

# PUBLIC SECTOR INNOVATION AWARDS

## FREQUENTLY ASKED QUESTIONS

### **1. Who can enter the Innovation Awards?**

Entries are open to any individual, work unit, group or team in any Commonwealth or ACT Government entity, not just portfolio departments. You can nominate yourself or colleagues that you have seen doing innovative initiatives.

### **2. Can I enter more than one category?**

Yes! Each category requires a separate entry, but you are welcome to enter as many categories as you like.

### **3. How many nominations can be entered by my agency?**

We recommend **three** entries per agency. You may ask for more if you have a particularly compelling nomination.

### **4. My initiative is only small. If I enter, won't I be competing against much bigger initiatives?**

The Innovation Awards do not seek to reward the biggest initiative. The Awards recognise public sector innovation at whatever level it may occur.

### **5. Do I have to pay a registration fee to enter the Awards?**

The Awards are free to enter.

### **6. What sign-off do I need from my organisation for entering the Awards?**

If you are nominating someone else, you will need approval from the person responsible for the initiative – an SES equivalent. If you are nominating yourself, make sure you discuss it with your own section head beforehand and also get sign off from SES or equivalent.

### **7. How long will it take to prepare a nomination for the Innovation Awards?**

The nomination form for the Innovation Awards is designed to be quick and easy to fill out. All you need to do is address the criteria and be mindful of the word limits supplied. The nomination form can be found on the Awards Platform on the IPAA website [www.act.ipaa.org.au/innovationawards](http://www.act.ipaa.org.au/innovationawards). Don't skimp on information and remember to spell-check your nomination – the extra preparation may make you a winner! There are lots of help screens on the platform.

### **8. Am I able to see the nomination form without going into the Awards platform?**

We encourage you to register on the platform to get a full picture of what is required of entrants (we can always delete your details if you decide that you don't want to proceed.) There is a summary of fields to be addressed and word counts at the end of this document.

### **9. Can I save my nomination form and come back to it later?**

You can save your entry in the smart form as you work on it but remember to submit it before the closing date. If you prefer to download the entry form to work offline, make sure you submit the downloaded form before the close of entries. To go back into your entry on the Awards platform, go into My Entries and click on the name of the entry. You can edit the entry as many times as you like (until closing date). You can also delete your entry (before submission) if you no longer want to submit it.

### **10. I have filled out the nomination form but would like to send some additional material to support my nomination. Who should I send it to?**

Supporting material (such as pictures, presentations and AV materials) can be provided to IPAA via the Awards platform. If you wish to send material that is unable to be uploaded to the site email to [awards@act.ipaa.org.au](mailto:awards@act.ipaa.org.au) or send by "snail mail" to IPAA ACT, PO Box 4349, Kingston, ACT 2604. Make sure you provide details of the relevant nomination when sending the materials.

### **11. Who judges the Innovation Awards?**

The Innovation Awards are judged in a two-step process. A team of peer assessors will shortlist entries, followed by judging of winners by an independent panel with considerable knowledge of the public sector. Members of the assessment team and the judging panel choose to contribute on a voluntary basis.

### **Summary of entry fields to be addressed in a nomination.**

*There is help information on the entry nomination site about each field.*

1. Your innovation pitch (200-500 words)
2. Category choice (see website for category descriptions) (200- 500 words)
3. Mission statement (200-500 words)
4. Approaches to working on this initiative (200-500 words)
5. Novelty of initiative (200-500 words)
6. Impact of innovation (200-500 words)
7. Challenges and lessons learned (200-500 words)
8. Next steps (200-500 words)
9. Sign-off (contact details of an SES or equivalent who has signed off on this nomination.)
10. Agreement to disclaimer (tick box)
11. Attachments (in a variety of formats)