



Definitions of Award Submission Requirements

When submitting the supporting documents for your nomination online, please categorize them using the following descriptions from the drop-down menu within the form on **Step #4: Upload Supporting Materials**. A submitter may upload additional supporting documentation other than what is required.

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: Excel Spreadsheet template for Chapters to complete in application for Chapter Key Award.

Chapter newsletter: A periodical published by a chapter containing news and announcements circulated on the chapter level. Chapter newsletters may be distributed by electronic mail.

Cover letter: A letter sent with other documents to explain more fully or provide more information.

Curriculum vitae: A summary of one'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) acknowledging the award nomination and will accept the honor of award at congress/convention 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.

Screen shot: Electronic copy of computer window or screen contents.

Signature page: Scanned signature page from research dissertation.

Supporting narrative/Summary (criteria): A narrative summary addressing the criteria and how the nominee(s) meets or exceeds each bulleted criterion.

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

Web site: A series of web pages on the World Wide Web indicated by a specific URL.

Questions? Contact awards@sigmanursing.org

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