

## Recognition Awards: Frequently Asked Questions (FAQs)

### **What do I do if I can't use the online nomination form?**

You can print your own from the [website](#). Paper forms will also be available at some FP&M staff locations. Contact [recognition@fpm.wisc.edu](mailto:recognition@fpm.wisc.edu) for additional help.

### **Who can submit a nomination?**

Any member of the UW-Madison community can submit a nomination for any FP&M employee. Faculty and supervisors can nominate staff, employees can nominate their supervisors, and co-workers can nominate one another.

### **When can I submit a nomination?**

The nomination period is open until June 1, 2019.

### **Can I nominate myself?**

No. Individuals may not nominate themselves for an individual award. If you are nominating a team that you worked on, please acknowledge your involvement, but do not include yourself on the list of team members eligible to receive an award.

### **Can I nominate more than one person?**

Yes. You can nominate more than one person for the same award, the same person for several different awards, several people for different awards, teams of people for any given award. There is no limit to the number of nominations you can submit.

### **Do I have to choose a category for my nomination?**

Yes. The online nomination form will not accept a nomination without a category. If you can't decide which category is best, you can select more than one. The committee will decide which of the selected categories is most appropriate.

### **Does my nominee have to meet all criteria, in a category?**

A nominee doesn't have to meet all criteria, but they should meet most of the criteria.

### **When will the decisions be made?**

The selection committee will review nominations after June 1. Final selections will be made in early summer.

### **What do the recipients get?**

There will be monetary awards granted to individuals and teams. Depending on the final number of employees chosen, special consideration may need to be given to successful teams. They also receive an award certificate.

### **Who is invited to the awards ceremony?**

The entire FP&M community is invited to the reception. Award recipients may invite a guest.