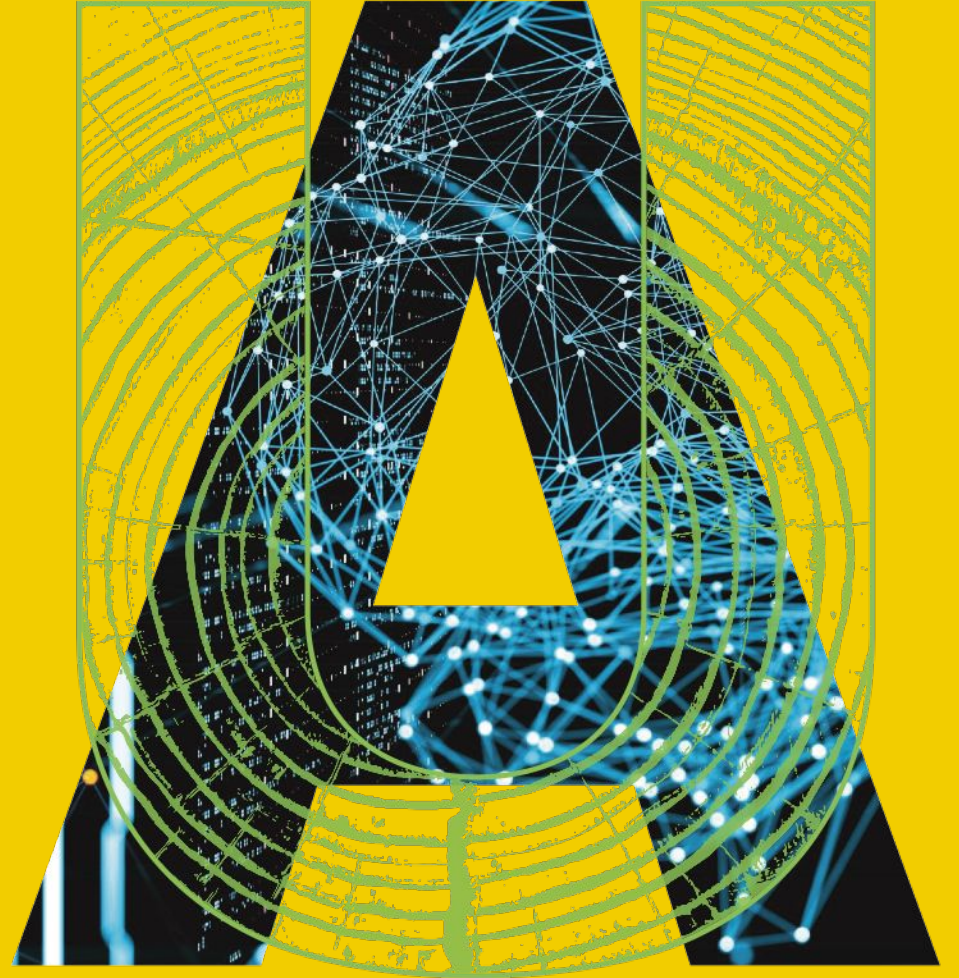


# HOW TO: Submit a Nomination to the Alumni Awards



UNIVERSITY  
OF ALBERTA



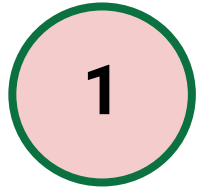
**Outstanding recognition**  
**for**  
**outstanding achievement**  
**starts with an**  
**outstanding nominator.**

Tell us who we should recognize next.

[uab.ca/alumniawards](https://uab.ca/alumniawards)



# Overview: The submission process



## Identify a great grad

Identify a University of Alberta grad (or grads) who is/are leading with purpose and making a difference in their communities. Ensure your nominee is [eligible](#).



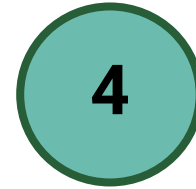
## Choose a category

Review the five award [categories](#), and based on the criteria, choose one (or more!) that best fits your nominee's accomplishments.



