

This Handbook will help guide you through the online nomination process and with preparing the appropriate materials necessary to submit your nomination.

Nomination Form

You will need to complete and submit an online Nomination Form available via the awards categories on the [ENA Achievement Awards](#) webpage.

Please note: only one complete nomination form (2 narratives may be submitted separately) per nominee will be accepted.

If more than one nomination form is submitted for an individual, the *first completed* nomination form submitted will be forwarded to the Awards Committee for review.

If multiple individuals wish to contribute content, we suggest drafting a Microsoft Word document; the “nominator” can then copy content into the nomination form and submit on behalf of the group.

- **Selection of Award Category**
 - Descriptions, requirements and criteria vary for each award.
 - Please thoroughly review all of the award descriptions, requirements and criteria to ensure that the award suits the nominee.
 - **Each Award has its own nomination form.**
 - Only Media Award, State Council/Chapter Government Affairs Award and Team Award nominees may self-nominate.
 - Individuals may not self-nominate.
- **Contact Information - Nominee and Nominator**
 - Contact information for both the nominee and nominator are required.
 - This information is not shared with the Awards Committee reviewers.
- **Narrative Statements #1 and #2 – limited to 200 words for each criterion**
 - Narrative Statements #1 and #2 must be written by two different people.
 - **Narrative Statement #2 may be emailed to the nominator to be included in the online nomination form submission OR it may be submitted in a separate online nomination form.** ENA staff will combine the submissions into one form.
 - Each Statement must address each of the required criteria. Each criterion response is limited to a maximum of 200 words.
 - To ensure an unbiased review by the Awards Committee, narrative statements should be de-identified. For example:
 - use [nominee] instead of his/her name
 - use [name] instead of the names of other individuals

- **Statements should use specific examples as to how the nominee meets each criterion listed for the award.** Avoid general statements that are not relevant, such as “he/she is a nice person.”
- Developing responses in a word processing program such as Microsoft Word, using spell-check and then copying/pasting responses into the online application is recommended.
- **Curriculum Vitae/Resume Summary**
 - Nominee CV/Resume Summaries are required for most Awards, except:
 - Behind the Scenes and Media Awards **do not require a CV/Resume Summary.**
 - **Full CVs/Resumes must be submitted for the Judith C. Kelleher and Lifetime Achievement Awards** (nominee name and contact information is removed by ENA staff.)
 - The following information is necessary for the Awards that require a nominee CV/Resume Summary:
 - **EDUCATION (Limited to most recent three degrees)**
Year Obtained Degree Type Name of School City, State
 - **EMPLOYMENT (Limited to most recent two positions)**
Timeframe Name of Institution Job Title
(list years, e.g., 2016-2019)
 - **LICENSURE (e.g., RN, NP, CNS, etc.)**
Years Valid Licensure Type
 - **CERTIFICATION (e.g., CEN, CPEN, SANE, etc.)**
Years Valid Certification Type
 - **FELLOWSHIP (e.g., FAEN, FAAN, FAANP, etc.)**
Year Inducted Fellowship Type
 - **ENA MEMBERSHIP PARTICIPATION – CURRENT AND/OR PREVIOUS (e.g., Board, Advisory Council, Committee, Work Team, Faculty, etc.)**
Role
 - **PUBLICATION (Limited to last five publications)**
Year Published Name of Publication Title of Article
 - **PROFESSIONAL PRESENTATION (Limited to last three presentations)**
Year Presented Topic City, State

- **Additional documentation**

- **Two Awards require additional documentation:**
 - Media Award
 - State Council/Chapter Government Affairs Award
- See “Requirements” for these awards’ specific information.
- Additional documentation will not be accepted for any other awards.

- **Submission**

- Complete all required fields and submit the online nomination form.
- You will receive an email indicating receipt of the nomination form within 48 hours of submission.
- If an email is not received, contact AnnualAwards@ena.org.

- **Deadline**

- The deadline to submit nominations and any additional required documentation is **Monday, February 17, 2020, 12:00 pm (Noon) Central**.
- Completed nomination forms must be submitted by the deadline. Extensions are not granted and late nominations will not be accepted.

- **Notification**

Nominators and nominees will be notified via email by the end of June of the Awards Committee’s decision.

- **Awards Presentation**

Award recipients will be recognized at the 2020 ENA Emergency Nursing Conference in Las Vegas, Nevada.

- **Contact Us**

If you have any questions, contact AnnualAwards@ena.org.