

Thank you for your interest in applying for a PMI Northern Utah Chapter Professional Award. This document provides additional submission guidelines for your nomination. Please read each section carefully, and sign where directed on the Contact Information form, that you have read and have complied with these directives. This is a *must read* document for your application.

### Purpose of the PMI Professional Awards

Project Management Institute (PMI) strives to offer a professional awards program that encourages and recognizes the accomplishments of project management professionals and organizations around the world. PMI places a high regard and value on recognizing and honoring those who have made significant, memorable contributions to the Institute and to the project management profession. You can honor superior performance when you nominate excellent projects, project management professionals, training providers and organizations for PMI Professional Awards.

### Application Deadline

The “Call for Nominations” begins September 1 each year. The deadline to submit nominations is as follows:

- PMO of the Year – 03/01/2018
- Project of the Year - 03/01/2018

### Eligibility

- Eligibility differs for each award. PMI affiliation is not required for a nominated PMO or nominated project.
- For additional information, refer to each individual award guidelines document posted on the specific award page.

### Not Eligible

- Current PMI staff, contractors and/or consultants are not eligible to apply for an award.
- Acts performed under contract to PMI, directly or indirectly, will not be considered.
- Sitting members of PMI’s or PMINUC Board of Directors may not participate in the nomination process of an award, nor are members of the Board eligible to receive an award.
- Individuals or organizations that have failed to comply with PMI policies and procedures, including but not limited to PMI’s Code of Ethics and Professional Conduct, will not be considered.
- For additional information, refer to each individual award guidelines document posted on the specific award page.

### Number of Awards

- The number of recipients differs for each award.
- PMI reserves the right not to select any recipients for a particular year if the evaluations performed indicate that nominations do not meet the stated criteria.
- For additional information, refer to each individual award guidelines document posted on the specific award page.

### Criteria

- Specific criteria are outlined in each award Application.
- Submissions **must** address all of the criteria elements.
- For additional information, refer to each individual award guidelines document posted on the specific award page.

## Nomination Procedures

- There shall be one designated lead nominator with whom PMI NUC will communicate regarding the nomination.
- Lead Nominator's responsibilities:
  - Must have knowledge of the nominated project or nominee and the project management principles applied.
  - Must document any direct personal or professional relationship of the lead nominator to the nominated project or nominee.
  - Must ensure the nomination package is complete at the time of submission; incomplete nomination packages will not be evaluated.
  - Must review the specific eligibility, restrictions and content outlined on each award document.
  - Must ensure the following documents are included with the submission. Failure to provide the necessary forms will eliminate the nomination from consideration.
    - **PMI Permissions and Release Form**

The nominee/client/owner of any body of work being considered for a PMI Professional Award must complete and sign the form confirming whether he or she did, or did not, use any PMI trademark, logo or copyrighted content from any PMI publication. Usage will require permission from PMI in the form of a permission agreement or license available at "<http://www.pmi.org/Forms-Permissions>". The award nomination package must provide the PMI Permission Agreement Title or License Number in Box A of the PMI Permissions Form, available on each awards web page. If no PMI intellectual property has been used in the body of work being considered for a PMI Professional Award, please complete Box B on the PMI Permissions Form. Signing of the form also grants PMI the non-exclusive right to use any submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies. Lead Nominators (unless you are also the nominee/client/owner of the body of work) must forward this form to the nominee and ensure that the nominee signs, dates, and returns the form that must be included in the nomination package. The form will not count toward the stated page count maximum.
    - **PMI NUC Contact Information Form**

This document lists the contact information for the lead nominator and nominee, etc. This form, available on the chapter web page, will not count toward the stated page count maximum.

## Nomination Requirements

- Nominations must be sent electronically to [awards@projectmanager.org](mailto:awards@projectmanager.org) and must be received no later than the due date shown under "Application Deadline."
- All submitted material must be in English with a minimum of a 10-pt. font, in 8 1/2" x 11" letter or A4 format.
- Specific submission and criteria page count maximums are outlined on each individual awards web page and application document. Submissions that exceed the documented page count maximum will not be evaluated.
- Any additional documentation in alternate media formats, such as multimedia, will not be evaluated.
- Nomination packages that are incomplete or are received after the submission deadline will not be reviewed.
- There are no application fees to apply for any of the PMI NUC Professional Awards.
- For additional information, please refer to each awards web page and Application document posted on the awards web page.

## Nomination Package Content

- All nominations must contain the following:
  - Application Documentation
  - PMI Permissions and Release Form\*
  - PMI NUC Contact Information Form\*

\* These documents do not count toward the page count maximum.

## Additional Nomination Package Content Details

- Nominations and all supporting material (if requested) must be in English.

- Supporting Documents (if applicable): Supporting documents (photographs, newspaper articles, organizational charts, etc.) count toward the page count maximum.
- Letters of support: Included in the page count maximum unless noted otherwise in the individual Awards Guidelines.
- Web Pages, Video, CDs: The criteria should be answered in the nomination; review of any web pages, video and/or CDs would be at the option of the evaluator unless specifically requested by the nominee in relation to the criteria.
- PMI NUC may use submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies.
- PMI NUC will not reimburse any expenses for assembling the nomination package or for any presentation materials that may need to be created should the nomination be selected as a winner.
- For additional information, please refer to the individual awards Guidelines document posted on the awards web page.

## Verification, Evaluation and Selection

- The PMI NUC Awards Administrator will contact the lead nominator to confirm receipt and eligibility of the nomination package.
- The PMI NUC Awards Administrator, Public Relations Manager and/or designee will verify the nominations eligibility.
- The PMI NUC Awards Administrator will send the nomination package to a designated panel of evaluators, who are subject matter experts, for evaluation.
- The nominations, evaluation process and scores are proprietary to PMI NUC and will not be disclosed to nominators or nominees.
- The Lead Nominator and Nominee will be notified of the status of the nomination at the conclusion of the evaluation process.
- Selection and communication of nomination status shall take place no later than the third quarter of the year.

## Presentation of the Award

- Awards will be presented at the next Professional Development Conference.
- PMI NUC reserves the right within its sole discretion, and at any time up to the time of the presentation of the award, to determine that a nominee is or has become ineligible for the award. In any such case, PMI NUC will notify the nominee and/or lead nominator of its decision as soon as possible prior to the award presentation.
- The award recipient will be publicized through PMI NUC communication channels and external media after the presentation of the award. A recipient may also coordinate additional publicity with PMI NUC after the presentation event.

## Program Inquiries

Thank you for your interest and support of the PMI NUC Professional Awards Program.

- Please direct all inquiries, comments and submissions to [awards@projectmanager.org](mailto:awards@projectmanager.org).
- Web site address: [www.projectmanager.org](http://www.projectmanager.org)