

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 online nomination form.**
  - Only Crisis Response Team Award, 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***

- **Only the Media Award requires additional documentation.**
  - See the Media Award’s “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 48 hours of submission.
- If an email is not received, contact [AnnualAwards@ena.org](mailto:AnnualAwards@ena.org).

### ***Deadline***

- The deadline to submit nominations and any additional required documentation is **Wednesday, February 17, 2021, 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 2021 ENA Emergency Nursing Conference in Orlando, Florida.

### ***Contact Us***

If you have any questions, contact [AnnualAwards@ena.org](mailto:AnnualAwards@ena.org).