



Submission Process for Excellence in Entrepreneurship Education Awards

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The following is an overview of the submission process, which begins with a nomination of the program. Self-nominations are encouraged. These initial nominations require a brief nominee information packet including all information described below. Finalists are chosen by the Pedagogy Awards Committee and are notified via email. Those selected as finalists must then submit elaborating documents and commit to presenting their program at the national conference. Finalists who do not present at the conference are disqualified.

Typically, the USASBE Excellence in Entrepreneurship Education Awards Committee receives numerous nominations for each award. As a result, it is possible that a specific program might not be selected as a finalist. Applicants are advised that any organization or individual may submit nominations in *more than one* category. However, *no* organization or individual may be a finalist in *more than one* category in any particular year. Therefore, if an individual or institution elects to submit in more than one category *and* is selected as a finalist in more than one category, they must choose which category they wish to compete in as a Finalist and withdraw from the remaining categories.

Nominee information packet

Nominees must submit an executive summary, no more than 11 pages, that contains the following information by **October 3, 2011**.

1. The title page should contain:
 - The name of the individual or school being nominated
 - The award for which the individual or school is being nominated
 - The name of the person submitting the nomination

2. No more than five pages of text describing:
 - The name of the nominee
 - The purpose and/or mission of the nominated program.
 - The name, address, phone number and fax number of a person who can provide any additional materials needed
 - The primary objectives of the program.
 - The principal students and/or individuals the program is designed to serve
 - An abbreviated description of the program
 - Unique aspects and features of the program
 - Sources of funding and/or support for the program

- Program benefits for its students
 - Program outcomes, short and long term
 - Submitted via the online system in PDF format
3. No more than five pages of exhibits, i.e.: charts, diagrams, figures, tables, etc.
 - Submitted via the online system in PDF format
 - These should be used to more fully explain or clarify the text.
 - Examples of initial nomination materials of previous winners can be viewed on the USASBE website at the following URL:
<http://usasbe.org/about/awards/eenawards/default.asp>
 4. As part of the nomination for the award, winners must commit to being available to judge the year following the award and at least two more times in the next 5 years. A letter from the applicant's Dean is required to indicate support for this commitment and should be included with the nomination.

Submission of Initial Nomination Materials:

Initial nomination materials must be **submitted online** via the following site by **October 3, 2011**:

<http://www.usasbe.org/eenawards>.

Submission of Finalist Materials:

If selected as a finalist, a second packet of materials or **the Final Nomination Package** elaborating on the initial nomination executive summary must be submitted by **5pm EST on December 12, 2011**.

The final nomination package should contain the following items:

1. A five page executive summary of the program.
2. Supporting materials that further describe and/or document the various aspects of the program. This could include syllabi, promotional materials, summaries of student comments or evaluations, etc. This information must be submitted in PDF format.
3. Presentation slides submitted in PowerPoint format to be shared at the finalist presentations at the annual conference. The slides should summarize key aspects of the program, course or pedagogy as well as discuss how the aforementioned satisfy the primary Entrepreneurship Education Award criteria. This information must be submitted in PowerPoint format.
4. A statement of commitment naming the representative(s) of the institution and/or program who will attend the conference and present to the finalist judges' panel. This information must be submitted in PDF format.
 - a. Corresponding to the commitment to present is the implicit commitment, if a winner, to be available to judge this category twice in the subsequent five years. This ensures a consistency of quality and fairness of process by having experienced judges.
5. Completion of a Finalist Information Form granting permission to USASBE to use the information for marketing and promotional purposes. This form will be completed during the online submission process.

Submission of Final Nomination Package:

Final nomination package must be **submitted online** via the following site **by 5pm EST** on **December 12, 2011**:

<http://www.usasbe.org/eenawards>.

For more information, please contact the USASBE Awards Chair:

Jim Dupree, Ph.D.
Department of Entrepreneurship
Grove City College
100 Campus Drive, Box 2486
Grove City, PA 16127-2104
Tel: 724-458-3354
Email: jvdupree@gcc.edu

Awards Due Dates

October 3, 2011

Nominations due for Excellence in Entrepreneurship Education Awards (*no more than 11 pages, submitted online via <http://usasbe.org/eenawards>*).

November 7, 2011

Review of nominations and finalist notification.
Notification of finalists via e-mail and telephone; feedback to all nominees.

December 12, 2011

Final Nomination Packages must be submitted online via <http://usasbe.org/eenawards> by 5pm EST on December 12, 2011.

January, 2012

Presentation by Finalists at USASBE 2011 National Meeting.
Each finalist will present for 20 minutes to a panel of judges.

January 14, 2012

Announcement of Award Winners at USASBE 2012 Entrepreneurship Education Awards Ceremony and Party of Excellence