

Tutorial: Submitting an Award Nomination

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For questions, contact leader@ana.org.

Step 1: Choose an Award

- Go to Appendix A of the [National Awards Program Guide](#) to view award descriptions, eligibility requirements, and selection criteria.
- Review the unique questions in Appendix B that will need to be answered for each award during the online nomination process.
- Click the “here” link, which can be found after the Selection Criteria, to submit a nomination for a given award.

NOTE: There is a unique nomination form for each award



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CHAMPION OF NURSING AWARD

Description
Formerly known as the Honorary Recognition Award, the Champion of Nursing Award recognizes an extraordinary individual who is not a member of the nursing profession or an organization. The individual or organization has demonstrated a commitment to the mission of the ANA Enterprise, and to *lead the profession to shape the future of nursing and health care*, through distinguished service and valuable assistance to the nursing profession as well as recognition of and support for registered nurses.

Number of Awards Bestowed
One individual who is not a member of the nursing profession or one organization may receive the Champion of Nursing Award each award cycle.

Eligibility

1. Individual nominees cannot be members of the nursing profession.

Selection Criteria

1. Demonstrated commitment to and genuine interest in the nursing profession.
2. Advanced the nursing profession through contributions of national or international significance.
3. Facilitated the development of policy or the advancement of nursing practice, nursing science, or nursing education.

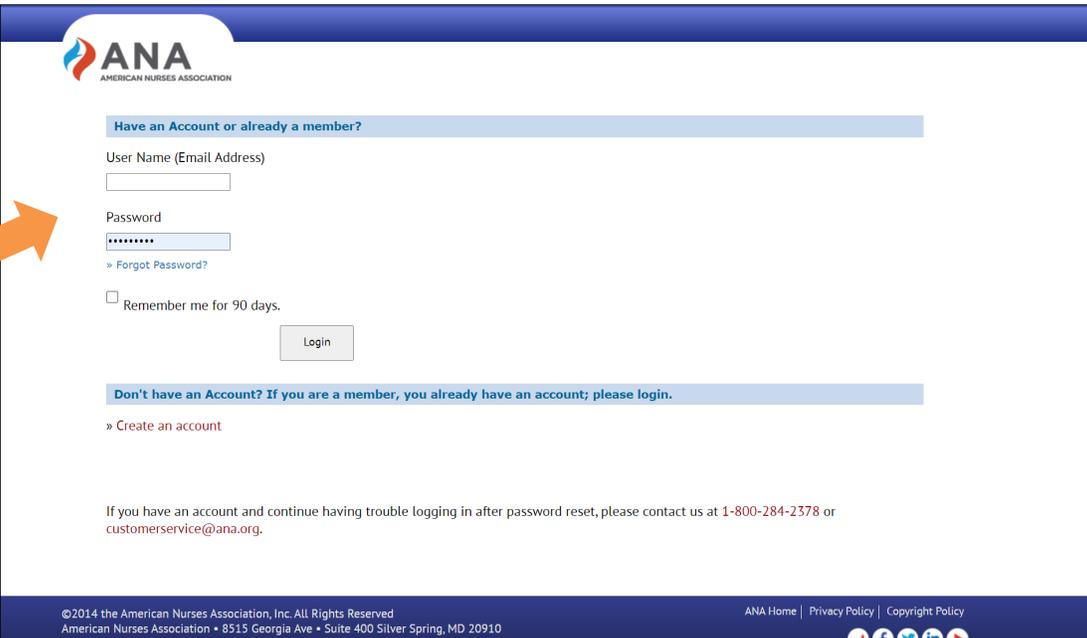
Click [here](#) to submit a nomination for the Champion of Nursing Award.

After clicking “here”, you will be directed to ANA’s login page, where you will be required to enter the username and password associated with your ANA membership. [Go to Step 2.](#)

If you are already logged in, you will be directed to the online nomination form, which begins with the “Nominee Information” Section. [Skip to Step 3.](#)

Step 2: Login

- Enter the username and password associated with your ANA membership.
- Click “Login” to open the “Nominee Information” section.



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Have an Account or already a member?

User Name (Email Address)

Password

[» Forgot Password?](#)

Remember me for 90 days.

Login

Don't have an Account? If you are a member, you already have an account; please login.

