AWARD NOMINATION SYSTEM- INSTRUCTIONS FOR NOMINATORS AND SECONDERS FOR THE PRESIDENT'S AWARDS FOR EXCELLENCE

Follow this link to the **online nominations system.** Please ensure that you are using a device connected to the College network. If you are submitting a nomination from a non-College location, you should first remotely connect to your college computer or use a VPN connection.
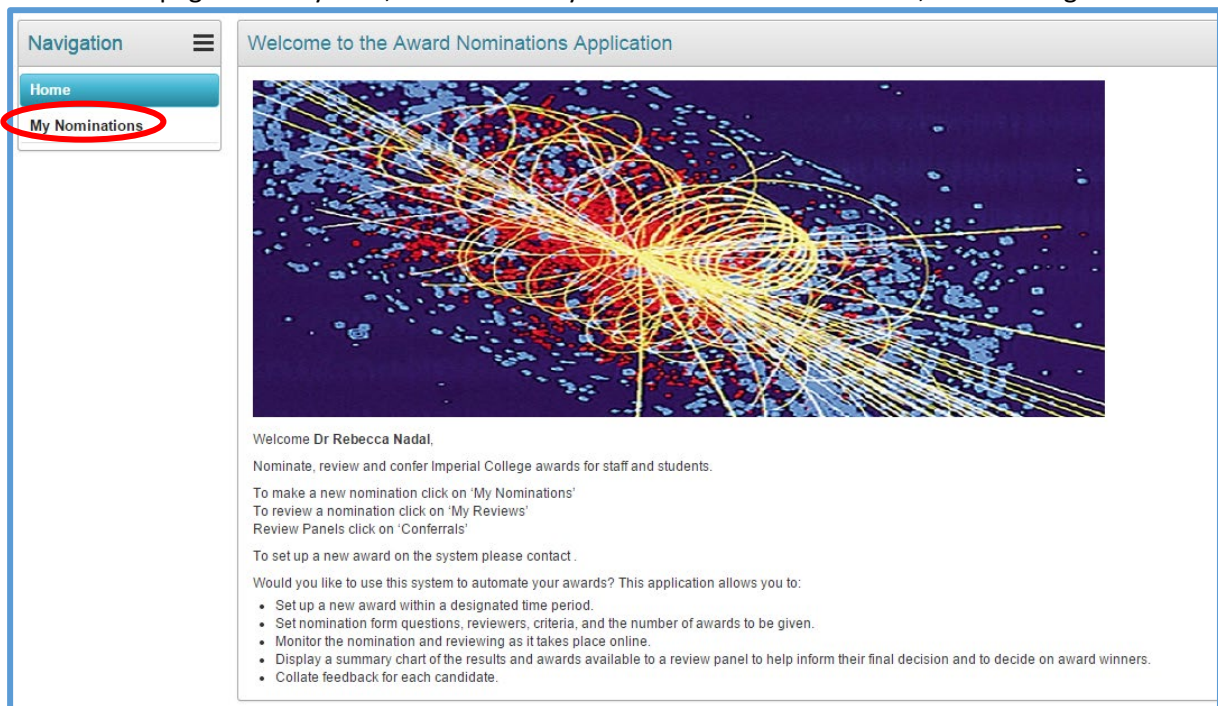
Details of the College's Staff Recognition Awards, including the strands of the President's Awards for Excellence, can be found at: https://www.imperial.ac.uk/staff/college-staff-recognition-awards/. Guidance for the President's Awards for Excellence in Research can be found at https://www.imperial.ac.uk/staff/college-staff-recognition-awards/research-excellence/how-to-nominate/. It is recommended that this guidance is reviewed to prepare nominations before accessing the nomination system.

Enter your usual College username and password.

The system will notify seconders (and proposers if the nomination is completed by another on their behalf) via email once the nomination is submitted and requiring their action.
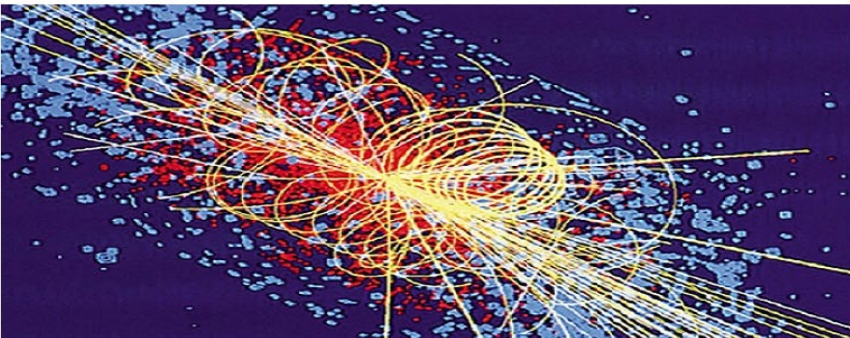
TO NOMINATE:

In the Home page of the system, click on the My Nominations link on the left, under Navigation:

Click the blue "Raise a new nomination" button on the right:

Select the Award Group for which you wish to nominate, i.e. The President's Awards for Excellence in Research.