## Complete the nomination form

Review the sample [nomination form](#), gather the required information and answer the questions, then [submit](#) online through the submission platform.



## Find two supporters

Identify two individuals who can write letters of support for the nomination. Collect the letters, plus signed [FOIP agreements](#), from your supporters and upload them as part of your nomination.



## Submit

Ensure all pieces of your nomination are in by the deadline: **11:59 p.m. MST on December 15.**



# Step 1: Identify a great grad!

Do you have family, friends or colleagues who graduated from the U of A and are making a difference in their communities? Let us know!



# What makes a good nominee?

## Characteristics of strong nominees might include:

- They stand out from others in their field or in the community.
- Their accomplishments are beyond the usual scope of their work.
- They have had specific, measurable impact.
- They elevate the people that they come into contact with.
- Depending on the chosen award [category](#), they:
  - have significant lifetime achievements, or outstanding contributions to either their field of work or community, and/or
  - they are early in their career and notably “one to watch,” and/or
  - they’ve demonstrated innovative approaches.

Check out our [list of past Alumni Award recipients](#).

# Who is eligible?

- Nominees must have earned a degree at the University of Alberta. This includes graduates of Faculty of Extension certificate programs and Office of Postgraduate Medical Education programs who graduated after 2013.
- Current University of Alberta faculty and staff who are also alumni are eligible.
- [Past Alumni Award recipients](#) are eligible, but only *in categories other than the category in which they have already been given an award*.

# Who is not eligible?

- Current or recent members of [Alumni Council](#) and committees (including public members) and members of their families are not eligible.
- Members of the University of Alberta's [Board of Governors](#) are not eligible during their term.
- [Members of political office](#) are not eligible during their term. Once the individual no longer holds an elected or appointed position in political office, they are eligible.
- Alumni who have received an [Honorary Degree](#) from the University of Alberta are not eligible.
- Alumni Awards are not awarded posthumously. Nominees that are selected by the committee to receive an award must be alive at the time of notification (typically in late May) to accept or decline it.
- More details at [uab.ca/alumniawards](http://uab.ca/alumniawards).

# Are there specific category rules?

- [Alumni Horizon Award](#) nominees must be 40 years of age or younger at the nomination deadline (December 15). Nominations are considered for 2 years; in order to be eligible for reconsideration in the second year, Horizon nominees must still be 40 years of age or younger at the nomination deadline (December 15) of the second year of consideration.
- A group or team must have a membership with at least 50 per cent U of A alumni to be considered for an [Alumni Innovation Award](#). In all other [categories](#), groups are not permitted to include non-alumni individuals.





## Step 2: Choose a category

You can nominate a U of A grad for an Alumni Award in these five categories:

- Distinguished Alumni Award
- Honour Award
- Horizon Award
- Service Award
- Innovation Award

Sports Wall of Fame inductees are nominated through U of A Athletics

# Tips to choose the right category

- We encourage you to submit to more than one category, *if it makes sense for the nomination you are writing*. The categories are all unique and celebrate different types of achievements.
- Review the [selection criteria](#) to see which category/ies best reflect(s) your nominee's achievements.
- Ensure that your nomination speaks directly to your chosen category/ies description and selection criteria.

# The Nomination Package

Ready to nominate someone who has achieved the outstanding in one or more categories? Follow these steps to get started.

**An Alumni Awards nomination consists of two parts:**

1. Nomination form.
2. Two (2) letters of support.

*Nominations must be submitted by the deadline (11:59 p.m. MST on December 15).*



# Step 3: Complete the nomination form

Your nomination should clearly define the achievements of the nominee. You'll include details about how you know them, their background as it relates to their accomplishments, what makes them unique and exceptional and how their achievements meet the criteria of the chosen award category.

- [Instructions](#)
- [View example nomination form](#)
- Nominating a large group (5+ nominees)? Please email [alumni.awards@ualberta.ca](mailto:alumni.awards@ualberta.ca) before you begin.

