**Process & Vetting for External Award Nominees**

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| **Process** | **Timeline** |
| 1. FD Lead / nominee to submit external awards nomination form to dfcm.awards@utoronto.ca – please see steps below**\*\***.
2. DFCM contacts nominee and FD lead to submit preliminary awards documents.
3. DFCM subcommittee reviews documents (Chair, FD Director, one member of Central Awards Committee).
4. Reply to all candidates (\*only one chosen).
5. Submission of nomination package to DFCM.
6. Submission of site chief letter of support and additional letters of support to DFCM.
7. Letter of support from DFCM / FD Director sent to candidate.
 | 8-12 weeks prior to external award deadline8-12 weeks prior6 weeks prior6 weeks prior4 weeks prior\3 weeks prior1 week prior |

**\*\***Please include:

1. External awards nomination form.
2. Names of team members (if applicable).
3. Description of your work and how it meets award criteria.
4. Identify:
	1. Team member who will lead preparation of the package.
	2. Administrative support person (if available).
	3. Site / division chief most familiar with your work.
	4. Names of people who you will be requesting letters of support.

**Late and incomplete nominations will not be considered.**

*Question or concerns, please contact Laura Surdianu, FD / QI Administrator:* *dfcm.awards@utoronto.ca*