



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

Last update: 03/30/22

How do I submit a nomination online?

Use the online [nomination form](#) on the Inside FP&M [website](#).

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

You can print your own from the Inside FP&M [website](#) at <https://inside.fpm.wisc.edu/employee-recognition/nomination/>. Contact 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 or team. 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 until April 18, 2022.

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. You can also nominate the same person for multiple awards categories, several people for different awards, and 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 can decide which of the selected categories is more appropriate.

Does my nominee have to meet all criteria in a 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 will be made in early summer.

Look for updates on this year's Recognition Awards web page at go.wisc.edu/nominate-fpm

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. Award recipients may invite a

guest. The 2022 FP&M Recognition Awards will be held in person. An on-demand video will be played at the reception and shared afterward.