

# ISACA Awards Checklist for a Strong Nomination

Behind every ISACA® award is a story of impact, dedication and excellence. But that story can't be told unless someone writes it. This checklist will help you craft a strong nomination package that aligns with the scope and judging criteria of these prestigious awards.

## 1 Self-nominations are prohibited

ISACA does not permit self-nominations, including soliciting others to submit on your behalf, which is against ethical guidelines. By nominating deserving individuals in your network, you help ensure the peer-recognition program is fair, transparent and free from conflicts of interest.

## 2 Tell a compelling story

Rather than listing accomplishments, use the space allotted to provide detailed responses and vivid examples of the nominee's achievement. For example, explain how the nominee has:

- Enriched their professional community or body of knowledge
- Demonstrated leadership, innovation and dedication
- Exemplified strong, creative professional contributions
- Provided altruistic voluntary service, earning peer respect

## 3 Highlight key details

Your story sets the scene. Now add logistical and progressive details to demonstrate the nominee's impact, including:

- How circumstances were transformed by the achievement
- How the nominee's actions rendered their efforts newsworthy
- What the current status and sustainability of the achievement is
- How the achievement impacts the professional community and lives of others
- What unique aspects distinguish this contribution from similar efforts

## 4 Include endorsement letters

At least one (1) endorsement letter is required for a complete nomination package, and up to three (3) letters can add depth and help paint a more complete picture of the nomination. This letter must be from someone other than the nominator.

Endorsers are individuals other than the nominator who are familiar with the nominee's work as related to the award and can provide specific examples of their exceptional achievements.

## 5 Prioritize quality over quantity

The quality of a nomination is far more important than the quantity received. Since each nomination is scored by multiple independent judges, time is better spent preparing one complete, descriptive nomination rather than finding multiple nominators for the same candidate and award category. Make sure your nomination aligns to the specific scope and judging criteria for that award.

Review your nomination package carefully. Is it expressive, interesting, and easy to understand? Does it clearly demonstrate and validate the candidate's achievements as they relate to the award scope? Most importantly, is it authentic? Have you done your very best to honor an exceptional candidate? Your sincerity and belief in the nominee are what make your words powerful.

Keep these five elements in mind and you will be well on your way to crafting a strong, meaningful, and potentially award-winning nomination.

**For more information on ISACA Awards qualifications, visit**  
<https://isaca.secure-platform.com/a/page/awards/howtonominate/eligibility>

