

# International Awards

## International Nurse Researcher Hall of Fame (NRHF)

### Frequently Asked Questions

#### GENERAL

**1. Where is the NRHF Awards Web site?**

<http://www.nursingsociety.org/Awards/international/Pages/NurseResearcherHallofFame.aspx> or go to the home page and click on Awards in the main menu. Select Nurse Researcher. Find the link “Submit your entry” A separate browser window will open up:  
[http://stti.awards.confex.com/stti\\_awards/nrhf2011/index.html](http://stti.awards.confex.com/stti_awards/nrhf2011/index.html) (this site is hosted by Confex)

**2. When is the Awards deadline?**

**1 February 2011**

**3. How much does it cost?**

**US\$50**

Each award submission requires a US\$50 entry fee.

**4. How much does it cost for members outside the U.S.?**

The fee structure for members outside the U.S. will be set according to World Bank classifications based on per capita income designated as low, middle and high. All fees paid to Headquarters, either by individual members or chapters, will be calculated in U.S. currency.

#### **Sliding Scale for the 2011 International Award Entry Fees**

High Income\* = US\$50

Middle Income\* = US\$20

Low Income\* = US\$10

These fee categories are based on a country's GNI per capita as defined by World Bank Basic Indicators table.

**5. Is membership required to apply?**

**YES.**

All active STTI members are eligible and current members of STTI's board of directors. Members of the headquarters staff and members of the judging committee are not eligible.

#### AWARD CRITERIA

**6. Where is the award criteria?**

**On the Web site**

<http://www.nursingsociety.org/Awards/international/Pages/NurseResearcherHallofFame.aspx> or go to

Click on the award name to review a PDF of the award criteria. Please print a copy for your records and note any submission requirements. Incomplete entries will not be reviewed by the award judges.

## SUBMITTING A NOMINATION

### 7. How do I submit a nomination for a 2011 International Nurse Researcher Hall of Fame?

Through the online awards entry system located through the honor society's Web site, [http://stti.awards.confex.com/stti\\_awards/nrhf2011/index.html](http://stti.awards.confex.com/stti_awards/nrhf2011/index.html)

### 8. Is there a hard copy entry form available?

**No.** All nominations must be submitted online.

### 9. How do I start an online entry?

Click on **["Click Here to begin an entry to a International Nurse Researcher Hall of Fame"](#)**

### 10. How do I submit my entry online?

You will be prompted to follow these **six steps**:

- 1) Select your award category
- 2) Enter the title of your nomination
- 3) Enter the nominator/nominee contact information
- 4) Upload the required documents
- 5) Pay the US\$50 entry fee with a **credit card**
- 6) Confirm your submission

**IMPORTANT NOTE: DO NOT USE THE BACK BROWSER BUTTON BUT SELECT THESE STEPS IN THE AWARD CONTROL PANEL AT LEFT**

### 11. Are there special instructions for nominating a group for an award?

The International Nurse Researcher Hall of Fame recognizes individuals only.

### 12. I started a submission but had to stop in the middle of it. Can I return to the same entry?

**Yes.** Using your Entry ID (4 digit-number) and Entry Password (6 digit-number), you can log-in to a nomination until the system closes on 1 February 2011 (11:59 p.m. EST).

### 13. How do I know my Entry ID and Entry Password?

**Email.** Refer to the email message you received when you started an entry, which lists your Entry ID and Entry Password. **If you cannot find your Entry ID and Password**, please contact the awards staff at headquarters at [awards@stti.org](mailto:awards@stti.org).

### 14. Can I view, edit or withdraw my nomination once it's submitted?

**Yes.** You can view, edit or withdraw your submission through the 1 February 2011 deadline.

### 15. I've withdrawn my submission but already paid the US\$50 entry fee. Can I get this back?

**No.** The entry fee is non-refundable.

### 16. Can I send my nomination to headquarters instead of submitting it online?

**No.** **All** nominations must be submitted online. Hard copies of entries will not be accepted. Judges will only review entries online.

### 17. What formats can be uploaded through the online system?

- **TXT** - Plain Text
- **HTML** - Hyper Text Markup Language, Web pages

- **PDF** - Adobe's Portable Document format
- **GIF, JPG, PNG** - Formats commonly used on the web
- **RTF** - Rich text file (most word processors export this format)
- **DOC** - Microsoft Word
- **WMV, WMA, MOV, WAV, AIFF** - Multimedia formats

## PAYMENT

### 18. Can I pay by check?

**No.** All entries must submit payment through the online awards system using a credit card (VISA, MC, Discover).

### 19. Can I change my entry once I make payment and confirm the submission?

**Yes.** You can view, edit or withdraw to your entry through the 1 February 2011 deadline.

## JUDGING

### 20. How are the award entries judged?

**Qualified judging panels** representing strong talent and expertise are appointed. These judging panels will review the award entries online and determine a recipient(s) based on the criteria of the award category. Decision of the judging committee is final.

Only *complete* submissions will be reviewed. Submissions that are *incomplete* after the 1 February 2011 deadline will be withdrawn from the system and will not be reviewed.

## NOTIFICATION OF AWARD RECIPIENTS

### 21. When will I be notified if I am an award recipient?

**8 April 2011.** All notifications will be mailed via letter.

## AWARD PRESENTATION

### 22. When are the awards presented?

The awards will be presented at the **22<sup>nd</sup> International Nursing Research Congress, 11-15 July 2011**. Specific award presentation information will be mailed to each recipient. One award per recipient; however, additional award hardware can be ordered at the other's expense.

### 23. Do I receive a complimentary Convention registration as an award recipient?

Recipients will receive one complimentary registration. Award recipients will be responsible for all travel and related expenses incurred for convention attendance. Award recipients receive one complimentary registration for the day of the award presentation.

### 24. Will my travel expenses be covered to attend the award ceremony?

**No.** Award recipients will be responsible for all travel and related expenses incurred for convention attendance.

## WHO TO CONTACT

### 25. Who do I contact with questions about the award criteria?

**Staff Liaison** – Tonna Thomas  
888.634.7575 (Toll-free U.S./Canada)  
+1.317.634.8171  
Fax: +1.317.634.8188  
Email: [tonna@stti.org](mailto:tonna@stti.org)

**26. Who do I contact with questions about the awards process?**

**Crystal Oyler**, Awards and Recognition Coordinator  
888.634.7575 (Toll-free U.S./Canada)  
+1.317.634.8171  
Fax: +1.317.634.8188  
Email: [cnoyler@stti.org](mailto:cnoyler@stti.org)

**27. Who do I contact if I have problems with the online system?**

**Confex Technical Support**  
Call +1.401.334.0220 between 8:30 am and 6:00 pm EDT, Monday-Friday  
Email: [stti\\_awards@confex.com](mailto:stti_awards@confex.com)

## **HALL OF FAME**

**28. Where are the Hall of Fame inductees located on the web?**

**You may find all the inductees including their research on the STTI website.** Please visit the home page and click on Research Library in the menu and go to Nursing Library go to the Research Awards in the main menu and click on the link International Nurse Researcher Hall of Fame  
<http://www.nursingknowledge.org/Portal/main.aspx?PageId=4045&ContentID=109119>