



# Excellence in Technology Awards Nomination Compliance Checklist

## OIMT Review

- Staff will review all nominations to determine compliance with each of the areas listed
- The nominators of any nominations that do not meet these criteria will be notified and granted one 24-hour period to resolve the situation. Nominations that remain non-compliant will not be reviewed by the judges.

## Deadline

- Nomination forms must be submitted no later than Tuesday, May 1, 2013, at 4:30 p.m. HST

## Format Requirements

- Length of submission not to exceed seven pages total
- Sections 3-5 not to exceed five pages
- Font = Arial 12pt
- All margins no smaller than one inch

## Required Five Elements

- Cover page (with the following: title, category, contact, state, project initiation and completion dates)
- Executive Summary (one page)
- Description of the business problem and solution (section 3)
- Significance of the project to the improvement of the operation of government (section 4)
- Benefits of the project (section 5)

## Additional Requirements

- Nominations must be made by the Department Director or other state members with the Director approval.
- A project can only be nominated in one category.