

Tutorial: Submitting an Award Nomination

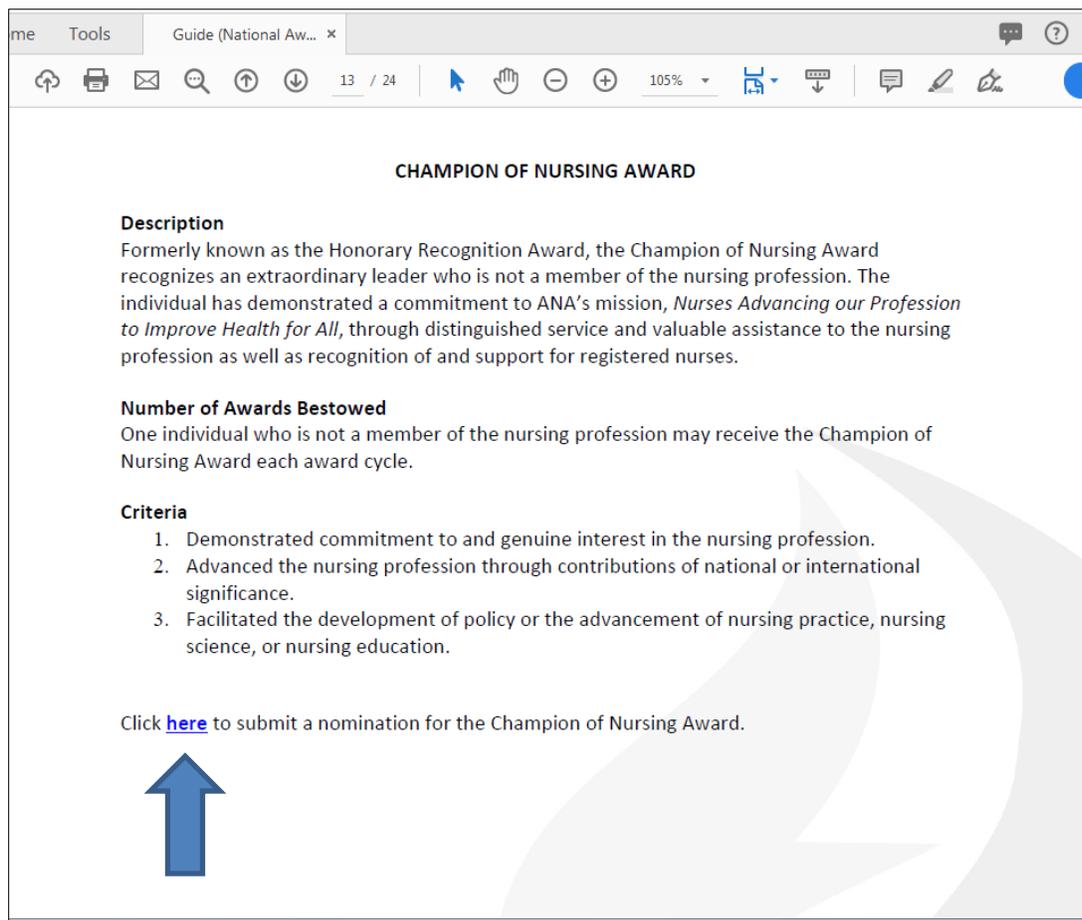
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For questions, contact leader@ana.org.

Step 1: Choose an Award

Go to the [National Awards Program Guide](#) for a list of ANA's National Awards. To view awards descriptions and criteria, go to Appendix A (pages 11-21). Below the criteria, click "here" to nominate an individual for that award. To help you prepare, the questions that you will need to answer during the online nomination process are listed in Appendix B (pages 22-24).



The screenshot shows a PDF viewer window with the title "Guide (National Aw...". The document content is as follows:

CHAMPION OF NURSING AWARD

Description
Formerly known as the Honorary Recognition Award, the Champion of Nursing Award recognizes an extraordinary leader who is not a member of the nursing profession. The individual has demonstrated a commitment to ANA's mission, *Nurses Advancing our Profession to Improve Health for All*, through distinguished service and valuable assistance to the nursing profession as well as recognition of and support for registered nurses.

