

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

Application

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

Please note: If more than one completed application is submitted for an individual, the *first completed* application 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 application 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 online nomination form.**
 - Only the following may self-nominate:
 - Crisis Response Team Award
 - Diversity, Equity, and Inclusion Initiatives of the Year Award
 - Media Award
 - State Council/Chapter Government Affairs Award
 - Team Award
- ***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 – Each criterion response must be limited to a maximum of 200 words.***
- ***Develop responses in a word processing program such as Microsoft Word, use the WORD COUNT checker to ensure your responses are limited to 200 words, as well as the spell-check option. Then copy/paste responses into the online application.***
 - To ensure an unbiased review by the Awards Committee, Narrative Statements must not include the nominee’s name. Examples to use:
 - use [nominee] instead of his/her name

- use [name] instead of the names of other individuals
- Narrative Statements #1 and #2 must be written by two different people.
- Narrative Statement #1 Author must be an ENA member.
- Narrative Statement #2 responses must be included in the same application. Author #2 should provide their responses to Author #1 to enter.

- **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 “they are a nice person.”

- **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 (Nominee’s most recent degree) (e.g., MSN, BSN, ADN, etc.)**
Degree Type Year Degree Was Obtained Name of School City, State

 - **EMPLOYMENT (Nominee’s most recent position)**
Name of Institution Job Title Timeframe (list years, e.g., 2020-present)

 - **LICENSURE – must be currently valid (e.g., RN, NP, CNS, etc.)**
Licensure Type

 - **CERTIFICATION – must be currently valid (e.g., CEN, CPEN, SANE, etc.)**
Certification Type

 - **FELLOWSHIP – must be currently valid (e.g., FAEN, FAAN, FAANP, etc.)**
Fellowship Type

 - **ENA PARTICIPATION ROLE – Current or Previous (e.g., Board, Advisory Council, Committee, etc.)**
Role

 - **PUBLICATION (Nominee’s most recent publication)**
Title of Article Year Published Name of Publication

 - **PROFESSIONAL PRESENTATION (Nominee’s most recent presentation)**

Name of Presentation/Topic Year Presented City, State Presented

- ***Additional documentation***
 - **Only the DEI Initiatives of the Year Award and Media Award require additional documentation.**
 - See the DEI and Media Awards’ “Requirements” for 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 an hour of submission.
- If an email is not received, contact AnnualAwards@ena.org.

Deadline

- The deadline to submit nominations and any additional required documentation is **Wednesday, February 21, 2024, 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 May of the Awards Committee’s decision.

Award Recognition

Award recipients will be recognized at the 2024 ENA Emergency Nursing Conference in Las Vegas, Nevada.

Contact Us

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