

Student Awards Nomination: A Step-by-Step Guide

FOR NOMINATORS

Scroll down for directions For Nominees

STEP ONE. Go to the online nomination site:

<https://myau.american.edu/groups/Committee/Awards/SitePages/Student%20Awards.aspx>

It's also linked from several places:

- University Awards Home – click on the blue box labeled “Learn More & Nominate”
- University Awards > University Student Awards – click on the hyperlink, Online Nomination Form

You'll see a landing page (shown below), which includes general information and links. To nominate (or self-nominate), go to **Submit a New Nomination**.

- There are four blue links. Click on the one for the chosen award category.
 - **TIP:** It's fine to nominate students (or yourself) for more than one award, but you must fill out a new form for each award. And please think about which ones are most appropriate for the student you are recognizing!

University Student Awards

Nominations for the 2020 University Student Awards from late January to March 18, 2020

Each year, the university recognizes graduating students who have made significant contributions through achievements such as scholarship, service to the university community, organizational leadership, and other activities. For more information on specific awards, visit www.american.edu/universityawards/students.cfm.

Please follow the instructions on the nomination forms carefully and see this detailed [step-by-step guide](#). If you experience technical issues, try using Internet Explorer, if you have that option.

Supporting material for existing nominations may be submitted until 11:55 pm on Thursday, March 18.

Submit a New Nomination:

- [President's Award](#)
- [Outstanding Scholarship Award](#)
- [Outstanding Service to the University Community Award](#)
- [Student Achievement Award](#)



Related Links

- [University Student Awards Information](#)
- [Commencement Information](#)

Contact Us

For Outstanding Scholarship at Undergraduate and Graduate Levels:
Sara Clement Biggs

STEP TWO. Now that nomination form has opened, enter basic information on the nominee.

- **Name of Nominee:** Type in the student's name and click the Check Names icon just to the right of the name field. (That's the icon with the check mark.)
 - TIP: You can also look up the student in the Address Book (the book icon, also to the right of the field.) If you have trouble finding the student in the Address Book (for instance, if they go by a nickname), enter their username – which is the first part of their email (for example, az1234a) - and then click Check Names.
- **Student ID:**
- **Degree Sought:** Only one option will appear if it is only open to one level of student.
- **School/College: (required)**
 - TIP: If you don't know a required piece of information, type in "N/A." You'll be able to save it as a draft and go back to fill in the information later.
- **Major/Program: (required)**
- **Approximate GPA:**
- **Graduation Date: (required)** Options are August 2019, December 201 and May 2020.
- **Preferred Contact Number:** (not required at this point if you don't know it.)

It also asks for your own information as the nominator: name, title, preferred contact number, and relationship to nominee. (For example, professor, advisor, supervisor, or self.)



Student Achievement Award

2020 University Student Awards Nomination Form

Student must be a senior eligible to participate in the December 2019 or May 2020 Commencement ceremonies. Requires demonstration of unique contributions that match the specific award being sought. Award criteria can be found at the end of this form, when picking the named award in the Achievement Award dropdown box.

Nominee Information	
Name of Nominee	<input type="text"/>  
Student ID	<input type="text"/>
Degree Sought	Bachelors
School/College	<input type="text"/> *
Major/Program	<input type="text"/> *
Approximate GPA	Cannot be blank
Graduation Date	<input type="text"/> *
Preferred Contact Number	<input type="text"/>
Nominator Information	
Name of Nominator	Sally Acharya:  
Title	<input type="text"/>
Preferred Contact Number	<input type="text"/> *
Relationship to Nominee	<input type="text"/> *

Next

STEP THREE. Click **Next** to find the **Nomination Narrative** form. Write (or copy and paste) the text of your nomination onto this form or indicate that a document is attached.

Nomination Narrative

You must press tab or click another box on the form for your text to be saved in the box below. Otherwise the form cannot be blank.

Submit

Previous Next

STEP FOUR. Do you have optional **supporting documents**? You can upload these when you create the nomination by clicking on **Upload Supporting Documents**. However, it's preferable for the student nominee to do this.

- TIP: If you are self-nominating or choose to upload for the student nominee, you can find more details in the section below, **For Nominees**.

STEP FIVE. **Submit** the nomination or **save it** to work on later.

- If you're not finished, click **Save as Draft** until you are ready to submit. (No email will go out to the student until you submit.) Saving a draft will trigger an email to you as the nominator, which includes a link that you can use to go back and work on a draft nomination.
- If you're finished, click **Submit**, which will trigger a notification to the student.
 - The nominated student will then have the link and can upload supporting materials if they choose. Supporting documents are due by 11:55 pm on Wednesday, March 18 (the same day that nominations close).
 - Yes, you can still get back in to revise until the deadline! Technically, the nominations aren't finalized until the deadline. But you don't need to do anything more to finalize. Once you hit "submit," you can consider yourself done.

