

Tips for Writing Clear and Effective Awards Nomination Forms

It has been noted that while some nominees were suitable for the awards (based on their CV summaries), the written nominations themselves were lacking. Some criteria questions were not answered, and some responses did not provide reviewers with enough information to give a high score.

Nominators are encouraged to review the following tips to help you highlight your nominee's excellence and accomplishments. Narratives should either be written in complete sentences (avoid run-on sentences) or in bullet-point list form.

- Follow the instructions.
 - Provide specific example(s) as required to address each criterion.
 - Fully use the allotted word count to describe your nominee's excellence.
 - Responses using "see above/below answer" or "N/A" will disqualify the nomination.
 - Submit the final version of the nomination form by the deadline. Late submissions cannot be accepted.

- Collaboration.
 - Collaboration between narrative authors to highlight different aspects of the nominee's achievements is strongly encouraged.
 - Successful nominations demonstrate a variety of examples.
 - Collaboration with the nominee is also encouraged. The nominee can provide further insights into their achievements.

- As nomination forms are blinded, the reviewers do not know who your nominee is.
- Help your nominee's accomplishments stand out.
 - Highlight attributes, commitment, and outstanding contributions by providing specific examples using descriptive language.
- Showcase the quality of your nominee.
 - Provide specific and concrete examples on how the nominee meets/exceeds each award criterion.
 - Describe what the nominee did, how they did it, and what the impact was.
 - Avoid generalities.

- Make the narrative clear, concise and easy to read.
- Proofread for grammatical and spelling errors.

Contact AnnualAwards@ena.org with any questions.