[» Create an account](#)

If you have an account and continue having trouble logging in after password reset, please contact us at 1-800-284-2378 or customerservice@ana.org.

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Step 3: Nominee Information - Details

- Click “Self-nomination” or “Nominate someone else”.
- Click “Next”.

NOTE: Self-nominations will not be accepted for the Hall of Fame Award

The screenshot shows a web interface for the 'Distinguished Direct Patient Care Award'. At the top, there is a progress bar with four steps: 1. Nominee Information (highlighted), 2. Nomination Information, 3. Attachments, and 4. Nomination Preview. Below the progress bar, the main heading is 'Nomination Information'. A sub-heading reads 'Please indicate if this nomination is for yourself, or if you are nominating someone else.' There are two radio button options: 'Self nomination' (unselected) and 'Nominate someone else' (selected). At the bottom of the form, there are 'Next' and 'Cancel' buttons. A note at the bottom states: '* To view your previous nominations, please click the link below to proceed.' with a blue link labeled 'Manage My Nominations'.

Nominating Yourself

- For a self-nomination, your contact information will display on the screen and can be edited, if necessary.

The screenshot shows a web interface for the 'Champion of Nursing Award' with a status of 'Draft'. The progress bar shows four steps: 1. Nominee Information (highlighted), 2. Nomination Information, 3. Attachments, and 4. Nomination Preview. The main heading is 'Nominee Details'. Under 'Contact Information', the name 'Lynn Hamilton' is displayed with an 'Edit' link. Below the name is the address: '8515 Georgia Ave Ste 400, Silver Spring, MD 20910-3492'. To the right, the phone number '(301)628-5039' and email 'lynn.hamilton@ana.org' are shown, each with an 'Edit' link. Below this is a link 'Update Name or Credentials'. A table lists educational backgrounds:

Degree	Program Type	School Name	Start Date	End Date	Comments	Actions
Master's Degree		Unkno wn	4/27/2015	4/20/2017		Edit Delete
Bachelor's Degree		Unkno wn	10/1/2018			Edit Delete

Below the table is a link 'Add New Educational Background'. At the bottom of the form, there are 'Save as Draft', 'Next', and 'Cancel' buttons.

- Click “Next” to continue with the nomination or click “Save as Draft” if you would like to continue the nomination later.

Nominating Someone Else

- Enter the nominee’s email address.
- Click “Check”.

If the nominee’s email address matches a record in ANA’s database, a name, company (if available), and location will appear under “Search Results”.

Select	Name	Company	Location
<input type="radio"/>	Bickford, Carol		Olney, MD

- Click “Select” under “Search Results” to validate that the record displayed is the individual being nominated.
- Click “Next” to continue with the nomination.
- Skip to page 9 of this tutorial for instructions on how to proceed.

If the nominee’s email address does not match a record in ANA’s database, you will receive a message at the bottom of the screen that the email address is not in the system. If the nominee has multiple email addresses, you can check a different email address.

The screenshot shows a web form titled "Nominee Details". At the top, there is a progress bar with three steps: 1 (highlighted), 2, and 3. Below the title, there is a text prompt: "Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before." Below this is a label "Email Address:" followed by a text input field containing "jane.smith@me.com". A red "Check" button is positioned below the input field. Underneath, the search results are displayed: "Search Results for 'jane.smith@me.com'" followed by "We did not find a match to this email in the system." An orange arrow points from the right towards this message. At the bottom of the form, there are two red buttons: "Next" and "Cancel".

- If you are not able to find a match, send the following information to leader@ana.org: nominee’s name, email address, and mailing address (if known); and the name of the award. Staff will attempt to validate the nominee’s information and inform you of the outcome.

If the nominee is found but, you receive an error message that the nominee must be an ANA C/SNA member and the nominee is not eligible for nomination, contact leader@ana.org with the same information as above to verify the nominee’s membership status (as the nominee may have multiple email addresses in the system).

Distinguished Direct Patient Care Award

Nominee Information **1** Nomination Information **2** Attachments **3** Nomination Preview **4**

Error: Nominees must be members and, therefore, this nominee is not eligible for nomination.

Nominee Details

Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before.

