

Award Nomination System- Instructions for Nominators and Seconders for the President's Awards for Excellence

This is a guide starting with how to create a nomination, then below is how to second a nomination.

How to make a nomination:

Details of the College's Staff Recognition Awards, including the strands of the President's Awards for Excellence, can be found at: <https://www.imperial.ac.uk/staff/college-staff-recognition-awards/>.

It is recommended that the guidance for the particular strand and category you are making a nomination for is reviewed to prepare nominations before accessing the nomination system.

For any help regarding the system or a specific award please use contact list below:

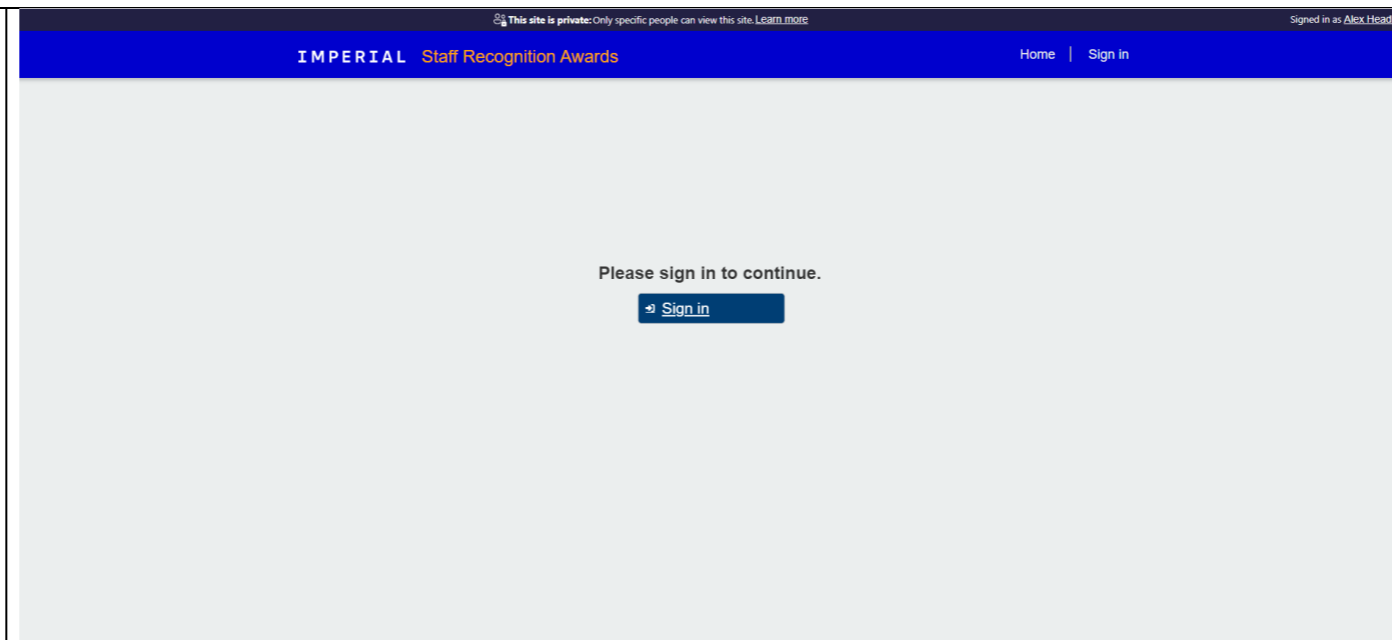
Enquiries about President's Awards for Excellence in Education should be directed to [Anushka Patel](#)

Enquiries about President's Awards for Excellence in Research should be directed to [Alex Headley](#)

Enquiries about President's Awards for Excellence in Societal Engagement should be directed to [The Societal Engagement Team](#)

Enquiries about President's Awards for Excellence in Culture and Community and the Garden Party should be directed to [Suzanne Christopher](#)

1. Follow this link to the [Homepage of the new online nomination system](#).
2. Sign in using you College username and password.



