



Northrop Frye Award (Team) Nomination Instructions & Checklist

Please complete and submit this form with the required materials listed below. Additional information is posted on the Awards of Excellence website.

NOMINATION MATERIALS

1. Completed nomination form that includes the signed endorsement of the Dean (and Chair if applicable)
2. A 2-3 page letter from the nominator that:
 - Provides a summary of the project
 - Describes the main outcomes from the project
 - Describes the nature of the team and what makes the collaboration valuable
 - Describes how students were impacted by the team's project and the number of students impacted
3. One to two letters of support from people in a position able to speak to the impact of the teaching and learning project.
4. A copy of all the team members' CVs and / or resume (note: academic CVs should not exceed 10 pages; please provide an abbreviated version if necessary).

If this nomination is successful, the nomination file may be shared with relevant communications teams to support the writing of a story on the nominee and their contributions.

NOMINEES' INFORMATION

Title: _____ First Name: _____ Last Name: _____

Position title: _____

Faculty/Unit: _____

Address: _____

Office Phone: _____

Email: _____

Title: _____ First Name: _____ Last Name: _____

Position title: _____

Faculty/Unit: _____

Address: _____

Office Phone: _____

Email: _____

Title: _____ First Name: _____ Last Name: _____

Position title: _____

Faculty/Unit: _____

Address: _____

Office Phone: _____

Email: _____

If needed, please attach an additional page with additional team members and their information.

NOMINATOR INFORMATION

Title: _____ First Name: _____ Last Name: _____

Academic position or job title: _____

Faculty/unit: _____

Address: _____

Office Phone: _____

Email: _____

NOMINEE'S DIVISIONAL / UNIT BUSINESS OFFICER

Title: _____ First Name: _____ Last Name: _____

Email: _____

CC/CFC # for fund transfer (please identify the account where the funds should be transferred if this nomination is successful): _____

NAMES AND CONTACT INFORMATION FOR INDIVIDUALS PROVIDING SUPPORT LETTERS

1. Title: _____ First Name: _____ Last Name: _____

Academic position or job title: _____

Faculty/unit or company name: _____

Address: _____

Office Phone: _____

Email: _____

2. Title: _____ First Name: _____ Last Name: _____

Academic position or job title: _____

Faculty/unit or company name: _____

Address: _____

Office Phone: _____

Email: _____

SIGNATURES OF ENDORSEMENT

Chair, Director or Principal

CITATION DETAILS

In the box below, include a draft citation that highlights the nominee's most significant contributions, accomplishments, and impact as they relate to the award criteria. (min. 200 words max. 300 words)
This citation will be used in communications if the nomination is successful. Please note: the text you submit will be reviewed and revised by an editor and will be shared with the award recipient for final approval prior to being shared publicly.

HOW MANY TIMES HAS THIS NOMINATION BEEN SUBMITTED?

☐ NEVER

☐ ONCE

☐ TWICE

HAS THE NOMINEE BEEN INFORMED OF THIS SUBMISSION?

☐ YES

☐ NO

PLEASE SUBMIT TO THE FOLLOWING

Please submit a complete nomination package in one electronic PDF to **awards.provost@utoronto.ca** by **January 30, 2024**.