

Submitting CIG Service Award Nomination

Step 1: Gather the forms needed to start the nomination process (<http://www.nacada.ksu.edu/Events-Programs/Awards/CIG-Service-Awards.aspx>)

Nomination Process:

Nominations must contain adequate factual or descriptive material for the selection committee to evaluate the nomination, including:

1. **A completed nomination form** (fillable pdf // word document)
2. **A supporting letter from the nominator** providing evidence that the candidate has made significant contributions to the goals and objectives of a commission, interest group, cluster, or the CIG Division.
3. **Letters of support from colleagues** within the commission, interest group, or cluster (not to exceed three letters)

Step 2: Go to the Nomination Portal

The screenshot shows the NACADA website interface. At the top right, there is a link for "LOGIN / CREATE ACCOUNT". The main navigation bar includes "MEMBER SERVICES", "ABOUT US", "RESOURCES", "EVENTS & PROGRAMS", and "COMMUNITY". The "EVENTS & PROGRAMS" menu is expanded, showing a list of options: "Awards", "Association Awards", "Awards Call", "Research Grants", "CIG Service Awards" (highlighted), "Submission Instructions", "Scholarships", "Region Awards", "Nomination Forms", "Past Recipients", "Retiree", and "PubWinners".

The main content area is titled "CIG Service Award" and includes a breadcrumb trail: "Home » Events & Programs » Awards » CIG Service Awards". Below the title, there is a link that says "Submit your nominations at the **Nomination Portal**", which is highlighted with a red rectangular box. The text below explains that the award recognizes individuals for outstanding service, leadership, and commitment. It also lists several key areas: Eligibility, Criteria, Nomination Process, Responsibilities Involving the CIG Service Award, and Timeline and Deadlines for the CIG Service Award.

On the right side of the page, there is a section titled "Past Recipients" with a list of years from 2002 to 2012.

Step 3: On this page, create a password for your nomination. Select “National Awards/Scholarships/Grants”

NACADA The Global Community for Academic Advising

Home

Award/Scholarship/Grant Nomination - NACADA 2013

NACADA Award/Scholarship/Grant Nomination

To begin a New Award/Scholarship/Grant Nomination, simply assign a password and select the Type and Category. The password will allow you to access this nomination in the future. Use the Nominator's last name or any password you choose.

To display an existing Award/Scholarship/Grant Nomination enter the Award/Scholarship/Grant Nomination Number and password below. The password is case-sensitive.

New Password: [password field]

Re-Enter Password: [password field]

Type: National Awards/Scholarships/Grants
 Research Grants
 Region Awards/Scholarships/Grants

Category: [dropdown menu]

Award/Scholarship/Grant Nomination Number: [text field]

Password: [text field] [Forgot My Password](#)

Start New **Load**

NACADA Executive Office

Step 4: In the Category drop down, choose the specific cluster group; then click “Start New”