Number of Awards Bestowed
One individual who is not a member of the nursing profession may receive the Champion of Nursing Award each award cycle.

Criteria

1. Demonstrated commitment to and genuine interest in the nursing profession.
2. Advanced the nursing profession through contributions of national or international significance.
3. Facilitated the development of policy or the advancement of nursing practice, nursing science, or nursing education.

Click [here](#) to submit a nomination for the Champion of Nursing Award.

A large blue arrow points upwards from the bottom left towards the "here" link.

After you click "here", it will take you to ANA's login page. If you are already logged in, it will take you directly to the beginning of the "Nomination Information" section. (Note: Each award has its own link that will take you to the nomination page for that specific award.)

Step 2: Login

Enter your User Name and Password associated with your ANA membership, then click “Login” to open the “Nominee Information” page.

ANA
AMERICAN NURSES ASSOCIATION

Have an Account or already a member?

Login to continue:

User Name:
 » Email Address

Password:
 » Reset/Forgot your Password?

Remember me for 90 days.

Please log in to access ANA's many exclusive features and services for members. This includes access to your special **MyANA** page where you can change your profile, print your **Member card**, link to your **state association site**, access your special **ANA groups** and ANA NurseSpace.org and much, much more.

[Help](#)

If you are a member or have an account and cannot login, please contact the Membership Department at 1-800-923-7709 or memberinfo@ana.org.

Don't have an Account? If you are a member, you already have an account; please login.

Register Now:

» Create an Account

You do not have to be a member to have an account. Only members have access to the full website, including MyANA.

» Find out more about membership and Join Today! .

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Step 3: Nominee Information - Details

Click “Self nomination” or “Nominate someone else” and then click “Next”. (Note: The *Hall of Fame Award* does not allow for self nomination.)

The screenshot shows the 'Distinguished Direct Patient Care Award' nomination process. At the top right is a 'Logout' link. Below the title is a progress bar with four steps: 1. Nominee Information (active), 2. Nomination Information, 3. Attachments, and 4. Nomination Preview. The main content area is titled 'Nomination Information' and contains the instruction: 'Please indicate if this nomination is for yourself, or if you are nominating someone else.' There are two radio buttons: 'Self nomination' (unselected) and 'Nominate someone else' (selected). Below the radio buttons are 'Next' and 'Cancel' buttons. At the bottom, there is a note: '* To view your previous nominations, please click the link below to proceed.' followed by a blue link 'Manage My Nominations'.

For a self-nomination, your contact information (which can be edited) will be displayed on the screen. Click “Next” to move on to the nomination questions or “Save as Draft” if you plan to return to your nomination later.

The screenshot shows the 'Champion of Nursing Award' nomination process. At the top right is the text 'Status: Draft'. Below the title is a progress bar with four steps: 1. Nominee Information (active), 2. Nomination Information, 3. Attachments, and 4. Nomination Preview. The main content area is titled 'Nominee Details' and contains the section 'Contact Information' with the following details: 'Lynn Hamilton', '8515 Georgia Ave Ste 400', 'Silver Spring, MD 20910-3492', 'Phone: (301)628-5039', and 'Email: lynn.hamilton@ana.org'. Each detail has an 'Edit' link. Below this is a link 'Update Name or Credentials'. There is a table for educational backgrounds:

Degree	Program Type	School Name	Start Date	End Date	Comments	Actions
Master's Degree		Unkno wn	4/27/2015	4/20/2017		Edit Delete
Bachelor's Degree		Unkno wn	10/1/2018			Edit Delete

Below the table is a link 'Add New Educational Background'. At the bottom are 'Save as Draft', 'Next', and 'Cancel' buttons.

If someone else is being nominated, enter the nominee's email address and click "Check".

Distinguished Direct Patient Care Award

Nominee Information 1 Nomination Information 2 Attachments 3 Nomination Preview 4

Nominee Details

Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before.

Email Address:

Check

Next **Cancel**

* To view your previous nominations, please click the link below to proceed.
[Manage My Nominations](#)

Logout

If the nominee's email address matches a record found in ANA's database, a name, company (if available), and location will appear under "Search Results".

