

Compliance Checklist

Initial Staff Review – Staff will review all nominations to determine compliance with each of the areas listed. Any nominations that do not meet these criteria will be notified and granted one 24-hour period to resolve the situation. Nominations that remain non-compliant will not be reviewed by the judges.

Prescribed Format

1. Completed online nomination form
2. Section A - Cover page including title, category and state nominating
3. Section B - Executive Summary (may not exceed one page)
4. Section C - Concise description of business problem
 - And solution
 - Including length of time in operation
5. Section D - Significance of the project to the improvement of the operation of government
6. Section E - Benefit of the project
 - Include benefits realized by service recipients, taxpayers, agencies or the state
 - Also include documented outcomes such as realized return on investment, short-term/long-term payback (with summary calculations), or cost avoidance data
7. Length – Sections C-E cannot exceed five pages in length including any supporting tables, figures or graphics
 - Font must be Arial 12 pt.
 - Margins no smaller than 1 inch

Additional Requirements

1. Nomination must be made by CIO or other state member with CIO approval (No corporate, non-profit or PR firm submissions will be accepted)
2. Only one nomination per state in each category
3. Project is nominated in only one category
4. Project has not received a NASCIO Recognition Award previously. Past year finalists and honorable mentions will be considered.
5. State was not a NASCIO 2008 Recognition Award winner in the submitted category.