



Southern Cross
University

Nomination Checklist

Award Eligibility

- Check award eligibility and what is required to nominate
- Read award information and criteria

Gathering supporting documentation

- Provide written examples of nominees achievements
- Provide support documentation relevant to award criteria

Draft your responses

- Refer to [tip sheet](#)
- Write some notes and drafts prior to submitting nomination

Check your responses

- Read through your responses
- Check that you addressed award criteria

Submit nomination

- Submit awards nomination before 11:59pm (NSW time) on Tuesday 3rd October 2023

Confirmation nomination received

- Check your emails for confirmation of nomination