Enterprise Staff Awards Sample Nomination Form 2024

(Please note that this form is only for preparation purposes and does not replace the online nomination form. All nominations need to be submitted via [this link](https://apps.powerapps.com/play/e/default-6c2dbd5d-8f60-46c4-a7fe-15a5993fbca5/a/45e398cf-3031-4131-a9d7-50e5eda85a1f?tenantId=6c2dbd5d-8f60-46c4-a7fe-15a5993fbca5&hint=42c54b15-0d39-4159-9089-eaec10ed1e0b&sourcetime=1723763961179))

IMPORTANT NOTE

Please note that each Academic Unit and Central Unit is limited to ONE nomination for each award category.

Nominations to be endorsed by the most appropriate Executive Dean, Executive Director or equivalent.

Submission due by COB Friday 27 September 2024.

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| --- | --- | --- |
| **Select an Award Category** | | |
| * Enterprising Engagement and Partnering * Service Excellence * One Team Achievement * Enterprising Culture * People First * Equity, Diversity and Inclusion Award | | |
| **Nominator’s Details** | | |
| Name (Title, First name, Last name) | |  |
| Position Title | |  |
| Unit Name | |  |
| Email | |  |
| **Endorsement** | | |
| Does the Executive Dean or Unit Director support the nomination?  If you choose ‘no’, please contact your Executive Dean or Unit Director for support to submit your application.  Note for team applications which contain members from multiple Academic or Central Unit, endorsement should be sought from the most appropriate Executive Dean or Unit Director. | | * Yes * No |
| Upload evidence of support, e.g. endorsement email | | File number limit: 1  Single file size limit: 10MB Allowed file types: Word, PDF |
| **Nomination** | | |
| Submission type | | * Individual * Team |
| Staffing Category | | * Academic * Professional * Mixed (if a team nomination) |
| Has this Nomination been submitted via either the Teaching & Learning Award Scheme or the Research & Enterprise Award Scheme? | | * Yes * No   If Yes, please provide award category \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nominee’s Details** | | | |
| Name (Title, First name, Last name) |  | | |
| Position Title |  | | |
| Unit Name |  | | |
| Email |  | | |
| Team name |  | | |
| **Team Members’ Details** | | | |
| Team member 1  Full Name:  Email:  Unit Acronym: |  | | |
| Team member 2  Full Name:  Email:  Unit Acronym: |  | | |
| Team member 3  Full Name:  Email:  Unit Acronym: |  | | |
| Team member 4  Full Name:  Email:  Unit Acronym: |  | | |
| **Supporting Statements** Please address all the criteria outlined below. | | | |
| 1. **About yourself /the team**   Please provide a short biography of yourself/the team that outlines your background and experience. For team contributions, please explain the role and contribution of each team member. | Please prepare statement in maximum of 500 words | | |
| 1. **Project Summary**   Provide a high-level summary which describes the work to be considered for the award referencing the award criteria. | Please prepare statement in maximum of 500 words | | |
| 1. **Enterprise Benefits**   Describe the benefits to the Enterprise through providing details to illustrate the key outcomes, achievements, solutions, impacts, practices in line with the award criteria. | Please prepare statement in maximum of 500 words | | |
| 1. **Dedication to the** [**Core Attributes of UniSA Staff**](https://i.unisa.edu.au/staff/ptc/induction-to-unisa/core-attributes/)  * Trusted, authentic and self-aware * Takes the initiatives and delivers results * Provides solutions * Communicates with impact * Leads and works well with others | Please prepare statement in 500 words or less | | |
| 1. **Evidence**   Please provide any supporting documentation/material relevant to the key aspects of the application e.g. URL links, publications, press articles, student/partner testimonials, end user endorsement, work examples or artefacts, photos or images to demonstrate the benefit of the achievement. |  | | |