**Tow Award Interim Report Worksheet to Gather Materials for Form Submission**

Please note that this is a worksheet only to aid in gathering the required information and save your work; all information and attachments must be submitted via the Interim Report form on our website: <https://www.gold-foundation.org/programs/leonard-tow-humanism-in-medicine-award/leonard-tow-humanism-in-medicine-awards-interim-report-form/>

In order to complete the form, you will need the following attachments:

* A brief biosketch of each awardee including the awardee’s humanistic qualifications
* A headshot photo of each awardee

Please note that bios and headshots are required for internal processing of the award and will not be shared publicly.

**SCHOOL INFORMATION**

School Name – as it should appear on certificate

Institution type: Allopathic or Osteopathic

Does your school have a GHHS chapter? Y/N

Did your school participate in this award program last year? Y/N

Contact info:

* Primary Contact: Name, Title, Dept, email, phone
* Alternate Contact: Name, Title, Dept, email, phone
* Address to mail certificates – no PO Boxes please

Ceremony

* Date of award presentation
* Name of ceremony

Dean Name, Credentials, and Title – as they should appear on certificate

**NOMINATION AND AWARD PROCESS**

* Please briefly explain your *faculty* nomination process
* How many faculty nominations were received for this award?
* Please briefly explain your *student* nomination process
* How many student nominations were received for this award?
* Describe how the Leonard Tow Humanism in Medicine Awards presented by The Arnold P. Gold Foundation were publicized
* Any Notes or Unique Details of Your Award Presentation

**AWARD RECIPIENTS**

Provide names as they should appear on certificate.

**STUDENT**

Student first, middle, and last name

* Degree(s)
* Residency specialty
* Residency hospital
* Permanent home address
* Permanent email (not school email; for GHHS communications after med school; lifetime membership)
* Alternate email

Please provide specific reasons why this student was selected for this award. This section may include quotes form nomination letters and/or activities they've undertaken which reflects their humanism.

Is student awardee a member of the Gold Humanism Honors Society (GHHS)? Y/N

\*attachment\* Biographical Sketch of Student Awardee (this should be a narrative about the awardee's humanistic qualities, not a CV or resume)

\*attachment\* Headshot of Student Awardee

**FACULTY**

Faculty first, middle, and last name

* Degree(s)
* Specialty and hospital
* Permanent/home address
* Work email
* Personal email (for GHHS communications; lifetime membership)

Please provide specific reasons why this faculty member was selected for this award. This section may include quotes form nomination letters and/or activities they've undertaken which reflects their humanism.

\*attachment\* Biographical Sketch of Faculty Awardee (this should be a narrative about the awardee's humanistic qualities, not a CV or resume)

\*attachment\* Headshot of Faculty Awardee