3. This is your Nominations homepage. Any nominations you create or are named as a proposer or seconder on will appear here.

4. From this page you can Raise a new nomination, propose a nomination that has been created by someone else, or second a nomination.

IMPERIALStaff Recognition Awards

Home | Admin | Review | Alex Headley

My Nominations

Raise a new nomination

Stream	Category	Cycle Period	Nominee Name	Created By	Proposer Name	Proposed Date	Seconder Name	Seconded Date	Status
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The President's Awards for Excellence in Education

The President's Awards for Excellence in Education are awarded annually to recognise staff members who have made outstanding contributions in teaching, research supervision and supporting the student experience.Nominations can be made by staff and students from all areas of the College. The awards are decided by a selection panel, representing both staff and students.

Anushka H Patel

Ayomide O Oluyemi

✓ Select Award Category

The President's Awards for Excellence in Research (Test)

The President's Awards for Excellence in Research are annual awards to recognise staff members who have made outstanding contributions in early career research, research support, as part of a research team, and in research innovation and external collaboration.Nominations can be made by staff from all areas of the College. The awards are decided by a selection panel, overseen by the Vice-Provost (Research).

✓ Select Award Category

The President's Awards for Excellence in Culture and Community

The President's Awards for Excellence in Culture and Community recognises those staff who have made outstanding contributions over the last year in four different categories: Leadership; Equality, Diversity and Inclusion, Collaboration and Sustainability.Nominations can be made by staff from all areas of the College. The awards are decided by a selection panel representing both support services and academic staff.

Suzanne P Christopher

✓ Select Award Category

Imperial Garden Party

The Imperial Garden Party is an annual event which celebrates all staff and students who have been nominated by their managers, peers and colleagues for their exceptional contributions to the College within the last year.It also recognises staff who have supported important projects, provided excellent service, taken on new challenges or gained a qualification whilst demonstrating commitment to the College's values and behaviours, Respect, Collaboration, Excellence, Integrity, and Innovation.Nominations can be made by staff from all areas of the College. The nominations are considered by a selection panel representing both support

Suzanne P Christopher

✓ Select Award Category

6. Select the specific award category for which you wish to nominate from the list shown (i.e. outstanding early career researcher, outstanding research team, or research support excellence).

7. Please be sure to check the award details and eligibility criteria.

Award Categories

← Back to Previous Page

Award Stream

The President's Awards for Excellence in Research (Test)

Category Name	Description	Eligibility Text	
The President's Award for Outstanding Research Team (Test)	The Award for Outstanding Research Team aims to celebrate the achievements of research teams at Imperial, recognising outstanding research that delivers impact, a team's international standing and their beneficial contribution to Imperial.This award category offers a maximum of two awards, including up to one Medal.Elaborate teams are those of at least five staff members, led by an Imperial academic at lecturer grade or above. Multidisciplinary teams are particularly encouraged to be considered for an award.	Eligible teams are those of at least five staff members, led by an Imperial academic at lecturer grade or above.	📄 Start Nomination Form

12. Complete all the questions (these are different for each award).
The evidence supplied here will inform the decisions made by the selection panel, so please ensure you have read the award’s guidance and provide the best case possible.

13. If you have any further comments, you think are pertinent to the nomination, you may add these in the Nominator Comments tab.
Please save your work regularly and refer back to the award categories specific guidance to ensure the best case is put forward.

Edit Nomination

Submit

Propose

Second

Nomination Instructions

Nomination Details

Nomination Responses

Nomination Team

Attachments

Nomination Comments

Nomination overview

Please summarise why you believe your nominated team deserves recognition through this award. Details of activities linked to the nomination criteria can be included in following fields. 1,500 character limit

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0 characters

Impact

Please provide examples of how the team’s research has delivered impact within and across disciplines. 500 character limit

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0 characters

International standing

Please provide evidence that the research team has an international reputation for outstanding research in the relevant research field/theme. 3,00 character limit

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0 characters

External support

Please include a statement of support from an independent third party external to Imperial. If attaching a word or PDF document, please upload the document using the attachments tab.

14. If you are nominating a team, please use the nomination team tab to include all team members. If your team has a collective name, please make this clear in the nomination form.

15. Click the ‘add’ button to add each team member.

Edit Nomination

Submit

Propose

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Nomination Comments

Add

Team member

Harpinder Virdee

16. If the award category allows attachments and you have some documents you wish to upload to support the nomination, click “Add attachment” in the Nomination Attachment section and give the document a description, then Browse to find and select the relevant document. Click “Create” to attach the document to the nomination. Repeat for each attachment you wish to include. Supported attachment types include Word documents, PDFs and Excel. Some award categories do not allow attachments.

Edit Nomination

Submit

Propose

Second

Nomination Instructions

Nomination Details

Nomination Responses

Nomination Team

Attachments

Nomination Comments

Add Attachment

Description	Attached File	Actions
Support Letter	sample.pdf	<div>Delete</div>

17. Review the nomination, then click “Submit”. Your nomination is now proposed and needs to be endorsed by the second member of staff named as seconder. An email will automatically be sent to the Seconder instructing them to access the system to second the nomination. The nomination should be marked in the Status field within the nomination form and on the ‘My Nominations’ dashboard as “Proposed (Awaiting Seconder)”.

18. Once submitted the nomination will remain in your nominations list if you wish to edit before the submission deadline.

My Nominations

Raise a new nomination

Stream	Category	Cycle Period	Nominee Name	Created By	Proposer Name	Proposed Date	Seconder Name	Seconded Date	Status	
The President's Awards for Excellence in Research	The President's Award for Outstanding Research Team	The President's Award for Outstanding Research Team	Alex Headley	Alex Headley	Harpinder Virdee	11/11/2024	Juliet O'Rourke		Submitted (Awaiting Proposer)	<div><div></div>Edit</div>
The President's Awards for Excellence in Research	The President's Award for Outstanding Research Team	The President's Award for Outstanding Research Team	Darshan Vigneswara	Alex Headley	Suzanne P Christopher	11/11/2024	Anna Kosior		Submitted (Awaiting Proposer)	<div><div></div>Edit</div>

How to second a nomination:

1. Follow this link to the Homepage of the new online nomination system.	
2. Sign in using you College username and password.	<div><div><div><div>This site is private: Only specific people can view this site. Learn more</div><div>Signed in as Alex Headley</div></div><div>IMPERIAL Staff Recognition Awards</div><div>Home Sign in</div></div><div>Please sign in to continue.</div><div><div></div>Sign in</div></div>

3. All nominations that the seconder is involved in (as creator/proposer/seconder) will appear on this dashboard. Each nomination entry on the dashboard will include the names of the creator, proposer and seconder and the current status of that nomination.

4. The seconder should click the “Edit” next to any nomination with the status “Proposed (Awaiting Seconder)” for which they are the named seconder to review the nomination.

5. If you have any further comments, you can add these in the Nomination Comments tab under seconder comments.

6. Read through the answers given by the creator/proposer and add/edit the form as desired.

7. The seconder should then click “Second” (top right of screen) if they approve of the nomination. The nomination is now complete and will be marked in the Status field as “Seconded (Ready For Review)”. No further action is required.

My Nominations

Raise a new nomination

Stream	Category	Cycle Period	Nominee Name	Created By	Proposer Name	Proposed Date	Seconder Name	Seconded Date	Status		
The President's Awards for Excellence in Research	The President's Award for Outstanding Research Team	The President's Award for Outstanding Research Team	Alex Headley	Alex Headley	Harpinder Virdee	11/11/2024	Juliet O'Rourke		Proposed (Awaiting Seconder)	<div>Edit</div>	<div>Delete</div>

Edit Nomination

Save Response

Submit

Propose

Second

Nomination Responses

Nomination Details

Nomination Team

Attachments

Nomination Comments

Proposer Comments

Seconder Comments

Enter text...

Submit