Email Address:

Check

Search Results for "bettina.falwell@ana.org"

Select	Name	Company	Location
<input type="radio"/>	Falwell, Bettina		Silver Spring, MD

Next **Cancel**

Of note:

- For the Champion of Nursing Award, individual and organizational nominees may not be housed in ANA’s database as nominees are not members of the nursing profession. If an email address cannot be found:**
 - Click “Do not know email address”
 - Click “Add Nominee Details”
 - Click “Next”

Champion of Nursing Award

Nominee Information **1** Nomination Information **2** Attachments **3** Nomination Preview **4**

Nominee Details

Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before.

Email Address:

Check **Do not know email address**

Search Results for "Jane@me.com"
We did not find a match to this email in the system. Would you like to add details about this nominee?

Add Nominee Details

Next **Cancel**

- For the Mary Mahoney Award, a nominee may be an individual registered nurse or a group of individual registered nurses. For both an individual nomination and a group nomination, all nominees must be ANA-C/SNA members.**

- a. For a group nomination, please contact leader@ana.org before proceeding with “Add Nominee Details” so that the membership of all individual registered nurses included in group nomination can be verified.

If “Do not know email address” was selected, you will be required to complete the following fields.

Nominee Information **1** **Nomination Information** **2** **Attachments** **3** **Nomination Preview** **4**

Nominee Details

Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before.

Email Address:

Check **Do not know email address**

Nominee Details

* *Required*

First Name:

* Last Name:

* Address Type (Primary)

* Country: United States [Change](#)

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code:

Phone Location:

Phone Number: EXT

Next **Cancel**

Step 4: Nomination Information - Questions

- Complete each question, being mindful of the character count to the right of each text box. Click on the two lines on the bottom right-hand corner of the text box and drag to enlarge the box.
- Click “Next” to continue with the nomination or click “Save as Draft” if you would like to continue with the nomination later.
- Log out or close browser.
- See page 14 for information on how to access the draft nomination.

The screenshot shows a web interface for the 'Champion of Nursing Award' nomination process. The status is 'Draft'. The navigation bar includes four steps: 1. Nominee Information, 2. Nomination Information (current step), 3. Attachments, and 4. Nomination Preview. The 'Nomination Information' section contains three required text boxes with character counts to the right. The first box is for 'Qualifications' with a character count of 2992. The second box is for 'Advanced the profession of nursing' with a character count of 3000. The third box is for 'Facilitated the development of policy' with a character count of 3000. At the bottom, there are buttons for 'Save as Draft', 'Next', and 'Cancel'. An orange arrow points to the 'Save as Draft' button. Another orange arrow points to the character count '2992' for the first text box. A third orange arrow points to the character count '3000' for the second text box. A fourth orange arrow points to the character count '3000' for the third text box. A fifth orange arrow points to the 'Next' button. A sixth orange arrow points to the 'Cancel' button. A note at the bottom states: '* To view your previous nominations, please click the link below to proceed.'

Logout

Champion of Nursing Award | Status: Draft

Nominee Information 1 | Nomination Information 2 | Attachments 3 | Nomination Preview 4

Nomination Information

Please complete the following submission information:

* Required

Qualifications

* Describe how the nominee (individual or organization) has demonstrated a commitment to and genuine interest in the nursing profession.

Example.

2992

* Describe how the nominee (individual or organization) has advanced the profession of nursing through significant national or international contributions.

3000

* Describe how the nominee (individual or organization) has facilitated the development of policy or the advancement of nursing practice, nursing science, or nursing education.

3000

Save as Draft Next Cancel

* To view your previous nominations, please click the link below to proceed.

Step 5: Upload Attachments

- Upload the nominee's current résumé or curriculum vitae (required)
 - *If the nominee is deceased, include as much information as possible on the nominee's education, work experience, and professional accomplishments, along with a note that a résumé or CV is not available.*
- Upload a professional headshot, biography, letters of support, and/or print validations. (Supporting documentation varies by award)

See the [National Awards Program Guide](#) (pages 5-6) for the supporting documentation requirements for each award.

