Did you ever want to nominate someone for a CPhA award but put it off until it was too late because you thought the process seemed daunting? Actually, if you spread the effort, the process can be relatively easy. Here are some easy steps to consider when approaching the process of nominating a very deserving person for an award:

1. Review the Award’s requirements and determine if your candidate meets the criteria.
2. Identify 4 to 5 areas of strength for the candidate that align with the award criteria. Address each of these areas briefly in a nomination letter.
3. This step is very important. Identify one person to write a supporting letter that focuses on only one of the areas of strength. This should be someone who is most familiar with this person’s work in that area. If your nomination letter focuses on four areas of strength, four letters of support are needed, one on each criterion/focuses you identified in your nomination letter. Each of your supporting letters should be unique and not redundant with the other supporting letters.
4. Stay in touch with each person writing supportive letters. Reinforce the fact that their letter should focus on one specific area in detail.
5. Set a deadline for collecting all supporting letters (at least two weeks prior to the Award Nomination deadline. The nominator will submit a complete nomination package to the CPhA Awards Committee as a single PDF document with the nomination letter followed by each supporting letter in the order that the strengths appear in the nomination letter.