If you are an NIH employee with an NIH Username and Password you can enter a nomination for any open award call. First you must access the e-HARTS application.

**Step 1.** Open the internet

**Step 2.** Type MY.NIH.GOV in the address line

**Step 3.** Enter your NIH Username and Password

**Step 4.** Click Log in
You must select the nVision Community.

Step 5. Click the My Communities drop down

Step 6. Select nVision
Accessing e-HARTS

From the nVision Community Page you can launch the nVision Home Page.

Step 7. Click Launch Reports
From the nVision Homepage you can navigate to the e-HARTS Application.

**Step 8.** Click the next to Public Folders

**Step 9.** Click the next to Business Areas

**Step 10.** Click the next to e-HARTS

**Step 11.** Select the applications folder

**Step 12.** Select the e-HARTS Management Link
As a user you can see the e-HARTS Portal Page for NIH. From this page you can view Announcements and News, see Shuttle Maps and Schedules, view details for upcoming ceremonies and view photos published by the system administrator.

### Enter an e-HARTS Nomination

The Photo Gallery contains photos from prior ceremonies held at NIH. This training portal for NIH/ODR exhibits several PowerPoint Slides which show photographs taken at prior events. The 2010 NIH Director’s Awards were presented by Dr. Francis Collins at Natcher Auditorium. This gala event was attended by over 800 NIH staff, executive managers, family members, and the community at large. Over four hundred individuals received recognition for their superior service to the country and the public. These awards included scientific discovery, administrative efficiencies, and other notable achievements.

### View More Pictures from the 2008 OD Ceremony

Ceremony Photo - Francis Collins presents at the 2009 OD Honorary Awards Ceremony

### Ceremonies and Award Calls

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Date</th>
<th>Location</th>
<th>Award</th>
<th>Nomination Deadline</th>
<th>Nomination Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vickie’s Award Ceremony</td>
<td>12-31-2010 10:00AM</td>
<td>Natcher Auditorium (Building 45)</td>
<td>NIH Director’s Award</td>
<td>1-15-2010</td>
<td>View</td>
</tr>
<tr>
<td>2011 Director’s Award Ceremony</td>
<td>10-15-2011 10:00AM</td>
<td>Natcher Auditorium (Building 45)</td>
<td>NIH Director’s Award</td>
<td>1-15-2010</td>
<td>View</td>
</tr>
<tr>
<td>2011 DHHS Awards</td>
<td>11-1-2011 12:00PM</td>
<td>Natcher Auditorium (Building 45)</td>
<td>FEI of the Year Award</td>
<td>1-15-2011</td>
<td>View</td>
</tr>
</tbody>
</table>
As an unregistered user who wishes to enter an award nomination you must click the Award Nominations button.

**Step 1.** Click Award Nominations

<table>
<thead>
<tr>
<th>Ceremony and Award Calls</th>
<th>Date</th>
<th>Location</th>
<th>Award</th>
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<td>1-15-2011</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Harvey Bullock Award</td>
<td>2-25-2011</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DHHS Training Demonstration Award</td>
<td>2-25-2011</td>
<td>View</td>
</tr>
</tbody>
</table>
Step 2. Click New Nomination

Award Nomination

- **New Nomination**
  Screens used to submit Award Nominations

- **Nomination History**
  Screens used to view and control Award Nominations
Entering an e-HARTS Nomination

Step 4. Enter your **NIH ID Number (Badge Number)**

Step 5. Click **Continue**

Remember... You must be a **Federal Employee** to enter a nomination. If you don’t have your badge available you can search the NED Directory to find your NIH ID Number.
Entering an e-HARTS Nomination

Step 6. Select a Ceremony

Step 7. Select a Category (some awards don’t require a category)

Step 8. Select a Nomination Type (Group/Individual)

Step 9. Enter Nominee Last Name/First Name and IC

Step 10. Click Search

Step 11. Select the name of the employee you wish to nominate

Remember… When searching for a nominee you don’t have to know the exact spelling of their name or IC. Enter as much information as you know about the nominee and a list of likely choices will appear.
Entering an e-HARTS Nomination

Step 12. Enter **Nominator** information

Step 13. Click **Search**

Step 14. Select the name of the employee you wish to nominate

Step 15. Select a **Relationship**

Step 16. Select **Same as Nominator** for the primary contact

Remember... *If your primary contact is someone different from the nominator you can search for that persons information and add them as the contact person for this nomination.*
Entering an e-HARTS Nomination

Step 17. Enter a Citation

Step 18. Enter a Justification

Step 19. Click Save Nomination
Your nomination is now saved and you can clear the form to enter more nominations or simple exit the system.

### Saved New Nomination 776

<table>
<thead>
<tr>
<th>Status: <strong>Open Nomination</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered By: JOHN MOLTZ (MOLTZO_NIH) on behalf of NATHANIEL WILVERT</td>
</tr>
<tr>
<td>Created:</td>
</tr>
</tbody>
</table>

#### Ceremony:
- 2011 Director's Award Ceremony

#### Award:
- NIH Director's Award

#### Category:
- Administrative

#### Host Organization:
- NIH

#### Sponsor IC:
- CIT

#### Submitting SAC:

---

### Nominee (Awardee)

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
</table>

#### IG: CIT Search

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### Nominator (Recommending)

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
</table>

#### IG: CIT Search

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<table>
<thead>
<tr>
<th>Name: Mr NATHANIEL R WILVERT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title: IT SPECIALIST (DATAMGT)</td>
</tr>
<tr>
<td>Relationship:</td>
</tr>
<tr>
<td>NED ID: 0010119012</td>
</tr>
<tr>
<td>Location: BETHESDA, MD</td>
</tr>
<tr>
<td>Telephone: +1 301 496 9840</td>
</tr>
<tr>
<td>IC: CIT</td>
</tr>
<tr>
<td>SAC Code: HNU82</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:wilvert@mail.nih.gov">wilvert@mail.nih.gov</a></td>
</tr>
</tbody>
</table>