Click the appropriate button under "Search Results" to validate that the record displayed is the individual being nominated. Click "Next" to move on to the nomination questions and skip to page 7 of this tutorial for instructions on how to proceed.

Distinguished Direct Patient Care Award

Nominee Information 1 Nomination Information 2 Attachments 3 Nomination Preview 4

Nominee Details

Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before.

Email Address:

Check

Search Results for "aosullivan2031@gmail.com"

Select	Name	Company	Location
<input type="radio"/>	O'Sullivan, Ann		Mt Sterling, IL

Next **Cancel**

* To view your previous nominations, please click the link below to proceed.
[Manage My Nominations](#)

Logout

If the award requires the nominee to be an ANA member, the nomination cannot proceed until an email address is entered and validated. If the email address entered does not match

a record in ANA’s database or you receive a message about the individual needing to be a member, please contact leader@ana.org with the name of the potential nominee, the email address you have for the nominee, mailing address (*if known*), and the name of the award. Staff will validate the nominee’s membership status and email address.

- **Note:** If the email address cannot be found and award does not require the nominee to be an ANA member (the *Champion of Nursing Award* does not require membership), the nominator may click “Do not know email address”, then click “Add Nominee Details”, and then click “Next”.

Logout

Champion of Nursing Award

Nominee Information 1 Nomination Information 2 Attachments 3 Nomination Preview 4

Nominee Details

Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before.

Email Address:

* To view your previous nominations, please click the link below to proceed.
[Manage My Nominations](#)

If “Do not know email address” was selected, the nominator will be required to complete the following fields related to the nominee.

Nominee Information 1 Nomination Information 2 Attachments 3 Nomination Preview 4

Nominee Details

Enter the email address of the person you would like to nominate. We will check our records to see if ANA has interacted with the individual before.

Email Address:

Nominee Details

* Required

First Name:

* Last Name:

* Address Type (Primary):

* Country: [Change](#)

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code:

Phone Location:

Phone Number: /
EXT

Step 4: Nomination Information - Questions

Complete the questions required for the specific award. To the right of the questions is a character count. A list of the questions posed for each award may be found in the [National Awards Program Guide](#). Click “Next” if you are ready to move on to the next step. Click “Save as Draft” if you plan to complete portions of the nomination at a later date. Once saved, you can log out or close the browser. See page 12 for details on how to access drafts.

Distinguished Direct Patient Care Award | Status: Draft

Logout

Nominee Information 1 | **Nomination Information 2** | Attachments 3 | Nomination Preview 4

Nomination Information

Please complete the following submission information:

*** Required**

Qualifications

* Describe how the nominee's contributions and commitment to personal leadership development led to the advancement of professional staff nurses.

3000

* Describe how the nominee's contributions and commitment to personal leadership improved the quality of direct patient care.

3000

* Describe how peers have recognized the nominee for demonstrating professional behavior in the provision of direct patient care.

3000

Save as Draft **Next** [Cancel](#)

* To view your previous nominations, please click the link below to proceed.

[Manage My Nominations](#)

NursePractitionerP...pdf ^ | 2019-candidates-f...pdf ^ | [Sh](#)

Step 5: Upload Attachments

The nominee's current résumé or curriculum vitae (CV) is required for all award nominations, except as noted below:

- If the nominee is deceased
 - In this situation, include as much information as possible on the nominee's education, work experience, and professional accomplishments, along with a note that a résumé or CV is not available

A professional headshot, biography, letters of support, and/or print validations also may be uploaded with the nomination.

See the [National Awards Program Guide](#) (pages 5-6) for detailed information on the requirements for supporting documentation.

[Logout](#)

Distinguished Direct Patient Care Award | Status: Draft

Nominee Information | Nomination Information | 3 | Nomination Preview

Attachments

Please upload the following documents:

File Type	Quantity	File Name
* Résumé/CV Upload the nominee's most recent résumé or CV.	1	<input type="button" value="Choose File"/> No file chosen
Letters of Support Up to five letters of support OR up to three letters of support and up to two print validations (e.g., articles published in professional journals, books, newspaper articles on nominees) of a nominee's achievements and contributions may be submitted.	5	<input type="button" value="Choose File"/> No file chosen
Print Validation Up to five letters of support OR up to three letters of support and up to two print validations (e.g., articles published in professional journals, books, newspaper articles on nominees) of a nominee's achievements and contributions may be submitted.	2	<input type="button" value="Choose File"/> No file chosen
Biography Upload a brief biography of the nominee.	1	<input type="button" value="Choose File"/> No file chosen
Photograph Upload a hi-resolution (300 dpi or higher) photograph of the nominee (if available)	1	<input type="button" value="Choose File"/> No file chosen

Previous Save as Draft Next Cancel

* To view your previous nominations, please click the link below to proceed.