# What do I need to complete the nomination form?

- Nominee information: full name, email, phone, city/province, degrees from the U of A, occupation, employer
- Your responses to the form sections:
  - What is your relationship to the nominee?
  - Information about the nominee's background as it relates to their accomplishments.
  - How is the nominee unique/exceptional?
  - Why should they receive an Alumni Award?
- The two letters of support and signed FOIP agreements from the supporters, plus their names and email addresses

# What do I need to complete the nomination form?

- You will need to create a free account for our submission platform (Submittable) or sign in with Google or Facebook credentials to submit and manage your nomination.
- You can save a draft of your work if you would like to finish filling out the form at a later date.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer/Microsoft Edge are not supported. Please make sure you are using a supported browser.





# Step 4: Find two supporters

## Who to Ask

Two (2) letters of support are required for a nomination. Ideal supporters are people who can personally comment on the specific achievements, contributions and the impact of the actions of the person nominated.

Worried about how to ask for a letter of support? We have a [Sample Request for Letter of Support](#) available online.

# Letters of support

You'll need to ask two people to write letters of support for your nomination. Ideal supporters are people who can personally comment on the specific achievements, contributions and the impact of the actions of the person nominated. Collect the letters from your supporters and upload them as part of your nomination. There is a section at the end of the online form to upload files (PDF, Word). You will also need to collect signed FOIP agreements from each supporter and upload with the letters.

- [Instructions](#)
- [Download the FOIP agreement](#) for your supporters to sign. This document also includes instructions on what to include in their letter.
- [View example letter of support](#)

# Are there guidelines for writing a good support letter?

Letters of support are intended to support and add broader detail to the information provided in the nomination form.

When drafting your letter of support, please consider the following:

- Specific examples of your nominee's achievements help illustrate your points to the nomination reviewers.
- Target your writing toward a general audience to ensure it is understood by nomination reviewers from a variety of backgrounds.
- Letters of support must be written specifically for the Alumni Awards program. Letters written for other awards, honours or scholarships are not accepted.

# Are there guidelines for writing a good support letter?

Your letter should address:

- Your relationship to the nominee: how long you have known them and in what capacity (i.e., professional/personal).
- Why you think the nominee should be honoured with an Alumni Award.
- The impact the nominee has had on their profession and/or community.
- How the nominee stands out from their peers.
- What makes the nominee inspirational to students and alumni.
- How the nominee has used their education to lead with purpose.

Supporters should return their letters of support, along with a [signed FOIP agreement](#), to the nominator to submit as part of the nomination package.

# Examples

Looking for an example? We created a sample nomination for the founding U of A President Henry Marshall Tory (1908-1928) for the Distinguished and Honour Award categories:

- [Sample Nomination Form](#)
- [Sample Letter of Support](#)







# Step 5: Submit

Ensure all the pieces of your nomination package are complete, and have been submitted by the deadline.

**Nomination Deadline:  
11:59 p.m. MST on  
December 15**



# What happens next? Nomination submission

- You can log in to your Submittable account to manage your nomination. If anything changes with the information you submitted, please request to edit the submission (all changes must be received before the deadline, Dec. 15).
- We will follow-up with you about your submission by email. Please be sure to safelist notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.

# What happens next? The selection process

- Alumni Award recipients are selected by members of the Alumni Council Awards Committee between January and April.
- Nominators will be contacted in May with news of the status of the nomination. We also contact the selected recipients to confirm that they will accept the award. We do not contact supporters or unsuccessful nominees.
- Award recipients are publicly announced in early September, with an award ceremony taking place later that fall.
- Alumni Award nominations are considered for two years.
- Read more about the selection process [on our website](#).

# Tips for a strong nomination

**Consider the following questions before you start writing:**

- What sets the nominee apart from others who would not qualify for this award?
- Based on the award criteria, do your nominee's qualifications and/or experience make them a strong candidate for this award?
- What have they accomplished beyond their usual scope of work/study that makes them exceptional and worthy of this award?

**Next, consider how you can highlight your answers to the above questions:**

- Provide *specific examples* of your nominee's achievements.
- Include *details* on the *specific impact(s)* they have had.
- Highlight the nominee's accomplishments on a whole, beyond a personal reflection or interaction that you had with the person.