Champion of Nursing Award | Status: Draft

Nominee Information 1 | Nomination Information 2 | **Attachments 3** | Nomination Preview 4

Attachments

Please upload the following documents:

File Type	Quantity	File Name
* Résumé/CV Upload the nominee's most recent résumé or CV.	1	Test document.docx Remove
Letters of Support Up to five letters of support OR up to three letters of support and up to two print validations (e.g., articles published in professional journals, books, newspaper articles on nominees) of a nominee's achievements and contributions may be submitted.	5	<input type="button" value="Choose File"/> No file chosen
Print Validation Up to five letters of support OR up to three letters of support and up to two print validations (e.g., articles published in professional journals, books, newspaper articles on nominees) of a nominee's achievements and contributions may be submitted.	2	<input type="button" value="Choose File"/> No file chosen
Biography Upload a brief biography of the nominee.	1	<input type="button" value="Choose File"/> No file chosen
Photograph Upload a hi-resolution (300 dpi or higher) photograph of the nominee (if available).	1	<input type="button" value="Choose File"/> No file chosen

[Cancel](#)

* To view your previous nominations, please click the link below to proceed.
[Manage My Nominations](#)

Step 6: Nomination Preview

- Preview the nomination before clicking “Submit Final”.

[Logout](#)

Champion of Nursing Award | Status: Draft

Nominee Information **1**Nomination Information **2**Attachments **3**Nomination Preview **4**

Preview and Final Steps Print Friendly View

You have reached the final step of the award nomination process. Your nomination information can be reviewed below. To complete the nomination please select an option from the choices below. Upon submission, the nomination will no longer be editable and it will be moved to the reviewing stage.

Contact Information

Nominee
Lynn Hamilton
Arlington, VA 22207

Content & Materials | [Edit](#)

** Required*

Qualifications

- * Describe how the nominee (individual or organization) has demonstrated a commitment to and genuine interest in the nursing profession.
Example.*
- * Describe how the nominee (individual or organization) has advanced the profession of nursing through significant national or international contributions.
Example*
- * Describe how the nominee (individual or organization) has facilitated the development of policy or the advancement of nursing practice, nursing science, or nursing education.
Example*

Uploaded Attachments | [Edit](#)

** Required*

File Type	Quantity	File Name
* Résumé/CV	1	Test document.docx
Letters of Support	5	Letter of Support 1.docx Letter of Support 2.docx
Print Validation	2	Print Validation 1.docx Print Validation 2.docx
Biography	1	Bio.docx
Photograph	1	Photo.jpg

PreviousSave as DraftSubmit Final

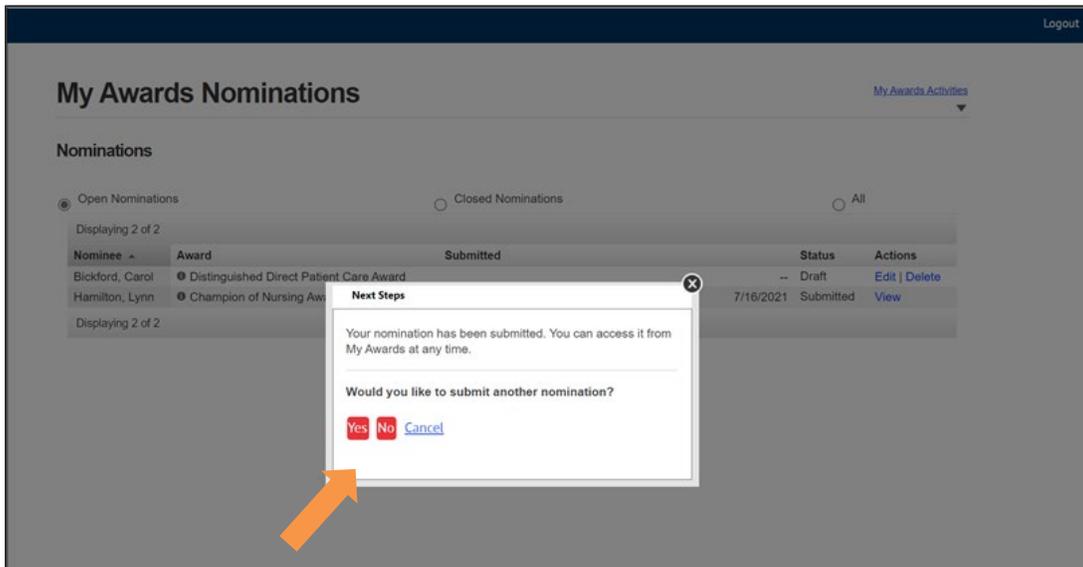
** To view your previous nominations, please click the link below to proceed.*

