Recognition Awards: Frequently Asked Questions (FAQs)

What do I do if I can't use the online nomination form?
You can print your own from the website. Paper forms will also be available at some FP&M staff locations. Contact recognition@fpm.wisc.edu for additional help.

Who can submit a nomination?
Any member of the UW-Madison community can submit a nomination for any FP&M employee. Faculty and supervisors can nominate staff, employees can nominate their supervisors, and co-workers can nominate one another.

When can I submit a nomination?
The nomination period is open from April 12-May 4, 2018.

Can I nominate myself?
No. Individuals may not nominate themselves for an individual award. If you are nominating a team that you worked on, please acknowledge your involvement, but do not include yourself on the list of team members eligible to receive an award.

Do I have to choose a category for my nomination?
Yes. The online nomination form will not accept a nomination without a category. If you can't decide which category is best, you can select more than one. The committee will decide which of the selected categories is most appropriate.

Does my nominee have to meet all criteria, in a category?
A nominee doesn't have to meet all criteria, but they should meet most of the criteria.

When will the decisions be made?
The selection committee will review nominations after May 4. Final selections will be in early May 2018.

What do the recipients get?
There will be monetary awards granted to individuals and teams. Depending on the final number of employees chosen, special consideration may need to be given to successful teams. They also receive an award certificate.

Who is invited to the awards ceremony?
The entire FP&M community is invited to the reception. Award recipients may invite a guest.