Select the specific award for which you wish to nominate from the list shown (i.e. external engagement and partnerships, innovation and entrepreneurship, outstanding early career researcher, outstanding research team, or research support excellence).

Award Group

Award Group	The President's Awards for Excellence in Research

Award

Award ▲	Description
The President's Award for Excellence in External Engagement and Partnerships	The Award for Excellence in External Engagement and Partnerships aims to recognising the development of lasting external collaborations achieved by academics at Imperial, and the impact of their research inside and outside Imperial. Winners are selected based on the strength of evidence for: • Development of relationships from preliminary exploration to long term collaborations • Demonstrable impact of research outputs within the collaborating organisation (may also include engagement with policy makers) • Impact and beneficial effects to the College
The President's Award for Excellence in Innovation and Entrepreneurship	The Award for Excellence in Innovation and Entrepreneurship aims to celebrate innovative and entrepreneurial academics at Imperial. Winners are selected based on the strength of evidence for: • Initiative in recognising and seizing opportunities for effective exploitation of research • Economic and/or social impact of activity, realised or in prospect • Uniqueness of activity, breaking new frontiers
The President's Award for Outstanding Early Career Researcher	The Award for Outstanding Early Career Researcher celebrates the academic excellence and development of Imperial's early stage researchers. Winners are selected based on the strength of evidence for: • Academic excellence (e.g. evidence of independent research, success in grants, academic impact of research) • Implementation of innovation approaches and good practice • Ability to lead and influence others
The President's Award for Outstanding Research Team	The Award for Outstanding Research Team aims to celebrate the achievements of research teams at Imperial. Winning teams are selected based on the strength of evidence for: • Outstanding research that delivers impact within and across disciplines • International standing in research field/theme • Impact and beneficial effects to Imperial College London Multidisciplinary teams are particularly encouraged to be considered for an award.
The President's Award for Research Support Excellence	The Award for Research Support Excellence aims to recognise the contribution of Research Support staff at Imperial. Winners are selected based on the strength of evidence for: • Impact and/or beneficial effects of their contribution • Maintaining the highest standards of professional conduct (supportiveness, approachability, ensuring swift and effective support) • Implementation of best practice and use of innovative approaches where appropriate

Read the Award Instructions, then enter the name of the nominee in the Nominee field - this links to the College address book, so you can either type the nominee's full name in the box, or click the small arrow and search for the nominee. Click on the name of the correct nominee from the list that appears.

The Proposer field will automatically show your details. If you are entering details on behalf of a proposer, please change as appropriate.

The Seconder details should be completed as this is compulsory within the system. Please enter the name of a second member of staff who has agreed to second your nomination.

Once the nominee, proposer and seconder fields are complete, you may save the nomination as you work through it using the "Save" button at the top right of the screen. This allows you to log out of the system and return at a later point to complete the application.

The saved nomination will appear under "My Nominations"; to continue the submission click the pencil symbol to the left of the entry.

Complete all the mandatory fields (these are different for each award) – these are free text boxes with a character limit (300 words max recommended). If you have any further comments, add these in the Nominator Comments box.

Please save your work regularly and use plain text if copy-pasting into the boxes. If you wish to delete content, use the 'delete' key on your keyboard, NOT backspace.

Once all fields are complete, click "Next" at the top of the page to progress to the attachments page (some award categories do not allow attachments – for these you will progress straight to the final summary and submission page).

If you wish to upload documents to support the nomination, click "Add attachment" in the Nomination Attachment section and give the document a description, then Browse to find and select the relevant document. Click "Create" to attach the document to the nomination. Repeat for each attachment you wish to include.

Click "Next" at the top of the page, review the nomination summary, then click "Submit Proposal". Your nomination is now proposed and needs to be endorsed by the second member of staff. An email will automatically be sent to the Seconder instructing them to access the system to second the nomination. No further changes can be made to the nomination at this point. The nomination should be marked in the Status field within the nomination form and on the 'My Nominations' dashboard as "*Proposed (Awaiting Seconder)*".

If you are completing the nomination form on behalf of someone else, the nomination will be marked in the Status field as *"Submitted (Awaiting Proposer)"*. Once you have submitted the proposal, the named proposer will automatically receive an email asking them to log into the system to confirm the submission by opening the nomination, reviewing the content, and clicking "Propose". They should do this before the seconder accesses the system. In this scenario, edits can also be made and saved by the original inputter or named proposer if required to update the nomination until the

final "Propose" button is clicked as previously described to change the status to "*Proposed (Awaiting Seconder)*". Then, as above, no further changes can be made and the Seconder will be emailed a notification.

TO SECOND:
The seconder should log in to the online nominations system and click the 'My Nominations' link on the left of the home page. All nominations that the seconder is involved in (as inputter/proposer/seconder) will appear on this dashboard. Each nomination entry on the dashboard will include the names of the inputter, proposer and seconder and the current status of that nomination.

The seconder should click the pencil next to any nomination with the status "*Proposed (Awaiting Seconder)*" for which they are the named seconder to review the nomination. The seconder should then click "Second" (top right of screen) if they approve of the nomination.

The nomination is now complete and will be marked in the Status field as "*Seconded (Ready For Review)*". No further action is required.