

2020 Dietary Guidelines Advisory Committee

Checklist: How to Submit a Nomination

USDA and HHS are accepting nominations to the 2020 Dietary Guidelines Advisory Committee from September 6 to October 6, 2018, midnight, Eastern Time.

The Committee will be established to provide an independent, science-based review of [specific topics and supporting scientific questions](#) related to nutrition and health – from birth into older adulthood. Submitted nominees should have expertise in one or more of these areas. The Committee will review evidence and provide a scientific report to USDA and HHS. USDA and HHS will consider the Committee’s scientific report, as well as public and Federal agency comments, as the Departments develop the *2020-2025 Dietary Guidelines for Americans*.

Nominations may be submitted by any of the following ways:

Email: DietaryGuidelines@cnpp.usda.gov

Mail: Dietary Guidelines Advisory Committee Nominations, Center for Nutrition Policy and Promotion, U.S. Department of Agriculture, 3101 Park Center Drive, Room 1034, Alexandria, VA 22302

Fax: (703)-305-3300 (Attn: Dietary Guidelines Advisory Committee Nominations)

A nomination package must include the following for each nominee:

- A cover letter that includes the name and place of work for the person being nominated, an explanation of what qualifies the person to serve on the Committee, and a statement to confirm that the individual would be willing to serve as a member of the Committee, if selected;
- The name, address, telephone number, and electronic mail address for a) nominator, and b) the individual being nominated;
- 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. If the nominee does not have anything to report for section(s) below, you must indicate “none”; and
 - Education;
 - Experience (current and former);
 - Affiliations (food, nutrition, public health, and/or other relevant associations, including positions held);
 - Memberships (expert panels, committees, or other relevant groups, including positions held);

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Checklist: How to Submit a Nomination – continued

- Peer-reviewed publications (for past 10 years);
- Oral presentations (for past 5 years);
- Editorials, opinion pieces, and blogs (for past 5 years);
- Grant 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, 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 5 years and upcoming); and
- Other paid travel or honoraria received, not included above (for past 5 years).

Web links to publications, presentations, and other materials available online are requested, when available. In all cases, a limited selection of earlier publications, presentations, affiliations, etc. applicable to the qualifications may also be included.

- A completed Advisory Committee Membership Background Information form (AD-755; OMB Number 0505-0001), available at: <https://www.ocio.usda.gov/document/ad-755>. See [sample form](#). (This form can be submitted in the nomination package or it can be submitted separately by the nominee.)

Questions? Email us at DietaryGuidelines@cnpp.usda.gov or visit DietaryGuidelines.gov.

The Dietary Guidelines for Americans serves as the cornerstone of Federal nutrition programs and policies, providing food-based recommendations to help prevent diet-related chronic diseases and promote overall health. According to the National Nutrition Monitoring and Related Research Act of 1990, the Dietary Guidelines is mandated to reflect the preponderance of scientific evidence, and is published jointly by USDA and HHS every five years.

September 2018