



Nomination Form Guidance Notes and Terms of Entry

Real Impact Awards 2019

1. Insert the title and full name, institution/organisation, usual business address, telephone number and e-mail address of the nominee.
 - 1a. If a team or institution, please include all details for the lead nominee and use the additional space provided to add the full name, institution/organisation and e-mail for the remaining nominees.
2. Insert the title and full name, institution/organisation, usual business address, telephone number and email address of the nominator. If you are self-nominating, this section is not required.
3. Select the title of the Award Category for which this nomination is being made.
4. Select the career stage of the nominee. (If a team or institution, this should be the career stage of the lead nominee).
5. Select the region of the nominee(s). (If members of a team are from different regions then please select the region of the lead nominee).
6. Select the position of the nominee. (If a team, this should be the position of the lead nominee).
7. Select the nomination type
8. If self-nominating, please provide the name and e-mail of at least one referee to accompany your submission
9. Upload a short covering letter, which should include a short statement as to why your impact commitment aligns with the category that you have chosen (100-word limit) and brief details on why your commitment to impact is outstanding (100-word limit). Please include any other information of relevance to the application. Please ensure your covering letter is readily comprehensible to non-expert readers and is free from jargon and acronyms. It is not necessary to use the full 100 words for each section but any words in excess of the 100 limit will be disregarded by the judges.
10. Upload the story of your impact commitment (1,000-word limit), explaining how and why your approach is innovative, what the otherwise unmet needs that your approach addresses and the ways in which your activities build more meaningful approaches to impact. It is not necessary to use the full 1,000 words but any words in excess of the 1,000 limit will be disregarded by the judges.
11. If self-nominating, please upload a letter of recommendation/reference. For short-listed applications, further contact may be made with the referee.
12. Please tick the relevant box if you are happy for Emerald to send you marketing e-mails. You can read the full information about how we use personal data in our

updated [privacy notice](#). If you change your mind at any point, you can simply click the 'unsubscribe' link in any email you receive from us.

13. All nomination forms must be submitted by 23.59 GMT on Monday 30th September.
14. The winners will be selected at the sole discretion of the judging panel, whose decision is final. Unsuccessful nominations will not be notified.
15. All those shortlisted will have their impact commitment celebrated through a case study written by our specialist editors. Each case study will form part of our Real Impact Awards Showcase publication, a copy of which will be provided to each shortlisted nominee(s). Winners will also be invited to a celebration event and will receive a certificate and physical award. Publicity of the awards and the winners will be at Emerald's sole discretion.
16. By submitting the nomination, nominees understand that we will use their name, job title and institution/organisation in connection with this award, including the promotion and marketing of the awards.
17. Emerald reserves the right to change these terms of entry or cancel the awards at any time, in its sole discretion.