[Manage My Nominations](#)

Step 6: Nomination Preview

Preview the nomination before clicking “Submit Final”.

Logout

Distinguished Direct Patient Care Award | Status: Draft

Nominee Information

1

Nomination Information

2

Attachments

3

Nomination Preview

4

Preview and Final Steps

[Print Friendly View](#)

You have reached the final step of the award nomination process. Your nomination information can be reviewed below. To complete the nomination please select an option from the choices below. Upon submission, the nomination will no longer be editable and it will be moved to the reviewing stage.

Contact Information

Nominee

Ann O'Sullivan, MSN, RN, CNE, NE-BC, ANEF
Blessing Rieman College Of Nur
Mt Sterling, IL 62353-1183

Content & Materials [Edit](#)

* Required

Qualifications

* Describe how the nominee's contributions and commitment to personal leadership development led to the advancement of professional staff nurses.

Test

* Describe how the nominee's contributions and commitment to personal leadership improved the quality of direct patient care.

Test

* Describe how peers have recognized the nominee for demonstrating professional behavior in the provision of direct patient care.

Test

Uploaded Attachments [Edit](#)

* Required

File Type	Quantity	File Name
* Résumé/CV	1	Test 1 - CV.docx
Letters of Support	5	Test 2 - Letter of Support.docx Test 3 - Letter of Support.docx
Print Validation	2	Test 4 - Print Validation.docx
Biography	1	
Photograph	1	

[Previous](#) [Save as Draft](#) [Submit Final](#)

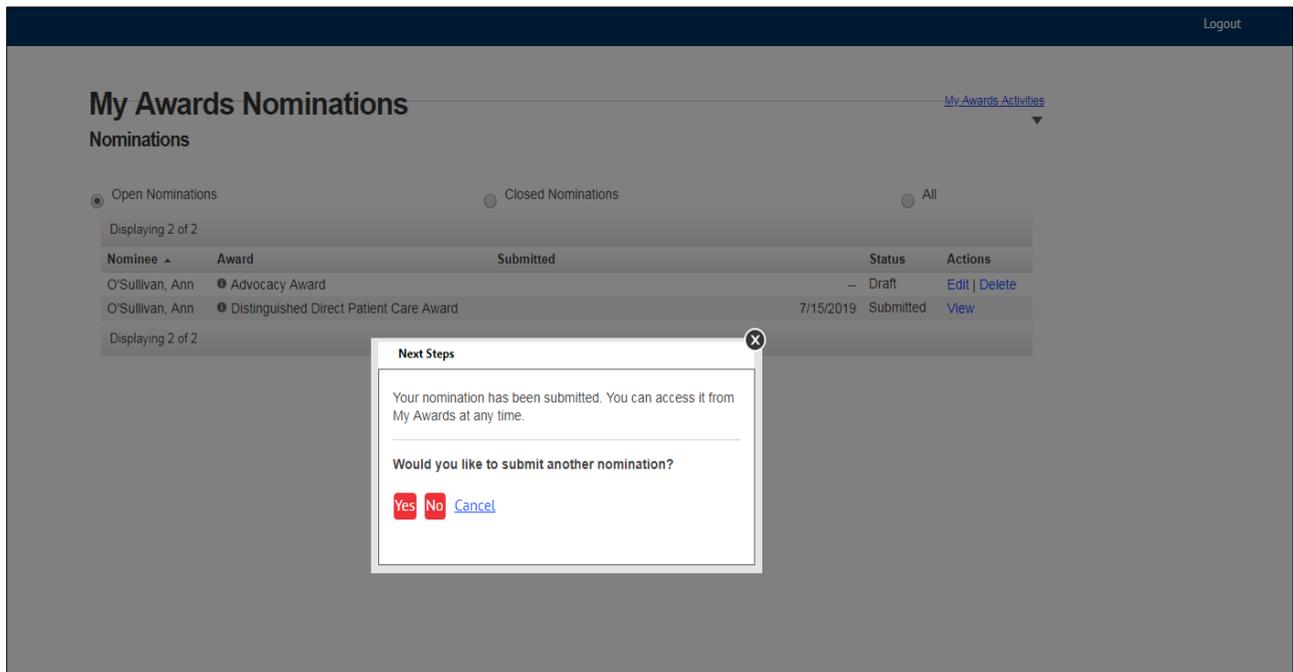
* To view your previous nominations, please click the link below to proceed.

