# Nomination template

This template is a guide only – a nomination for the Awards can only be lodged through the online portal at [www.apsdataawards.gov.au](http://www.apsdataawards.gov.au). However, preparing your nomination in this Word document will help you obtain the required approvals from within your organisation prior to submitting your entry.

Nominations close at **11:59 pm** on **Monday 17 November 2025 (AEDT).**

All enquiries should be directed to [info@apsdataawards.gov.au](mailto:info@apsdataawards.gov.au)

# Categories

Enter any of our 7 categories. If you are nominating the same initiative in multiple categories, please complete a separate nomination for each category.

|  |  |
| --- | --- |
| Award | Applying as: |
| **Data Leadership and Capability Building** | Individual  Team/s  APS organisation/s |
| **Data Sharing and Partnerships** | Individual  Team/s  APS organisation/s |
| **Data Science and Analytics** | Individual  Team/s |
| **Data Visualisation and Storytelling** | Individual  Team/s |
| **Data Systems and Innovation** | Team/s  APS organisation/s |
| **Early Data Career** | Individual\*  Team/s\*  APS graduate project team\*  *\*of any age/s, with no more than 3 years’ experience in data-related employment* |
| **Diversity and Inclusion in Data** | Individual  Team/s  APS organisation/s |

# Submitting agency

Please identify the lead agency and any collaborative agencies if a joint submission.

* Agency:
* Agency website:
* Agency size (full time equivalents):

# Contact officer

**Please provide the contacts details for the individuals to be contacted regarding the APS Data Awards nomination and process.**

## Main contact officer details

* Full name:
* Agency:
* Position title:
* Email:
* Phone:

## Secondary contact officer details

* Full name:
* Agency:
* Position title:
* Email:
* Phone:

# Nomination details

Please complete the relevant individual, team and/or organisation details who are included in the nomination. Sections not required can be left blank. All individuals must provide approval for their personal details to be included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name | Agency | Position title | Team | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I certify that all identified individuals have provided approval for inclusion of their personal details.

# Executive endorsement

All nominations require endorsement by the lead Agency at least SES Band 2 or similar prior to submission.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Full name | Agency | Position title | Email |
| **Deputy Secretary**  (or Band 2 equivalent) |  |  |  |  |

I confirm that the identified Executive has endorsed this nomination for an APS Data Award.

The identified Executive has read, acknowledged and accepted the [Collection Notice on this form](https://www.apsdataawards.gov.au/collectionnotice).

For collaborative agency nominations all relevant Executives from the agencies involved have endorsed this nomination.

# Completion in the reference period

I confirm that the project, initiative or milestone (as part of a larger project) was completed within the reference period.

The reference period for eligible work is the period between nominations opening for the 2024 APS Data Awards (6 June 2024) and nominations opening for the 2026 APS Data Awards (8 September 2025).

# Your nomination

This section will be provided to the shortlisting and judging panels. Please do not include personal identifiers or other information which would allow the panel to identify individuals.

Each category in the APS Data Awards will be evaluated based on 4 key criteria and should be considered in your response.

* Relevance (to the objectives of the awards program and nominated category)
* Originality (novel, innovative)
* Impact (value, measurable benefits)
* Wider applicability (reuse, repeatability, and scalability)

## Title of your nomination

This will be how your submission will be identified and referred to including the finalist/winner announcement on the website and at the gala dinner. The title should be descriptive of the work you are nominating and understandable to someone not familiar with your project.   
See [2024 winners and finalists | apsdataawards](https://www.apsdataawards.gov.au/node/45) for examples.

* Title:

## High level description

**How would you summarise your project/initiative including its purpose and outcomes?** (300-word limit)

## Responses to the judging criteria

**In what way does your project/initiative demonstrate relevance to the category you are nominating for?** (200-word limit)

**In what way does your project/initiative demonstrate originality?** (200-word limit)

**What impact has your project/initiative delivered to the Australian community?** (200-word limit)

**How does your project/initiative have (or the potential to have) wider applicability?** (200-word limit)

**Attachments**

You are encouraged to attach additional context to support your nomination. For example, reports, metrics, screenshots, videos or graphs. Please ensure any personal identifiers and/or sensitive or commercial-in-confidence information is redacted.

***If your project has also delivered improved diversity and inclusion outcomes for Australians as a direct result of using APS data, please also consider nominating in the Diversity and Inclusion in Data category (if not otherwise already nominating).***

## Promotional description

**In addition to the title of your nomination, how would you like your project/initiative explained in APS Data Awards communications and/or promotional materials if you are successfully named as a finalist?** (60-word limit)   
*This is not assessed and is for promotional purposes only.*

# Before you submit your entry

When submitting your nomination you will be requested to sign the following. Please ensure this has been read, checked and agreed to prior:

I have read, acknowledge and accept the [Collection Notice](https://www.apsdataawards.gov.au/collectionnotice) for the APS Data Awards.

This nomination does not include any sensitive or commercial-in-confidence information.

I acknowledge that the information provided within this nomination will be used within APS Data Awards shortlisting, judging and promotional activities.

I confirm that all identified individuals have reviewed and acknowledged the [Collection Notice](https://www.apsdataawards.gov.au/collectionnotice) for the APS Data Awards.

I confirm that the individuals identified within this nomination have approved for their personal information to be shared as part of the shortlisting, judging and promotion of the APS Data Awards (including event, website, media and social media activities).

## When submitting your nomination, you will be required to provide:

* Name:
* Agency:
* Email: