



# Northrop Frye Awards 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.

**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: \_\_\_\_\_

Unit/Division: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position title: \_\_\_\_\_

Unit/Division: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position title: \_\_\_\_\_

Unit/Division: \_\_\_\_\_

Address: \_\_\_\_\_

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: \_\_\_\_\_

Unit/Division: \_\_\_\_\_

Address: \_\_\_\_\_

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: \_\_\_\_\_

Unit/Division or Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

2. Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Academic position or job title: \_\_\_\_\_

Unit/Division or Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## SIGNATURES OF ENDORSEMENT

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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](mailto:awards.provost@utoronto.ca) by **January 30, 2026**.