[Manage My Nominations](#)

Step 7: Confirmation and Submitting Another Nomination

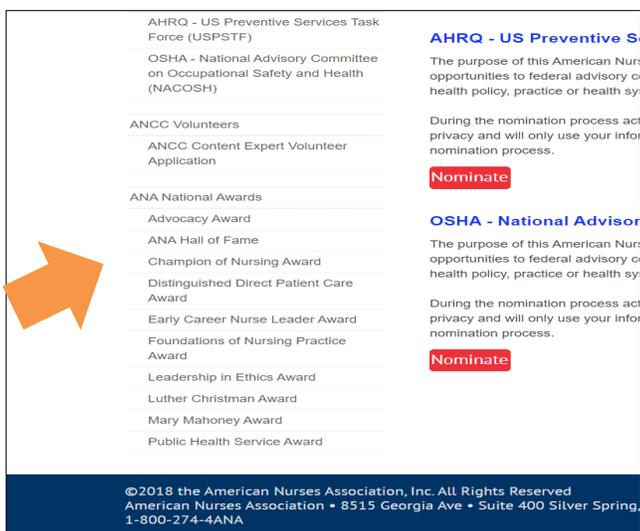
After clicking “Submit Final”:

- A confirmation will be sent to your email address and
- A pop-up window will appear to:
 - Inform you that award nominations may be accessed from “My Awards”
 - Ask if you would like to submit another nomination.
 - Click “Yes” to be directed to a list of awards.
 - Click “No” to log out.



If “Yes” was clicked,

- Scroll to the bottom of the page for the list of ANA National Awards.
- Click the name of the desired award.



- Click “Nominate” to access the nomination form for that award.
- Refer to [Step 3](#) for instructions on how to complete the nomination.

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ANA Application for Nominations

- AHRQ - US Preventive Services Task Force (USPSTF)
- OSHA - National Advisory Committee on Occupational Safety and Health (NACOSH)

ANCC Certified Nurse Awards

- Acute Care Nurse Practitioner
- Adult Health Clinical Nurse Specialist
- Adult Nurse Practitioner
- Adult Psychiatric-Mental Health Nurse Practitioner
- Adult-Gerontology Acute Care Nurse Practitioner
- Adult-Gerontology Clinical Nurse Specialist

ANA National Awards

ANA National Awards

Champion of Nursing Award

Nominate

Step 8: My Awards

The “My Awards Nominations” page displays a list of your nominations, both those in draft form and those that have been submitted. You must be logged in to access. When you have submitted an award nomination this will appear.

- Draft nominations may be edited or deleted.
- Submitted nominations may only be viewed.

My Awards Nominations

Logout

My Awards Activities

Nominations

Open Nominations Closed Nominations All

Displaying 2 of 2

Nominee	Award	Submitted	Status	Actions
Bickford, Carol	Distinguished Direct Patient Care Award		-- Draft	Edit Delete
Hamilton, Lynn	Champion of Nursing Award	7/16/2021	Submitted	View

Displaying 2 of 2

There are two ways you can access your draft and submitted nominations.

1. Clicking this link:

<https://ebiz.nursingworld.org/PersonifyEbusiness/AboutUs/APAAwards/MyNominations.aspx#>.

2. Clicking “My Awards Activities” and then clicking “My Awards Nominations” from the [main awards page](#).

ANA National Awards

Logout

My Awards Activities

My Awards Nominations

My Assigned Awards Reviews

ANA Application for Nominations

AHRQ - US Preventive Services Task Force (USPSTF)

OSHA - National Advisory Committee on Occupational Safety and Health (NACOSH)

ANCC Volunteers

ANA National Awards

Advocacy Award

Nominating

ANA Hall of Fame

If you have started a new nomination, you can locate previous draft/submitted nominations by clicking on “Manage My Nominations” at the bottom of the page.

Champion of Nursing Award

Nominee Information **1** Nomination Information **2** Attachments **3** Nomination Preview **4**

Nomination Information

Please indicate if this nomination is for yourself, or if you are nominating someone else.

Self nomination
 Nominate someone else
 Nominate a company or organization

[Next](#) [Cancel](#)

* To view your previous nominations, please click the link below to proceed.

[Manage My Nominations](#)

