

# Checklist: How to Submit an Application



**HHS and USDA are accepting nominations for the 2025 Dietary Guidelines Advisory Committee. Nominations must be received by email or postmarked by July 15, 2022 at 11:59 PM Eastern Time.**

HHS and USDA are seeking scientists with expertise in nutrition and health, and who reflect the diversity of the United States population to serve on the 2025 Dietary Guidelines Advisory Committee. The requirements to serve on the Committee are listed [here](#). Members of the public are welcome to submit nominations for themselves or other scientific experts who would qualify to serve on the Committee.

## **Nominations may be submitted by:**

**Email:** [DietaryGuidelines@hhs.gov](mailto:DietaryGuidelines@hhs.gov)

**Mail:** Dietary Guidelines Advisory Committee Nominations, Office of Disease Prevention and Health Promotion (ODPHP), Office of the Assistant Secretary for Health (OASH), HHS; 1101 Wootton Parkway, Suite 420; Rockville, MD 20852

## **A nomination package must include the following for each nominee:**

- A cover letter that includes:
  - The name and current place of work for the person being nominated.
  - An explanation of what qualifies the person to serve on the Committee, including which specific scientific topic areas they have expertise in. Please also highlight relevant experience in health equity and the scientific approaches used by the Committee (systematic reviews with or without meta-analysis, food pattern modeling, and data analysis), if applicable.
  - A statement that the individual would be willing to serve as a member of the Committee, if selected.
- The name, address, telephone number, and email address for a) the individual being nominated, and b) the nominator (if applicable).
- A copy of the nominee's curriculum vitae or resume, limited to no more than 15 pages. The curriculum vitae/resume should include the following information:
  - Education
  - Experience (current and former)
  - Affiliations (food, nutrition, public health, and/or other relevant associations, including positions held)
  - Current memberships, particularly leadership roles (expert panels, committees, or other relevant groups, including positions held)
  - Peer-reviewed publications (for past 10 years)
  - Oral presentations (for past 5 years)
  - Editorials, opinion pieces, books, and blogs (for past 5 years)
  - Grants, contracts, and research funding (for past 15 years)
  - Name of any corporation, professional society, association, panel, company, firm, government agency (Federal, state, and local), research organization, educational institution, committee, or other organization or institution (government, private, and not-for-profit; domestic and foreign) in which the nominee's services have been, will be, or are expected to be provided, with or without compensation, including on a part-time or seasonal basis as an officer, medical staff, board member, owner, trustee, director, expert advisor, consultant, official spokesperson, member of speakers bureau, or expert witness (for past 10 years and upcoming)
  - Other paid travel or honoraria received, not included above (for past 5 years)

If the nominee does not have anything to report for the section(s) above, indicate "none." Web links to publications, presentations, and other materials available online are requested, when available.

Only complete nomination packages submitted by July 15, 2022 at 11:59 Eastern Time will be considered.

**Questions?** Contact us at [DietaryGuidelines@hhs.gov](mailto:DietaryGuidelines@hhs.gov) or visit [DietaryGuidelines.gov](https://www.DietaryGuidelines.gov).