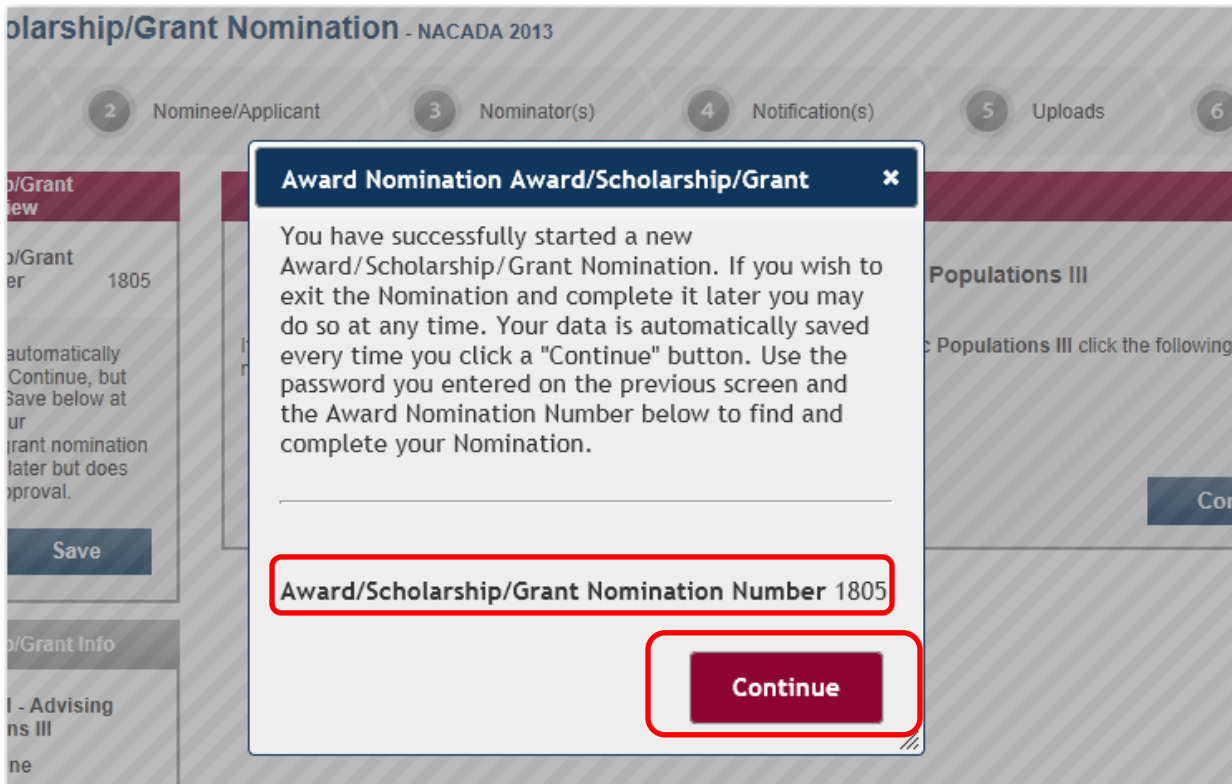
Research Grants

Region Awards/Scholarships/Grants

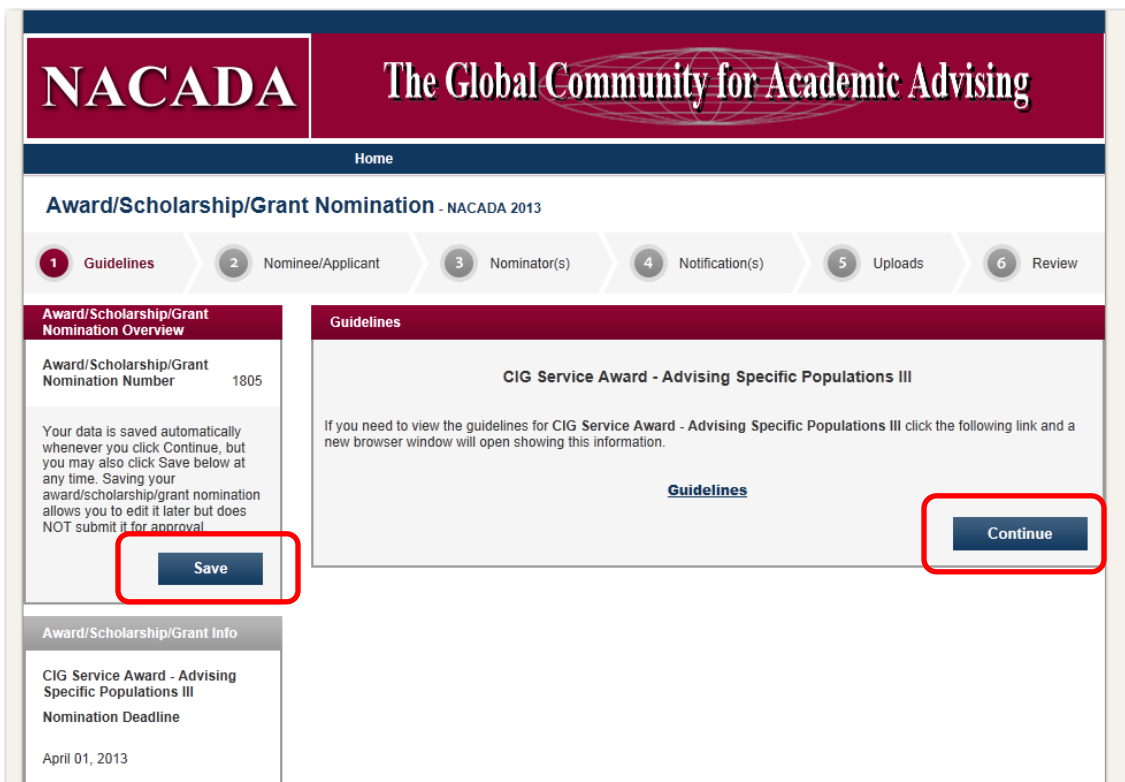
Category: CIG Service Award - Advising Specific Populations III

Start New

Step 5: A screen like this will appear, click “Continue”. Make note of the Nomination Number.



Step 6: At any point, click “Save” on the left hand column in order to save your nomination and revisit it later. Click “Continue”



Step 7: Complete your **nominee's** information in the fields provided; click "Continue"

Nominee/Applicant Info

Name Title First Middle Last

Title

Nominee is a current NACADA member.

College / Dept.

Institution

Street Address

Address 2

City State/Province Zip/Postal Code

Country

Phone ext. Fax

Email

Email Confirm

Step 8: Complete **your** information; click "Continue"

Nominators Info

You are currently viewing the info for

Same as Nominee/Applicant

Name Title First MI Last

Title

College / Dept.

Institution

Street Address

City

State/Province Zip/Postal Code

Country

Phone ext. Fax

Email

Email Confirm

Step 9: If your nominee would like additional persons notified if they are chosen for the award, enter their information. Click “Save and Add Notification” to add an additional person. When complete, click “Continue”

Notifications Info

You are currently viewing the info for **Mrs. Sa** [Save and Add Notification](#)

In the event this nomination/application is chosen for an award, scholarship or grant, please notify the following individuals in addition to the recipient.

Name Title **Mrs.** First **Sarah** MI Last **Rose**

Title Assistant Director

College / Dept. College of Business

Institution Kansas State University

Street Address 122 Anderson Hall

City Manhattan

State/Province Kansas **Zip/Postal Code** 66506

Country United States

Phone (785) 532-6237 ext. Fax

Email sarahrose@ksu.edu

Email Confirm sarahrose@ksu.edu

[Back](#) [Save and Add Notification](#) [Continue](#)

Step 10: Next upload your Nomination Form, Supporting Letter, and Letters of Support. These documents must be in a PDF format. Click “Continue”

Uploads

Nominations must contain adequate factual or narrative material that describes the extent to which an individual meets the awards criteria. Upload the following information in PDF format to support the nomination.

1 Nomination form

File 1 CIG Service Award Nomination Form.pdf Uploaded 2013-02-07 01:19:19 Remove

2 A supporting letter from the nominator
This letter should provide evidence that the candidate has made significant contributions to the goals and objectives of a commission, interest group, cluster, or the CIG Division.

File 1 CIG Service Award Supporting Letter.pdf Uploaded 2013-02-07 01:19:35 Remove

3 Letters of support
These letter should be from colleagues within the commission, interest group, or cluster (not to exceed three letters)

C:\Users\stusr\Desktop\CIG Service Award Letters [Browse...](#)

File 1 CIG Service Award Letters of Support.pdf Uploaded 2013-02-07 01:19:45 Remove

[Back](#) [Continue](#)

Step 11: Review all the information to make sure it is correct and complete. Please review the note below prior to submitting. Click “Submit Nomination” at the bottom of the page.

Current NACADA Member: Yes		
Nominator(s)	Mrs. Hannah Bloom Title: Vice President College/Department: Student Services Institution: Kansas State University Address: 2323 Anderson Hall Manhattan KS 66506 United States Phone Number: 7855325715 Email: hbloom@ksu.edu	Edit
Notification(s)	Mrs. Sarah Rose Title: Assistant Director College/Department: College of Business Institution: Kansas State University Address: 122 Anderson Hall Manhattan KS 66506 United States Phone Number: 7855326237 Email: sarahrose@ksu.edu	Edit
Upload(s)	1 - Nomination form Forms File 1 - CIG Service Award Nomination Form.pdf Uploaded: 2013-02-07 01:19:19 2 - A supporting letter from the nominator Forms File 1 - CIG Service Award Supporting Letter.pdf Uploaded: 2013-02-07 01:19:35 3 - Letters of support Forms File 1 - CIG Service Award Letters of Support.pdf Uploaded: 2013-02-07 01:19:45	Edit
Please Note <p>Once you submit your nomination, you will see a confirmation page indicating that your nomination has been successfully submitted. Please be patient during processing - it may take a few moments.</p> <p>If you are not ready to submit this nomination, do not click 'Submit Nomination' below. This nomination has been saved and you can come back and make changes to it at another time by entering the Award /Scholarship Nomination Number 1805 and your password. But remember, you must submit the nomination before the deadline of April 01, 2013.</p> <p><i>Do not submit the same application twice.</i> After you submit the nomination you will not be able to make changes online. You will need to contact NACADA by phone or email (see sidebar to the left).</p> <p>To avoid missing communications concerning your nomination, please add nawards@ksu.edu to your contact list.</p>		
Back		Submit Nomination

Step 12: If you have submitted the nomination to our system you will see the dialog box shown below.

Nomination Confirmation

You are done.

Thank you for your nomination for the NACADA 2013 CIG Service Award - Advising Specific Populations III. An email confirmation has been sent to you containing the full content of your nomination.

[Start New Nomination](#) [Load Nomination](#) [Return Home](#)