Guide to Writing the Nomination Statement

The best nominations are **clear, concise and specifically outline the impact** of the nominee’s contribution. Consider these tips before you begin writing your nomination:

**Tip 1.** Choose the *most* appropriate category for your nomination and ensure the actions of the person/team you are nominating satisfy the criteria of the award.

**Tip 2.** Put yourself in the shoes of the judging committee. What information would you need to know to evaluate a nomination and select a winner?

**Tip 3.** Be specific. Provide detailed examples or evidence to articulate how the nominee’s outstanding work has had a significant impact in the area of innovation, engagement, leadership or service.

Nominees may contribute information to a Nominator’s statement.

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| **Part A: Synopsis** | Begin with a brief synopsis written in the third person describing the nominee’s distinctive contribution in their faculty or area, ensuring that it relates to the criterion under which the nomination is made. Should the nomination be successful, the synopsis will be used in the citation and in other University communications. You should describe why the contribution or achievement is significant and deserving of recognition. **Nomination categories:**
- Excellence in Innovation
- Excellence in Engagement
- Excellence in Leadership
- Excellence in Service |
| **Part B: The actions or strategies** | Describe the actions and strategies used by the individual or team to achieve their objectives. You may include information such as stakeholder involvement, tools and systems used or developed, effective use or development of resources or an innovative approach taken, ensuring you address the category criterion under which the nomination is made. Consider how Curtin’s values and signature behaviours were demonstrated in your actions/approach. |
| **Part C: Outcomes and relationship to the Strategic Plan** | Describe the direct outcomes of the achievement or contribution by the individual or team to their faculty, area or University and relate them to one or more of the four key focuses of the Strategic Plan; People and Culture, Research, Teaching and Learning, Engagement and Impact. |