



## ONLINE SUBMISSION PROCEDURES

**Submission deadline is Tuesday, June 1, 2021 by 7:00PM PT**

### NOMINATION REVIEW AND AWARD PRESENTATION

- The NRA Awards Committee will review the nominations received through the Call for Awards and select the Award Recipients.
- The Award Recipient will receive their plaque via mail.
- The Virtual Awards Ceremony will be presented online in **September 2021**.

### IMPORTANT DEADLINE DATES

- **Tuesday, June 1, 2021 by 7:00 PM PT:** Deadline to submit nomination packet with all required documents. All required documents for the Nomination Packet must be submitted at one time.
- **Tuesday, July 6, 2021:** Deadline date, awards Chair will inform the Nominee of the outcome decision of their nomination (i.e., nominee awarded/not awarded).
- **Tuesday, July 13, 2021:** Deadline for the Award Recipient to notify awards Chair of their decision to accept the award, during the Virtual Awards Ceremony in **September 2021** (more details to follow).

### CONTACT INFORMATION

If you have questions about the award categories or nomination packet, please send an email to the Paul J. Barnes, 2021 Awards Committee Chair via email at [pbarnes@wcf.com](mailto:pbarnes@wcf.com) or phone at 1-801-842-6452.

If you have questions about the online application, please contact the national office at [info@nationalrehab.org](mailto:info@nationalrehab.org)

## Helpful Tips for a Seamless Application Process

### AWARDS SUBMISSION/ACKNOWLEDGMENT:

- Nomination packet will be reviewed based on the information submitted through the online form.
- Nomination packets that are received as incomplete will not be reviewed. Once submitted, you will not be able to edit or resubmit your nomination packet.

### ONLINE SUBMISSION FORM QUESTIONS AND DOCUMENTS:

We recommend that you review this information to ensure that you have all the required information for the Award Category you are submitting for. Complete Nomination Packet can only be submitted at one time, through the online form.

#### (1) Nominator Information:

- Name
- Phone Number
- Academic Affiliation and/or Agency you are employed
- Email Address

#### (2) Nominee Information

- Nominee
- Academic Institution Nominee attends, or current employer\*
- Phone Number
- Email Address
- Awards Category Nominee is being Nominated (the awards category list will be provided in the online form).

#### (3) Application

- Upload a double-spaced; 12 pt. font; 1" margin summary (8-page maximum, in Word document only). The summary must follow the description and meet the criteria listed for the awards category the person is being nominated.

#### (4) Support Letters: (please provide letters in word format)

- Upload First Letter of Support
- Upload Second Letter of Support