

The SANsational Award recognizes outstanding efforts by SAN member institutions and organizations in applying an innovative solution to challenging state authorization work. The SANsational Awards Selection Committee welcomes the submission of well-written nominations, free of grammatical errors, that directly address each criterion are encouraged to apply for this competitive award. Each nomination should include examples, such as links to the work. Supplemental materials may be uploaded on the nomination form; however, brevity is encouraged.

**Getting started:**

1. This year's SANsational Awards will be submitted using the Cvent system.
2. **Upon initially selecting the Cvent application, you will be required to create an account.** Access the Cvent Portal from the [SANsational Awards Call for Nomination](#) webpage.
3. If you are a first-time user, you will be required to create an account.
4. Complete the account registration process by adding: First Name, Last name, Email Address and a Password
5. Click the Submit Nomination button and create an account. Complete all required fields on the form. You may save and come back, but incomplete entries will not be presented to the selection committee.
6. Step 1: Nominator's Information: The name and contact information should be for the person submitting the nomination. This is also the person who will be notified of the nomination's outcome.
7. Step 2: Nominee Details: Complete each prompt in this section with all the required information. **NOTE:** It is within this step that you select your nominating category (Compliance Innovations, Licensure Programs, or Location). Please carefully consider the category that you deem best fits your project, as you are only allowed to submit the project in one category.
8. After entering all of the required information, click the **Submit** button.

**Tips for successfully completing the self-nominating process:**

1. Visit the [SANsational Awards website](#) to ensure that you have a complete understanding of the awards process.

2. Make sure that your nomination directly addresses the judging criteria and that your project clearly aligns with the nominating category and award criteria.
3. Tell a compelling story with impact. Do not simply list achievements, show the before and after effect of your initiatives. For example, use metrics, improved compliance rates, reduced audit findings, or student success outcomes as examples/proof of the project's success.
4. Where appropriate, include evidence, not just claims. Examples of evidence could be: Internal reports or dashboards, survey results, accreditation findings, or quotes from stakeholders.
5. Demonstrate Innovation and Sustainability: Highlight what sets your project/initiative apart. Whether it's a new digital compliance platform, a compliance cross-departmental task force, or an equity focused initiative, explain how it's scalable, applicable, and sustainable, not just a one-time project.
6. Involve Key Stakeholders in the Process. Consider having various stakeholders review your submission or include those stakeholders in on your thoughts about the project you will submit. Doing so not only improves content quality but also shows institution-wide commitment to the success of the project.
7. Review and Polish your submission. Treat your nomination like a competitive proposal. Make certain to use clear professional language, explain jargon and/or internal acronyms, proofread for clarity, spelling, and grammar. Have an external reviewer provide feedback before making the final submission.