

## Top 10 Tips for Submitting an Outstanding Award Nomination

1. Start the nominations process early. Allow ample time for the collection of appropriate nomination materials. *Late nominations will not be considered by the Awards and Recognition Committee.*
2. Nominators should thoroughly review the award criteria before submitting to ensure they have a strong nomination that addresses all criteria of the award category. Full award criteria can be found on the [awards site on the AFA webpage](#).
3. Identify one coordinating nominator for each submission. The nominator can work with others to develop question responses, supplemental materials, and/or letters of support. The coordinating nominator can enter responses and upload all supplemental materials themselves or have others submit responses and materials via the nomination form by adding them as a 'collaborator'.
4. When gathering supplemental materials or letters of support (maximum three accepted), coordinate with writers to ensure each document provides original, non-repetitive insight that specifically addresses how the nominee meets award criteria.
5. Make sure all question responses are written to a reviewer that does not know the nominated individual or practice at all. This may require providing foundational information and context about the person or practice.
6. Because the first round of award nomination review is done anonymously, question responses should not include identifying information such as names, organizations, institutions, etc.
7. A strong submission includes evidence of how the individual or practice meets award criteria. Think about what data (both qualitative and quantitative) demonstrate the ways the person or practice has met award criteria.
8. Before submitting, review your nomination for clarity, completeness, and consistency. Check that all responses directly address the award criteria and that the overall narrative is cohesive across your submission and any supporting materials.
9. Questions about the nomination process? Reach out to the AFA Awards and Recognition committee chair for guidance. You can find contact information on the [awards site on the AFA webpage](#).
10. Stay committed! The nomination process often asks for a lot of information. Stick with it - your nomination is going to be great!