



## Public Sector Innovation Awards

### Tips for submitting a good quality nomination

- There will be a lot of nominations in each Awards category – to ensure that your entry stands out, think about the core message of the innovation, what it is trying to achieve, how it might be different to what went before. The judges will be looking for “wow factor” – that is a nomination that stands out from the crowd as being truly innovative.
- Make sure your entry is clear, concise, and balanced and that it addresses all Awards criteria. Read the information on our [Awards page](#) before you begin, including our regularly updated list of frequently asked questions.
- Try a practice entry on the [Awards site](#) – there are a lot of useful tips on the help screens and you can delete your practice entry any time. Take note of the guidance offered as you work through your entry. Keep the category in mind as well, ensuring that the nomination elements are tailored to meet the category description.
- If you have additional material that you would like to add, please submit as attachments to the nomination. Additional material (such as a website or a video) is very useful to the judges as it gives them an idea of the finished product.
- Your innovation does not necessarily need to be complete and may be in fairly early stages of its progress. But, you do need to identify the issue being addressed and be able to show/demonstrate results to date. Make a judgement call as to whether your entry has enough ‘runs on the board’ to be a contender for an Award and be honest about setbacks and challenges experienced to date.
- Remember that your nomination reflects not only the work of your team but that it will be signed off by a senior executive in your agency. Prior to submitting, have an independent reader check for errors, omissions, and presentation. If the reader has issues with the submission or it is not clear to them what the innovation is, chances are it will not be clear to the judges.