# Nomination template

This template is a guide only – a nomination for the Awards can only be lodged through the online portal at [www.apsdataawards.gov.au](http://www.apsdataawards.gov.au). However, preparing your nomination in this Word document format will help you obtain the required approvals from within your organisation prior to submitting your nomination.

Nominations Close at **11.59pm** **Thursday, 15 August 2024 (AEST).**

All enquiries about the nomination process or the Awards portal should be directed to [info@apsdataawards.gov.au](mailto:info@apsdataawards.gov.au).

# Categories

Enter any of our eight categories. If you are nominating the same initiative in multiple categories, please upload a separate nomination for each category.

|  |  |
| --- | --- |
| Award | Applying as: |
| **Data Leadership** | Individual  Team/s  APS organisation/s |
| **Data Sharing and Partnerships** | Individual  Team/s  APS organisation/s |
| **Data Science and Analytics** | Individual  Team/s |
| **Data Visualisation and Storytelling** | Individual  Team/s |
| **Data Engineering** | Team/s  APS organisation/s |
| **Early Data Career** | Individual  Team/s  APS graduate project team |
| **Diversity and Inclusion in Data** | Individual  Team/s |
| **Innovative, Ethical and Responsible Use of Artificial Intelligence (AI)** | Individual  Team/s  APS organisation/s |

# Submitting agency

List lead agency if a joint submission.

* Agency:
* Agency website:
* Agency size (full time equivalents):

# Contact officer

Please provide the contacts details for the individuals to be contacted regarding the APS Data Awards nomination and process.

## Main contact officer details

* Full name:
* Agency:
* Position title:
* Email:
* Phone:

## Secondary contact officer details

* Full name:
* Agency:
* Position title:
* Email:
* Phone:

# Nomination details

Please complete the relevant individual, team and/or organisation details who are included in the nomination. Sections not required can be left blank. All individuals must provide approval for their personal details to be included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name | Agency | Position title | Team | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I certify that all identified individuals have provided approval for inclusion of their personal details.

# Executive endorsement

All nominations require endorsement by the lead Agency at SES Band 2 level or above prior to submission.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Full name | Agency | Position title | Email |
| **SES Band 2  or above** |  |  |  |  |

I confirm that the identified Executive has endorsed this nomination for an APS Data Award.

The identified Executive has read, acknowledged, and accepted the [Collection Notice on this form](https://www.apsdataawards.gov.au/collectionnotice).

For collaborative agency nominations all relevant Executives from the agencies involved have endorsed this nomination.

# About your work

This section will be provided to the short-listing and judging panels. Please do not include personal identifiers or other information which would allow the panel to identify individuals.

Each category in the APS Data Awards will be evaluated based on four key criteria and should be considered in your response.

* Relevance (to the objectives of the awards program and nominated category)
* Originality (novel, innovative)
* Impact (value, measurable benefits)
* Wider applicability (reuse, repeatability, and scalability)

## Project/initiative (or completed milestone within a larger project) start/finish dates

The reference period for eligible work is the one-year period prior to nominations opening   
(6 June 2023 – 6 June 2024).

I confirm that the project/milestone has been completed within the reference period.

# Title of your nomination

This will be how your submission will be identified and referred to including the finalist/winner announcement. The title should be aligned to the project of work that you are nominating.

*<insert your title here>*

## High level description

**How would you summarise your project/initiative including its purpose and outcomes?** (300-word limit)

*<insert your response here>*

**In what way does your project/initiative demonstrate relevance to the category you are nominating for?** (200-word limit)

*<insert your response here>*

**In what way does your project/initiative demonstrate originality?** (200-word limit)

*<insert your response here>*

**What impact has your project/initiative delivered to the Australian community?** (200-word limit)

*<insert your response here>*

**How does your project/initiative have (or the potential to have) wider applicability?** (200-word limit)

*<insert your response here>*

**Attachments**

You are encouraged to attach additional context to support your nomination. For example, reports, metrics, screenshots, videos or graphs. Please ensure any personal identifiers and/or sensitive or commercial-in-confidence information is redacted.

# Before you submit your entry

When submitting your nomination you will be requested to sign the following. Please ensure this has been completed prior:

I have read, acknowledge, and accept the [Collection Notice](https://www.apsdataawards.gov.au/collectionnotice) for the APS Data Awards.

This nomination does not include any sensitive or commercial-in-confidence information.

I acknowledge that the information provided within this nomination will be used within APS Data Awards judging and promotional activities.

I confirm that all identified individuals have reviewed and acknowledged the [Collection Notice](https://www.apsdataawards.gov.au/collectionnotice) for the APS Data Awards.

I confirm that the individuals identified within this nomination have approved for their personal information to be shared as part of the judging and promotion of the APS Data Awards (including event, website, media and social media activities).

## Prior to submitting your nomination, you will be required to complete:

* Name:
* Agency:
* Email: