



Definitions of Award Submission Requirements

When submitting the documents required for your nomination, please categorize them using the following descriptions from the drop-down menu within the form on **Step #4: Upload Supporting Materials**. Only materials that meet the submission requirements will be considered.

Article: Newspaper, magazine, or other periodical that provides sample of media coverage and/or supports fulfillment of criteria.

Artwork: Published, displayed, printed, video, slides, or other multimedia format of art.

Audio: Music or other sound files (recorded interviews, presentations, speeches, etc.).

Brochure: A small booklet or pamphlet containing promotional material or program/product information.

Chapter Key Award form: *Only used for the Chapter Key Award.* Word document template for chapters to complete in application for Chapter Key Award.

Curriculum vitae: A summary of the nominee's education, professional history, and job qualifications.

Digital photo: An electronic photograph in JPG, GIF, or PNG format.

Letter of acceptance: A letter from the nominee(s) accepting the award nomination and agreeing to accept the award at Sigma's event if chosen as recipient.

Letter of support: A letter endorsing nomination in fulfillment of criteria.

Other: Any supporting material not covered by listed file upload types.

Publication: Books, periodicals, or other printed material.

Report: Formal account or analysis of program, project, or topic.

Screenshot: Electronic copy of computer window or screen contents.

Signature page: *Only used for the Research Dissertation Award.* Scanned signature page from research dissertation.

Summary (criteria): A descriptive summary addressing the criteria and how the nominee(s) meets or exceeds the criteria.

Video: A recording of a movie, performance, television program, event, etc.

Website: A series of webpages on the World Wide Web indicated by a specific URL.

Questions? Contact awards@sigmanursing.org.