

KTI Impact Awards

Tips for submitting a successful application

- **Give yourself plenty of time** – take the time to read through the nomination forms, details on the category for which you are applying. Think carefully about the projects, initiatives or individuals you might nominate and in which category you would like them to appear. In every instance make sure there has been a clearly defined and demonstrable impact.
 - **Double check the category** – some projects may fall into several of the award categories so it is important to make sure you have entered the project or initiative into the most relevant one. This will give your project or initiative the greatest chance of success.
 - **Answer the question and be direct** – the nomination forms are structured to extract the information required for the judging panel to make its decision. The more directly you answer the question, the easier it will be for the judges to draw a conclusion on your submission.
 - **Give back up** – have you provided details of specific results, outputs or achievements (where relevant) in your submission that illustrate the impact of the submission you are making. Such information will make a difference to the success of your submission.
 - **Remember the judging criteria** - make sure to remember the judging criteria throughout the completion of your application form:
 - **Impact** – the project, initiative or individual detailed in the submission must have delivered some kind of demonstrable impact or benefit specific to its particular category of knowledge transfer.
 - **Clarity** – the project, initiative or individual’s actions and the impact must be explained in a succinct and logical manner giving the judges a clear understanding of who or what is being nominated and why the nomination makes sense for the particular award.
 - **Compelling** – the project, initiative or individual detailed in the submission must be presented in a persuasive and powerful way and make a compelling case to win the awards category in question.
 - **Role of the TTO or ILO** - the way in which the TTO or ILO has been pivotal to the project, initiative or individual’s success must be apparent throughout each submission.
 - **Validate your submission** – check through your completed application form and make sure you check both boxes under the Declaration Section of the application form.
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