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| **Application Form: Staff Excellence Awards** |
| **Name of Award Category** | Choose Award Category |
| **1. Nominee Details** |

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| --- | --- |
|  **Title** |  |

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| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Staff Number** |  |
| **School/Directorate** | Choose School/Directorate |
| **Email Address** |  |

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|  **Staff Category** |  |

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| **Job Title** |  |
| **2. Nominator Details (leave blank if you are self-nominating)** |

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| --- | --- |
|  **Title** |  |

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Email** |  |

|  |  |
| --- | --- |
|  **Category** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **School/Directorate** | Choose School/Directorate |
| **Endorsement (only complete if you are self-nominating)**  |
| **Provide name of a senior colleague who can be contacted to verify your application** |  |

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| **Section 3:** Provide a short statement on why you are nominating this member of staff, briefly explaining the initiative/project where applicable. This statement will be provided to the nominee. *(Maximum 700 characters)*Please Note: All activity MUST have taken place in 2017-18. |
| Click to enter overview and background summary (Max 700 characters) |
| **Section 4:** Clearly demonstrate how the nominee meets the relevant Award Category criteria and how they embody the Core Values. *(Maximum 5,000 characters)* |
| Click to enter text (Max 5,000 characters) |
| **NEXT STEPS** |
| Email your entry to excellenceawards@qub.ac.uk before the deadline. You will receive an email message to confirm receipt of your entry. If you would like to return a hard copy, please send via internal mail to: Rachael Wilkinson, Senior Administrator, Vice-Chancellor’s Office, Lanyon South, Queen’s University Belfast. |
| **Key Dates** |
| * Closing date for receipt of entries to these awards is Friday, 26 October 2018 at midnight.
* Shortlisting of entries will take place in November 2018 and you will be notified in January 2019 whether or not you have been shortlisted
* Winners will be announced at the Gala Awards Ceremony on Friday, 1 February 2019.
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