

Internationalization Recognition Awards

Tips for Nomination Package Development

- Review the award eligibility and evaluation criteria to select the best award for the nominee.
- Obtain the nominee's permission.
- Start preparing the nomination well in advance, including requesting the letters of support so they have adequate time to write these. Providing ample time will allow for a strong letter of support.
- As you prepare the nomination package consider the award criteria listed on the nomination form and consider headings to match to clearly showcase the successes/achievements of the nominee around the criteria of the award making it clear to adjudication committee how they have demonstrated each aspect.
- Use specific and concrete examples that demonstrate how the nominee has met each of the award criteria including how they have contributed above and beyond their regular responsibilities (especially for those in a senior leadership position in the unit). This could include your own observations, as well as qualitative or quantitative facts, statistics or metrics, etc. Use a variety of ways to show the nominee's accomplishments.
- Describe the outcomes or data that demonstrate the criteria.
 - For the Global Research Leadership Awards please note that these are not solely a research award and that providing only research statistics is not enough. Ensure you focus on the criteria and demonstrate how all of the points have been achieved.
- Focus on embedding how the nominee has committed to internationalization through advancement of diversity, equity, inclusion, and decolonization throughout the nomination package and not just as a paragraph/few sentences in one portion.
- Keep it simple - complicated and fancy writing is not required. The key is to ensure the package demonstrates how the nominee meets the criteria for the award they are nominated for.
- Questions, please email international.office@usask.ca.

Thank you!

