password
- First and last name
- Mailing address
- Phone number and email address
- Institutional affiliation and position/title

APPLICATION PREPARATION

STEP 1: TYPE, TITLE, AND ABSTRACT

- **Select Manuscript Type** (screen will refresh once selected)
- **Title section:** Enter **Nominee's name** in the title section
- **Abstract:** Not applicable
- **Application Type:** (Individual)

STEP 2: UPLOAD

The following materials should be uploaded **as individual documents** (***Important note:** Failure to upload all items below will result in your application being unsubmitted.*):

- **Rationale for Recommendation:** Include a description of candidate's lifelong contributions as a district or school administrative literacy leader who builds an ongoing culture of literacy.
- **Curriculum Vitae:** Candidate's professional vita (maximum of three [3] pages).
- **Letters of Reference:** Provide a minimum of two (2) letters of support citing the candidate's outstanding and long-term impact on a school or district to improve practices in literacy instruction and development.

STEP 3: ATTRIBUTES

Level of Learners: Select the level of learners the work has been geared toward.

STEP 4: APPLICANTS, NOMINATORS, & INSTITUTIONS

Nominee (self-nominating) Information: Applicant information will be automatically populated from the nominee's profile information.

Nominator Information: The Nominee must be added as a coapplicant. To add the nominee, search the nominee's email address: If the nominee has a profile in the ScholarOne system, select the coapplicant from the pop-up box and select "Add coapplicant". The information will then be added to the application. If the nominee's email is not found in the system, the following message will appear at the top of the page:

No co-author found. Please search again using another email address or create a new co-author.

Click on the “create a new co-author” link in the message. You will then be prompted to add a new author using the nominee’s name and email address. The nominee will then be notified with a request to complete his/her profile.

Nominee/Nominator: Indicate whether you are the Nominee or Nominator.

Membership Information

Enter the nominee membership information. If not available, enter NA in both boxes.

STEP 5: DETAILS & COMMENTS

Cover Letter (optional)

Applicant may enter cover letter text (not viewable by reviewers) or upload a cover letter (as a Supplementary File NOT for Review).

Select how you heard about the award.

STEP 6: REVIEW & SUBMIT

Review your submission carefully before you submit. ***You will not be able to update or edit your submission after you submit it.*** You will be informed if your application encountered any errors. After you submit, you will receive an email confirmation of your submission for this award.

REVIEW PROCEDURES AND EVALUATION CRITERIA

Applications will be reviewed by members of the Corwin Literacy Leader Award presented by ILA Committee.

- Decisions will be based on the quality of the application, relevance to the award’s intent, and the quality of supporting materials
- The award will be made only in those years when the committee concludes there is an application of high quality
- Recipient is encouraged to submit a session proposal for presentation at the annual ILA Conference.

Please direct any questions about submitting your application to Dawn Roberts at ILAAwards@reading.org.