The Macmillan Excellence Awards

Macmillan Professionals Excellence Awards and Henry Garnett Award

Endorsement process explained

The flowchart below shows the steps required from each nominator and endorser to approve and submit a completed nomination.

Important notice to nominators

It is your responsibility to agree in advance with your endorser when you will submit the nomination for approval. The endorser will require time to read the completed nomination and write a supportive statement (maximum 700 characters for Excellence Award nominations only).

It's essential that you plan plenty of time to complete the nomination to ensure:
– the endorser allocates time in their diary / is not on annual leave
– if the endorser does not approve the nomination you then have time to work on the nomination and resubmit it for approval.

Unfortunately we cannot accept nominations submitted after the final deadline (Monday 31 March 2014)

Step 1 - Nominator: To submit a completed nomination for approval:
- write any comments for the endorser in the box provided and tick 'Request approval' to submit your nomination to the endorser.

Step 2 - Endorser: When you receive a nomination to approve you have two options:

To approve the nomination:
- tick 'Approve'
- write a supportive statement (maximum 700 characters) in the statement box provided. It will be required for Excellence Award nominations only and be used for internal purposes
- click 'Submit final nomination'.

To decline approval of the nomination:
- tick 'Decline'
- state your reasons why in the comments box provided
- click 'submit decline to nominator' to notify the nominator of your decision and your reason for declining.

Nominator:
When your endorser approves your nomination you will receive an email informing you that your completed nomination has been submitted for review.
You will receive an acknowledgement email within two weeks of final submission to confirm the reference number of your nomination.

Nominator:
To resubmit your nomination for approval:
- update your nomination based on the endorser's feedback
- repeat actions described in Step 1.