



Synergy Awards for Innovation

Verification checklist

Instructions

Before submitting a nomination, ensure that all requirements listed below are met.

Missing components or non-compliance with the instructions will result in the nomination being rejected.

This checklist is provided as a tool; do not submit it as part of the nomination package.

Checklist

	Synergy Awards for Innovation form , completed and signed by the nominator.
	Terms and conditions form for nominees , completed and signed: - For universities, by the nominee and each co-nominee, if applicable (one form per person). - For colleges, signed by the nominee only.
	Terms and conditions form for nominators , completed and signed by the nominator.
	Letter of nomination , signed by the nominator and not exceeding one page if written in English and 1.2 pages if written in French.
	Nomination template , not exceeding seven pages if written in English and 8.4 pages if written in French. One additional page is permitted for literature references and one additional page for tables and figures presenting measurable metrics and/or outcomes.
	Partner organization letter(s) , one per partner organization, signed and not exceeding two pages if written in English and 2.4 pages if written in French. The combined total for all letters must not exceed 20 pages if written in English and 24 pages if written in French.
	Partner organization profile(s) , one per partner organization, not exceeding one page if written in English and 1.2 pages if written in French. A reference to the partner organization's website is not acceptable as a substitute for the profile.



For additional information

Consult the Synergy Awards for Innovation [Call for nominations](#) web page for additional information about the documents listed in this checklist.