Nomination

Achievement Award	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Award criteria: Select a named award to display its criteria...</p>
Supporting Documents	<div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-bottom: 5px;">Click here to attach a file</div> <p>Documents to support the nomination can be attached here. These are optional, and may be uploaded by the student nominee. These documents can include the nominee's resume, letters of recommendation (up to 3), and any additional supporting material that demonstrate how the nominee meets the award criteria. Please upload in PDF format. In the file name, include the nominee's name, award for which they are being nominated, and type of content (e.g. JanJones-OutstandingService-Resume.pdf).</p>
<div style="background-color: #2c4e64; color: white; padding: 5px; width: 100px; margin: 0 auto;">Previous</div>	<div style="text-align: right; margin-bottom: 10px;"> <div style="background-color: #2c4e64; color: white; padding: 5px 15px; margin-right: 10px;">Submit</div> <div style="background-color: #2c4e64; color: white; padding: 5px 15px;">Save as Draft</div> </div> <p>By clicking "Submit," you are submitting your nomination and the nominee will be notified. "Save as Draft" will save your work and send you an email with a link to return to the nomination; the student nominee will not yet be notified. Whether you Submit or Save as Draft, you may edit the nomination until the deadline.</p>

To **view** the submitted nominations or **continue working** on saved nominations:

- Follow the link you're emailed automatically, or return directly to the online nomination site main page:
<https://myau.american.edu/groups/Committee/Awards/SitePages/Student%20Awards.aspx>
- You'll find the nomination listings under the categories **You Have Been Nominated For** (if you are a nominee) or **Students I Have Nominated**.
- Click **View** to work on a draft nomination or to review a submitted nomination.

You Have Been Nominated For ...

Award Title	Nominator	Submitted
There are no items to show in this view of the "Nominations" list.		

Upload Supporting Documents (resume, recommendation letters, etc.):

+ new document or drag files here

✓	Name	Modified
There are no documents in this view.		

Please upload files in PDF format. In the file name, please include your name, award for which you are being nominated, and the type of content in the file (e.g., JaneJones-OutstandingService-Resume.docx or JohnJones-BruceHughs-Recommendation.PDF).

Students I Have Nominated:

Select	Nominee	Form	Award Title	Submitted
There are no items to show in this view of the "Nominations" list.				

FOR NOMINEES

STEP ONE. While **supporting documents** are not required, these can strengthen the nomination. So your first step, after you receive notice by email that you have been nominated, is to gather these documents if you choose.

- Here's some of what can be included as **supporting documents**:
 - a current resume;
 - up to three letters of recommendation
 - TIP: Please do not include more; quality is more helpful than quantity!
 - TIP: Recommendation letters must be from someone *other than* the nominator. *If you are the nominator, remember that your nomination narrative functions as your recommendation, so you do not submit another letter.*
 - other supporting materials, such as samples of work, publications, and other documentation that demonstrates how the nominee meets the award criteria.
 - TIP: Compelling and brief is better than encyclopedic. Resist the urge to submit that amazing 80-page term paper!

STEP TWO. Upload the documents.

- First, make sure the documents you want to upload are ready and **in PDF format** with a file name that includes the student name and award name
- Follow the link in the email you've received notifying you of your nomination. On the site, scroll to "**Upload Supporting Documents.**"
- Upload them by following directions.
 - TIP: The simplest process is to **drag file here.**

Upload Supporting Documents (resume, recommendation letters, etc.):

 [new document](#) or drag files here

✓  Name Modified

There are no documents in this view.

1. Save your document in PDF form.
2. Give your PDF document a title that includes your name; the award's name; and the content. (As an example: JanJones-OutstandingService-Resume or JonJones-BruceHughes-Recommendation)
3. It's easier to drag and drop than to create a new document. If you're dragging the document from your own files, position it slightly above the box that says "Drop Here" and it will go in easily.
4. To add another document, first click Dismiss.
5. Repeat steps until finished.

STEP THREE. Click **Submit**. You will still be able to go back in, edit, or and upload more documents, using the same links. But this ensures your material is saved.

QUESTIONS?

If you have questions while preparing or submitting nominations, please reach out to the contact person for the appropriate award:

- **President's Award:** Sarah Evans, Office of the President, 202-885-2143
(president@american.edu)
- **Outstanding Scholarship Awards:** Sara Biggs, Office of the Provost, 202-885-2128
(sbiggs@american.edu)
- **Outstanding Service to the University Community Award** and the **Student Achievement Awards:** Sally Acharya, Office of Campus Life, 202-885-3499
(campuslife@american.edu)