

AES awards for excellence **IN EVALUATION**

Tips and Advice for preparing your award nomination

The following advice is provided to assist in the preparation of an award nomination, and is intended as a general guide. Further questions should be directed to the AES Awards Committee Chairperson.

Frequently asked Questions (FAQ's)

Can an incomplete evaluation, report or paper be nominated?

- Work-in-progress is ineligible for AES awards. An evaluation or paper is eligible for nomination when it has been submitted to the commissioning agency at the end of a phase of work.

Can a doctoral or other research dissertation or paper be nominated, and what are the eligibility criteria?

- Doctoral or other research dissertations/papers may qualify for one of several awards, including the Best Evaluation Publication (Caulley Tulloch) Award, the Best Evaluation Policy and Systems Award and the Best Evaluation Study Award. Eligibility will depend on the research topic and the particular award criteria. In the case of a thesis or dissertation, all formal requirements must be satisfied before it can be nominated for an award.

Can we nominate a project that is more than five years old??

- The AES Awards generally recognise contemporary evaluation research. Nevertheless, some award nominations may be dependent on the passage of time to demonstrate their overall worth. This is particularly likely for the Outstanding Contribution to Evaluation (ET&S) Award and the Best Evaluation Policy and Systems Award. There is no retrospective time limit on nominations, but the Awards Committee is particularly interested in more recent examples of best practice in evaluation and in the continuing significance of an individual's contributions to evaluation.

Our report and our nomination are highly confidential. How can we be sure that confidentiality will be protected?

- All nominations and supporting documentation are treated as commercial-in-confidence and are confidentially handled and stored, and all copies appropriately destroyed at the conclusion of the awards process by the AES and Awards Committee judges.

Do we need to provide evidence to substantiate our nomination?

- Claims made in the nomination must include clear evidence to substantiate the claims being made. Where relevant, statements or claims should be cross-referenced to the relevant location (i.e. page number/s or item) in any supporting documentation. Claims made without reference to supporting evidence will not be considered.

What sort of supporting documentation is needed?

- All relevant information that may assist the judges in their assessment of the nomination should be provided. Supporting information should be clearly labelled, included in the nomination's table of contents and explicitly mentioned in the nomination proposal. Supporting information may be included as appendices.

Can I submit my nomination after the closing date?

- It is up to you to ensure that the nomination is received by the AES by the closing time and date specified in the awards brochure.

What is the difference between 'leading edge' and 'contribution to knowledge'?

- 'Leading edge' refers to the successful application of an idea or approach in the particular context of the study, activities, publication etc.
- 'Contribution to knowledge' refers to building or developing the theoretical or practical understanding of evaluation.

What else would help in preparing my nomination?

- The nomination must address each of the criteria and explain the outstanding features of the evaluation.
- The awards are highly competitive, so consideration should be given to how the nomination is presented and how it is supported by evidence and/or related information.
- The Award Committee judges read all information submitted in assessing nominations. Nominations should include a list of all supporting material provided. Cross-referencing of material to substantiate claims made in the nomination will assist in directing the judges to the relevant information in supporting materials.