

KTI Impact Awards 2016

Tips for submitting a successful application

- **Give yourself plenty of time** – take the time to read through the nomination forms, the judging process and other material available to inform your decision as to which project, initiative or individual you might nominate and in which category you would like to appear.
- **Double check the category** – some projects may fall into several of the award categories so it is important to make sure you have entered the project or initiative into the most relevant one. This will give your project or initiative the greatest chance of success.
- **Answer the question** – the nomination forms are structured to extract the information required for the judging panel to make a decision. The more directly your answer addresses the question, the easier it will be for the judged to draw a conclusion on your submission.
- **Provide evidence** – have you provided evidence to support your application and the impact your project, initiative or individual has had. The evidence you provide and its relevance will make a difference to the success of your submission.
- **Remember the judging criteria** - make sure to remember the judging criteria throughout your application form:
 - **Impact** – the project, initiative or individual detailed in the submission must demonstrate how it has impacted or benefited the particular awards category of knowledge transfer.
 - **Clarity** – the project, initiative or individual’s actions and impact must be explained in a succinct and logical manner giving the judges a clear understanding of the project, initiative or individual in question and why nomination makes sense for the particular award.
 - **Compelling** – the project, initiative or individual detailed in the submission must be presented in a persuasive and powerful way and make a compelling case to win the awards category in question.
 - **Role of the TTO or ILO** - the way in which the TTO or ILO has been pivotal to the project, initiative or individual’s success must be apparent throughout each submission.
- **Sign your submission** – check through your completed application form and make sure you sign your declaration before submitting it.

