General

What is the awards website?

https://www.sigmanursing.org/advance-elevate/awards/healthy-work-environment-awards

Nominations are submitted through an online system: https://stti-awards.confex.com/stti_awards/cp2021/cfp.cgi

When is the awards deadline?

15 July 2020

How much does it cost to submit a nomination?

US $50

The fee structure for nominations outside the US is set according to World Bank classifications based on per-capita income designated as low, middle, and high.

How much does it cost for organizations outside of the US?

The fee structure for organizations outside the US is set according to World Bank classifications based on per capita income designated as low, middle and high as defined by World Bank Basic Indicators table.

All fees paid to Sigma, either by individual members or chapters, will be calculated in US currency.

High Income = US $50
Middle Income = US $20
Low Income = US $10

Is membership required to submit an entry?

This award is for academic or clinical facilities. Active Sigma membership is not required to submit an entry.

Submitting a Nomination

How do I submit a nomination for the 2021 Healthy Work Environment Awards?

Nominations are submitted through an online system: https://stti-awards.confex.com/stti_awards/cp2021/cfp.cgi

Is there a hard copy entry form?

No. All entries must be submitted through the online system. Entries mailed to Sigma will not be reviewed.
How do I start an online entry?
You can start an award nomination by clicking the “Submit an entry” button on the Healthy Work Environment Awards page. You will then select the award category and click “Submit an entry.”

How do I nominate an organization?
To submit a group nomination, select the award and begin entering the nominator information. When asked to enter nominee information, select “group nominee.” Be sure to include the name of the group being nominated (e.g., Nicklaus Children’s Hospital, University of Virginia SON, etc.) You will need to enter at least one individual’s name and email as the primary contact so Sigma can notify him or her after the review process. This can be the same as the nominator or another individual in the program. It is the primary contact’s responsibility to communicate award information to other contributors.

I started a submission but had to stop. Can I return to the same entry?
Yes. Using your Entry ID (4-digit number) and Entry Password (6-digit number), you can log-in to a nomination until the system closes on 15 July 2020 (11:59 p.m. EST).

What is my Entry ID and Entry Password?
The Entry ID and Entry Password are sent to the email address entered by the nominator when an entry is started. You can also view them in the top-left corner of the nomination page. Please contact awards@sigmanursing.org if you have lost your Entry ID and Entry Password.

Can I view, edit, or withdraw my nomination once it is submitted?
Yes. You can view, edit, or withdraw your submission through the 15 July 2020 deadline.

I’ve withdrawn my entry but already paid. Can I get a refund?
No. The entry fee is non-refundable.

What is the “supporting narrative”?
The supporting narrative is a 1-2 page summary, written by the nominator, describing how the nominee meets the award criteria. This is the nominator’s opportunity to write a letter of support.

Can I submit more than two “letters of support”?
No. The judges will only read two letters.

What is the “letter of acceptance”?
This is a statement from the nominee or a representative of the nominated team/organization that he or she will attend Sigma’s Creating Healthy Work Environments meeting in Austin, Texas, US, 19-21 February 2021.

What is the “supporting documentation”?
Any documentation or summaries that provide direct evidence of meeting the award criteria are “supporting documentation.” This includes faculty and/or staff satisfaction surveys, student achievement reports and satisfaction surveys, outcome reports, attestations, videos, writing samples,
articles, photos, etc. This is an opportunity to expand on the summary provided by the supporting narrative. Additional letters of support will not be considered.

What formats can be uploaded through the online system?
TXT - Plain Text
HTML - Hyper Text Markup Language, web pages
PDF - Adobe’s Portable Document Format
GIF, JPG, PNG - Formats commonly used on the web
RTF - Rich text file (most word processors export this format)
DOC - Microsoft Word
WMV, WMA, MOV, WAV, AIFF - Multimedia formats

Can I pay by check?
No. All entries must submit payment through the online awards system using a credit card (VISA, Mastercard, Discover).

Points of Contact
Whom do I contact with questions about the award criteria?
Each award has a Sigma Award Liaison. Please check the criteria sheet for the liaison’s contact information.

Whom do I contact with questions about the awards process?
Kelsey Van Wyk, Awards Coordinator
888.634.7575 (US/Canada toll-free)
+1.317.634.8171 (International)
Email: awards@sigmanursing.org

Whom do I contact if I have problems with the online system?
Confex Technical Support
Call +1.401.334.0220 between 8:30 a.m. and 6:00 p.m. EDT, Monday-Friday
Email: stti_awards@confex.com