

2026 CAUDIT Awards Nomination Form – Question Reference Guide

This document is provided as a reference to assist in preparing your nomination.
To submit a nomination, please complete the online form by 5pm AEST on Monday 13 July 2026.

Contact

For assistance with this nomination form, please contact:

Steven Turner

CAUDIT Project Support

CAUDIT

project-support@caudit.edu.au

0404 695 444

Nomination form questions

About the nomination

Which award is this nomination for?

Note: Emerging Leader nominations are individual awards, and the criteria responses should focus on the achievements of the individual. The other three awards recognise projects or initiatives and the teams responsible for delivering them. Teams of one are permitted; however, criteria responses should focus on the project or team outcomes rather than the individual.

- Emerging Leader
- Enhancing the Student Experience
- Excellence in Research Support
- Operational Excellence

I am nominating

- Myself
- Another individual
- A project team I am part of
- A project team I am not part of

[Conditional display for project team nominations] I am the primary contact (e.g. team lead) for the nominated team

- Yes
- No

Project title

This text will appear on the CAUDIT website, award trophy and certificate.

(Open text)

Short description of the project, initiative or activity (maximum 150 words)

Include scope and target audience.

(Open text)

Nominee and team details

The online form will ask you to provide contact details for the nominee, the team's primary contact, and each team member. The reference structures below summarise the fields you will need to have ready.

For the nominee (and, where applicable, the team's primary contact), you will be asked to provide:

- First name
- Family name
- Position title
- Institution (selected from a list of CAUDIT-eligible institutions, or specified as 'Other')
- Email address
- Phone

[Conditional display for project team nominations] Is the primary contact aware of the nomination?

- Yes
- No

[Conditional display for individual nominations of another person] Is the nominee aware of the nomination?

- Yes, the nominee is aware
- No, the nominee is not aware

[Conditional display for project team nominations] Team member details (repeated for up to 10 team members)

After entering each team member's details, you will be asked if there is another team member. If there are more than 10 team members, the remaining details can be entered in a single text box.

For each additional team member, you will be asked to provide:

- First name
- Family name
- Position title
- Institution (selected from a list of CAUDIT-eligible institutions, or specified as 'Other')
- Email address

Plus the following question:

Is this team member aware of the nomination?

- Yes
- No
- Unsure

[Conditional display when more than 10 team members are indicated] Additional team members' details

Include: Name, Position title, Organisation name, Email.

Format: Firstname Lastname; Position title; Organisation name in full; email address

Example: Kate Tickle; Director, Analytics & Insights; Council of Australasian University Directors of Information Technology; kate.tickle@caudit.edu.au

Please press Return or Enter on your keyboard after each person.

(Open text)

Involvement of other parties

Were any other parties not previously mentioned involved in this project? If yes, please provide their details here.

Include: Name of lead person, Organisation name, Role in the activity, Email.

Format: Firstname Lastname; Organisation name in full; Role in the activity; Email address

Example: Kate Tickle; Council of Australasian University Directors of Information Technology; Evaluation advisor; kate.tickle@caudit.edu.au

Please press Return or Enter on your keyboard after each person.

(Open text)

Selection criteria

Only the selection criteria for the chosen award category will be displayed in the online form. All four sets of selection criteria are reproduced below so you can prepare responses in advance.

Every selection criteria question requires a written response.

Word limits are indicated for each question (typically 200 words; the final 'role model' / 'model for other activity' criterion is 50 words; the optional 'any other comments' question is 100 words).

We recommend drafting your responses in a Word document and pasting them into the online form.

Selection criteria: Emerging Leader

Evidence of leading and supporting colleagues. (maximum 200 words)

(Open text)

Degree to which nominee demonstrates inclusiveness, working in partnership with and supporting others to achieve goals. (maximum 200 words)

(Open text)

Demonstrated success in building team/s and leading those team/s through cultural change, and/or to deliver an initiative aligned with their organisation's mission/priorities. (maximum 200 words)

(Open text)

How has this individual provided value to their institution? (maximum 200 words)

(Open text)

Degree to which critical thinking and leadership has been demonstrated. (maximum 200 words)

(Open text)

Sustainability & scalability. (maximum 200 words)

In what ways has the individual shown themselves to be conscious of long-term costs and their contributions as part of a commitment to sustainable practice? What challenges have been met or barriers surmounted?

(Open text)

Degree to which nominee provides a positive role model for others. (maximum 50 words)

E.g. Motivates and inspires others — team or wider.

(Open text)

Any other comments? (maximum 100 words)

Optional.

(Open text)

Selection criteria: Enhancing the Student Experience

Evidence of working with and supporting colleagues. (maximum 200 words)

(Open text)

Evidence of working with others to achieve goal/s. (maximum 200 words)

(Open text)

Evidence of enduring positive impacts or changes in attitudes or behaviours. (maximum 200 words)

(Open text)

How has this activity helped prepare students to succeed in life beyond/after study? (maximum 200 words)

(Open text)

Degree to which innovation has been demonstrated. (maximum 200 words)

(Open text)

Sustainability & scalability. (maximum 200 words)

In what ways has the activity shown itself to be conscious of its own long-term costs and contributions as part of a commitment to sustainable practice? What challenges have been met or barriers surmounted?

(Open text)

Degree to which this has become a model for other activity. (In what way?) (maximum 50 words)

(Open text)

Any other comments? (maximum 100 words)

Optional.

(Open text)

Selection criteria: Excellence in Research Support

Evidence of working with and supporting colleagues. (maximum 200 words)

(Open text)

Evidence of working with researchers and colleagues to achieve goal/s. (maximum 200 words)

(Open text)

Evidence of enduring positive impacts or changes in attitudes or behaviours. (maximum 200 words)

(Open text)

How has this activity supported researchers through clearer, smarter, simpler systems, tools, processes etc? (maximum 200 words)

(Open text)

Degree to which innovation has been demonstrated. (maximum 200 words)

(Open text)

Sustainability & scalability. (maximum 200 words)

In what ways has the activity shown itself to be conscious of its own long-term costs and contributions as part of a commitment to sustainable practice? What challenges have been met or barriers surmounted?

(Open text)

Degree to which this has become a model for other activity. (In what way?) (maximum 50 words)

(Open text)

Any other comments? (maximum 100 words)

Optional.

(Open text)

Selection criteria: Operational Excellence

Evidence of working with and supporting colleagues. (maximum 200 words)

(Open text)

Evidence of working with others to achieve goal/s. (maximum 200 words)

(Open text)

Evidence of enduring positive impacts or changes in attitudes or behaviours. (maximum 200 words)

(Open text)

How has this activity helped achieve operational excellence — doing the right thing effectively and efficiently? (maximum 200 words)

(Open text)

Degree to which innovation has been demonstrated. (maximum 200 words)

(Open text)

Sustainability & scalability. (maximum 200 words)

In what ways has the activity shown itself to be conscious of its own long-term costs and contributions as part of a commitment to sustainable practice? What challenges have been met or barriers surmounted?

(Open text)

Degree to which this has become a model for other activity. (In what way?) (maximum 50 words)

(Open text)

Any other comments? (maximum 100 words)

Optional.

(Open text)

Finalising your submission

Before you submit, please note:

- We recommend reviewing the CAUDIT Awards Entry Conditions before finalising the application.
- CAUDIT may contact the CAUDIT Member Representative for a written statement formally endorsing the application.
- If you need any assistance in finalising your nomination, contact Steven Turner on 0404 695 444 or project-support@caudit.edu.au.



In submitting this form, I agree to the terms and conditions of entry into the CAUDIT Awards.

- Yes