

Compliance Checklist

Review

- OIMT 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

- Completed online nomination forms must be submitted no later than **May 2, 2014**, at 4:00 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

- Multiple submissions by Departments/Agencies are permitted
- A project can only be nominated in one category.
- A previous award recipient project cannot be resubmitted.
- With the exception of FastTrack Solutions, all projects must be completed between December 1, 2011 and December 1, 2013. Fast Track Solutions submissions are to be completed after December 1, 2013 and to have a duration of no more than nine (9) months