



## FP&M Employee Recognition Awards Frequently Asked Questions (FAQs)

Last update: 02/24/23

### How do I submit a nomination online?

Use the online nomination form on the Inside FP&M [website](https://go.wisc.edu/nominate-fpm): [go.wisc.edu/nominate-fpm](https://go.wisc.edu/nominate-fpm).

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

You can download and print a paper form to fill out, available on the Inside FP&M [website](https://go.wisc.edu/nominate-fpm):

Español / Spanish: [go.wisc.edu/fpm.award.span](https://go.wisc.edu/fpm.award.span)

བོད་སྐད་ / Tibetan: [go.wisc.edu/fpm.award.tib](https://go.wisc.edu/fpm.award.tib)

Hmoob / Hmong: [go.wisc.edu/fpm.award.hm](https://go.wisc.edu/fpm.award.hm)

中文 / Chinese: [go.wisc.edu/fpm.award.chi](https://go.wisc.edu/fpm.award.chi)

नेपाली / Nepali: [go.wisc.edu/fpm.award.nep](https://go.wisc.edu/fpm.award.nep)

English: [go.wisc.edu/fpm.award.eng](https://go.wisc.edu/fpm.award.eng)

Please send print forms to the following address:  
FP&M Recognition Committee c/o Karen Demick  
21 N. Park Street, Room 7251  
Madison, WI 53715-1227

or email to [recognition@fpm.wisc.edu](mailto:recognition@fpm.wisc.edu). Contact [recognition@fpm.wisc.edu](mailto:recognition@fpm.wisc.edu) for help.

### Who can submit a nomination?

Any member of the UW-Madison community can submit a nomination for any FP&M employee or team.

There is no limit to the number of nominations you can submit.

For example, managers and supervisors can nominate staff, employees can nominate their supervisors, co-workers can nominate one another, and so on.

### When can I submit a nomination?

Nominate now! The nomination period is open year round.

### 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 to receive an award.

### Can I nominate more than once?

Yes. You can nominate more than one person for the same award or multiple people for multiple [award categories](#).

You can also nominate the same person for multiple awards categories. You can nominate several people for different awards, and teams of people for any given award.

## Do I have to choose a category for the nomination?

Yes. The online nomination form only accepts a nomination with at least one Award [Category](#). If you can't decide which category is best, you can select more than one. The committee can decide which of the selected categories is more appropriate.

## Does my nominee have to meet all criteria in an award category?

No. A nominee doesn't have to meet all criteria, but they should meet most of the criteria.

## When will the decisions be made?

Final selections are generally made in Spring/Summer.

Look for updates and schedule to be posted on the Recognition web page at [inside.fpm.wisc.edu/employee-recognition](https://inside.fpm.wisc.edu/employee-recognition).

## What do the award recipients get?

Individuals and teams win a monetary award and a certificate. Depending on the final number of award winners, 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. The 2023 FP&M Recognition Awards will be held in person.

Award recipients may invite a guest. Video clips of each award recipient will be played at the event and the recipients will receive their awards at that time.

Learn more at [go.wisc.edu/nominate-fpm](https://go.wisc.edu/nominate-fpm)

Questions? Contact [recognition@fpm.wisc.edu](mailto:recognition@fpm.wisc.edu)