

# HOW TO PREPARE AN IMPACTFUL ITE AWARD NOMINATION

This checklist will guide you step-by-step through the nomination process for ITE's Awards Program. Whether you are submitting for yourself, your Chapter or Section, a team, or your organization, following these best practices will help ensure that your submission is professional, complete, and impactful.

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## Step 1: Plan Ahead

### Read the Award Criteria Carefully:

- Thoroughly review the eligibility requirements, judging criteria, and submission guidelines for your chosen award.
- Note specific examples of work or achievements that align with the award criteria.
- Check if your submission must go through your **District Awards Coordinator** before the ITE submission.

### Set Key Deadlines:

- Identify both the District deadline (usually **March 1**) and the ITE submission deadline (usually **April 1**). For some awards, individual submissions (like HSIS) may have different deadlines.
  - Add these deadlines to your calendar and plan backward to ensure ample time for gathering information, writing, and reviews.
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## Step 2: Gather Your Materials

### Collect Supporting Documents:

- Review what materials are required (e.g., reports, CVs, letters of recommendation, photos, project descriptions).
- Gather specific project data, statistics, or metrics that demonstrate the impact of your work.
- For individual awards, gather detailed descriptions of leadership roles, contributions to transportation, and innovative practices.

### **Include High-Quality Visuals:**

- If photos or graphics are required, ensure they are high-quality, relevant, and help tell the story of your submission.
- Keep to the formatting guidelines (e.g., one additional page of photos).

### **Coordinate with Others:**

- If you're working with a team or District Coordinator, set clear expectations on roles and timelines. Make sure everyone involved is informed and prepared.
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## Step 3: Write a Clear and Compelling Narrative

### **Start with a Strong Introduction:**

- Clearly state why your project, team, or individual deserves to win the award.
- Be specific—highlight the key contributions, innovations, or challenges that make your submission stand out.

### **Follow the Judging Criteria:**

- Address every part of the judging criteria. Break your narrative into sections that align with the award's criteria (e.g., innovation, impact, leadership, diversity, etc.).
- Use data and specific examples to back up your claims. If possible, show measurable outcomes (e.g., "This initiative reduced traffic incidents by 20%").

### **Keep it Concise:**

- Stick to word count limits and page length requirements.
  - Avoid filler—focus on key accomplishments and their broader impact on transportation.
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## Step 4: Ensure Professionalism and Accuracy

### Proofread and Edit:

- Ensure your narrative is well-written, free from typos, and grammatically correct.
- Have a colleague or team member review your submission for clarity, completeness, and tone.

### Check Formatting Requirements:

- Follow all formatting instructions (e.g., font size, page limits, PDF format). Incomplete or poorly formatted submissions may be disqualified.
- Include all required sections, such as a title page, table of contents, and author information where needed (e.g., **ITE Student Paper Award in Honor of Daniel B. Fambro**).

### Include Necessary Sign-Offs:

- If your submission must go through your District Awards Coordinator, make sure they sign off on it before the District submission deadline.
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## Step 5: Submit On Time

### Upload to the Right Portal:

- Ensure you upload your nomination to the correct portal (either through your District Coordinator or directly to ITE) by the submission deadline.
- For District submissions, ensure everything is submitted by **March 1**, and District Coordinators upload to ITE by **April 1**.

### Confirm Submission:

- Double-check that you have submitted all required materials. Make sure to receive and save any confirmation emails or submission receipts.
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## Step 6: Follow Up

### Be Available for Questions:

If the judging panel or District Coordinator has questions about your submission, be prompt and clear in your responses.

### Prepare for Recognition:

If selected, prepare to submit any additional materials requested (e.g., headshots, shipping addresses for awards). If planning to attend the Annual Meeting, make travel plans early.

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## Additional Tips for Success

### Emphasize Leadership and Innovation:

The ITE awards focus heavily on leadership, creativity, and forward-thinking solutions. Be sure to emphasize these elements in your nomination.

### Show Impact and Inclusivity:

Whether it's a project or an individual submission, highlight how your work has impacted the broader transportation community, and any efforts to promote diversity and inclusion.

### Work with Your District:

For many awards, nominations must first go through your District for consideration. Be sure to work closely with your District Coordinator, and ensure your submission stands out at the local level before advancing to ITE.

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By following this checklist, you'll be well-prepared to submit a strong, polished, and professional nomination that showcases your achievements and meets all of ITE's requirements. Best of luck with your submission!