[Manage My Nominations](#)

Step 7: Confirmation and Submitting Another Nomination

After clicking “Submit Final”, an email confirmation will be sent to the nominator’s email address. A pop-up window will appear to:

- Inform the nominator that award nominations may be accessed from “My Awards”
- Ask if the nominator would like to submit another nomination
 - Click “Yes” or “No”.
 - If “Yes” is clicked, it will take you to a list of awards. *(Alternatively, you can click an award link in the [National Awards Program Guide](#).)*
 - If “No” is clicked, you will stay on the “My Awards Nominations” page. You can log out at any time.



The screenshot shows the 'My Awards Nominations' page. At the top right, there is a 'Logout' link. The main heading is 'My Awards Nominations' with a 'My Awards Activities' link. Below this, there are tabs for 'Open Nominations', 'Closed Nominations', and 'All'. A table displays two nominations for 'O'Sullivan, Ann'. A pop-up window titled 'Next Steps' is overlaid on the table, containing the text: 'Your nomination has been submitted. You can access it from My Awards at any time.' Below this text is the question 'Would you like to submit another nomination?' with three buttons: 'Yes', 'No', and 'Cancel'.

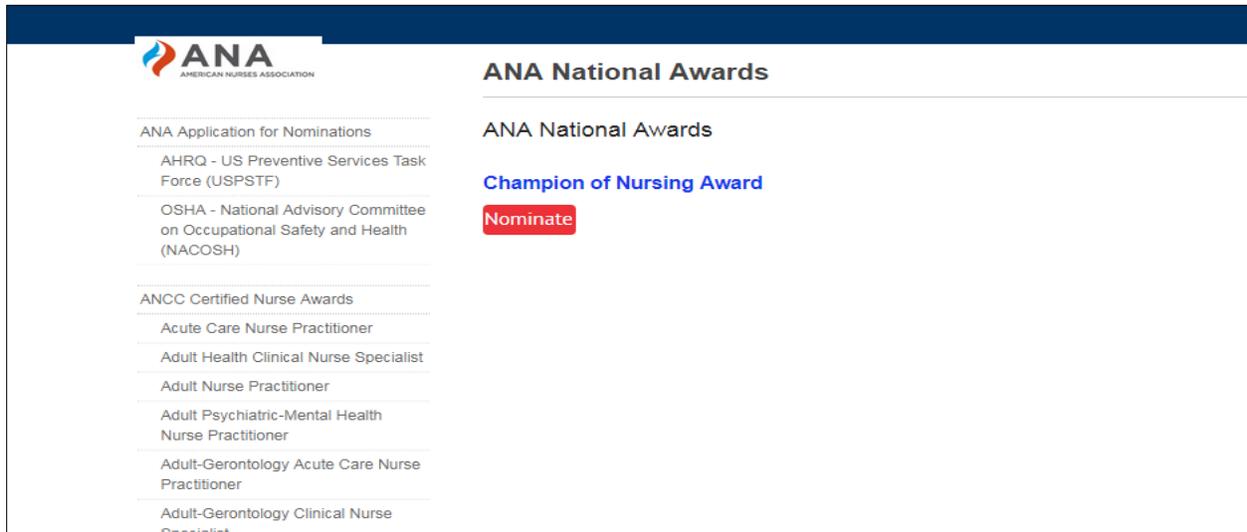
If “Yes” was clicked, it will take you to a list of all awards from ANA and ANCC. To find ANA’s National Awards, scroll down to the bottom of the page and click the award name.