# Tips for a strong nomination

- Consider whether the nomination package would resonate with someone outside of the profession/specialty of the nominee who may not have the background knowledge to evaluate the context of the achievements you have outlined.
- Target your writing toward a general audience to ensure it is understood by nomination reviewers from a variety of backgrounds.
- Avoid profession-specific jargon as much as possible.

# What should I include?

Yes	No
<ul style="list-style-type: none"><li>• Details about how you know them</li><li>• Their background as it relates to their accomplishments</li><li>• What makes them unique and exceptional</li><li>• How their achievements meet the criteria of the chosen award category &amp; examples</li><li>• Information about their personal interests if applicable to the award criteria</li><li>• Other awards they've received</li><li>• Charity work and community involvement</li><li>• Qualities that make them inspirational if it helps illustrate how they stand out from their peers</li></ul>	<ul style="list-style-type: none"><li>• Achievements that occurred before they graduated</li><li>• Lists of academic publications or conference presentations</li><li>• News or journal articles, links to websites, photographs, resumes, curriculum vitae or other attachments (will be removed)</li><li>• More than two letters of support (we can only consider two—if you gather more, choose the two strongest to include)</li><li>• Letters of support written for other purposes (they must be written specifically for the alumni award nomination)</li></ul>

# FAQs

## **Can I nominate someone for more than one category?**

Yes—often a nominee's achievements fit more than one category.

## **Can I nominate someone if I am not a U of A grad?**

Yes! Letters of support can come from non-grads too. Only the nominee has to be a U of A grad. See the [eligibility](#) requirements for more information.

## **Can I nominate myself?**

Yes you can. Your letters of support should come from two other individuals.

## **Should I tell the person I am nominating them?**

To avoid disappointment and to respect the privacy of all parties, nominations are kept confidential and we recommended that the nominee *not* be advised of the nomination.



# FAQs

## **Can I be the nominator *and* write a letter of support?**

No, if you are the nominator, you cannot write one of the letters. You must find two other people to write the letters of support.

## **Can I nominate someone who has already received an Alumni Award?**

Yes, but it must be in a different category, and the nomination must highlight the achievements *since* the last award was given.

## **Can I re-submit a nomination for someone who wasn't selected?**

Yes you can! Nominations are automatically considered for two years. If it is not selected after that time, you can re-submit it, but we recommend re-writing the nomination (and you can reach out to us for tips/feedback!).

# FAQs

**If my nominee is unsuccessful, will I receive feedback on the nomination package for ways to improve it for reconsideration next year?**

We can offer you tips and feedback, if you request it!

**Can I nominate two or more alumni for a shared Alumni Award?**

Yes, if two or more alumni have contributed to the achievement, you can nominate them together. The nomination form has space for up to 4 nominees. If you are nominating more than five people, please contact us at [alumni.awards@ualberta.ca](mailto:alumni.awards@ualberta.ca).

Note: A group or team must have a membership with at least 50 per cent U of A alumni to be considered for an Alumni Innovation Award. In all other categories, groups are **not** permitted to include non-alumni individuals.

# FAQs

## **Can you help me identify supporters?**

No. We are often not familiar with the nominees. Those who know the nominee are best suited to find supporters (friends, family, colleagues, former classmates, fellow volunteers, etc.).

## **What happens if I submit a nomination package but the alumnus is ineligible?**

We will notify you that your nominee is ineligible and you can re-submit if they become [eligible](#).

## **What happens if I want to submit pieces of a nomination package but it is not complete by the deadline?**

We can only consider complete nominations. You must have all pieces to submit online.

## **Can I submit multiple nomination packages in the same year?**

Yes. There is no limit on the number of nominations submitted.



# Questions? Contact us!

For more information on the Alumni Awards program, eligibility, nominations for groups or teams, or how to complete a nomination, please get in touch.

**Email:** [alumni.awards@ualberta.ca](mailto:alumni.awards@ualberta.ca)

**Phone:** 780-492-7723

[uab.ca/alumniawards](http://uab.ca/alumniawards)

# Leading with Purpose.



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