The screenshot shows a list of awards. The list includes: Psychiatric-Mental Health Nursing, Rheumatology Nursing, School Nurse Practitioner, School Nursing, ANA National Awards, Advocacy Award, ANA Hall of Fame, **Champion of Nursing Award**, Distinguished Direct Patient Care Award, Diversity Award, Foundations of Nursing Practice Award, Leadership in Ethics Award, and Public Health Service Award. A large blue arrow points to the 'Champion of Nursing Award'.

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Click on “Nominate”.



The screenshot shows the ANA National Awards page. On the left, there is a list of award categories under the ANA logo. The categories include: ANA Application for Nominations (with sub-items AHRQ - US Preventive Services Task Force (USPSTF) and OSHA - National Advisory Committee on Occupational Safety and Health (NACOSH)), ANCC Certified Nurse Awards (with sub-items Acute Care Nurse Practitioner, Adult Health Clinical Nurse Specialist, Adult Nurse Practitioner, Adult Psychiatric-Mental Health Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, and Adult-Gerontology Clinical Nurse Specialist).

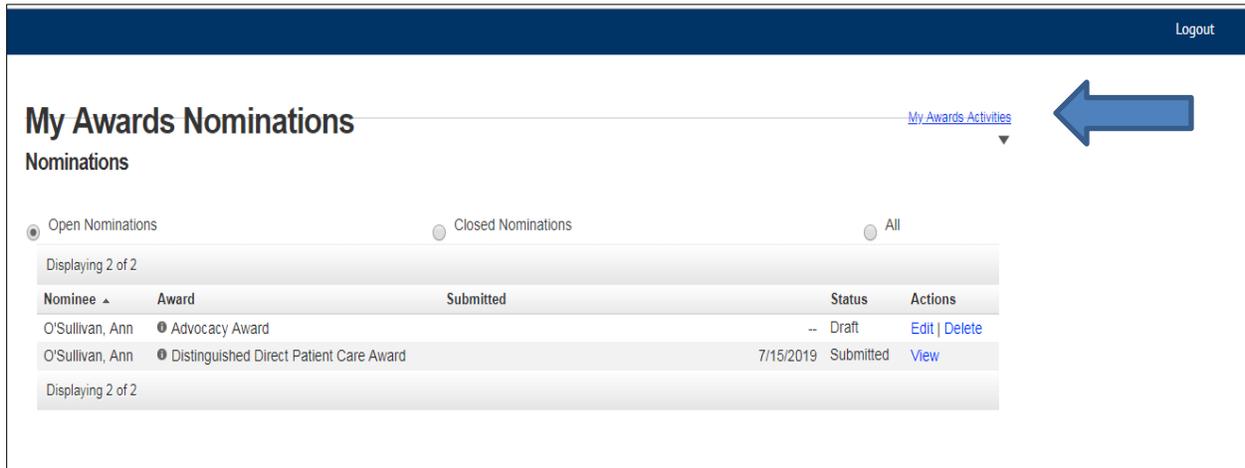
On the right, the page is titled "ANA National Awards" and features a section for the "Champion of Nursing Award" with a prominent red "Nominate" button.

You will be taken directly to the nomination form for that award. Return to the instructions in Step 3 (page 4) to finish the nomination.

Step 8: My Awards

The “My Awards” page displays the list of both draft and submitted nominations. Draft nominations may be edited or deleted.

Once a nomination is submitted, it may only be viewed.



My Awards Nominations [My Awards Activities](#)

Nominations

Open Nominations Closed Nominations All

Displaying 2 of 2

Nominee ^	Award	Submitted	Status	Actions
O'Sullivan, Ann	Advocacy Award		-- Draft	Edit Delete
O'Sullivan, Ann	Distinguished Direct Patient Care Award	7/15/2019	Submitted	View

Displaying 2 of 2

To access your draft and submitted nominations, go to:

<https://ebiz.nursingworld.org/PersonifyEbusiness/AboutUs/APAAwards/MyNominations.aspx#>. You can also click on “My Awards Activities” and then click on “My Awards Nominations”.