APTA Honors & Awards Program

Frequently Asked Questions

APTA's Honors & Awards Program is comprised of 32 awards that honor outstanding achievements made by its members in the areas of overall accomplishment, education, practice & service, publications, research, and academic excellence. This document offers answers to frequently asked questions for better preparation and submission of a nomination.

Accessing the Nominations Submission Portal

This is my first time submitting a nomination, can I use my APTA login credentials to start preparing a nomination?

Currently, our awards platform is independent of APTA's system. If this is your first time accessing it, you will need to **Create an Account** in the login area. Please note that all fields marked with an asterisk (*) are required to create your profile.

After you have established your unique credentials, you can log in to the awards submission platform.

Where do I go to start my nomination submission?

After logging in, you will be brought to a central landing page with a message welcoming you to the nomination site for APTA's Honors & Awards program. At the top navigation bar, you will see tabs **Home, Author,** and **Manage**. To start a nomination:

- Select **Author** from the top navigation bar.
- Choose **Start a New Submission** from the left side menu.
- Click **Begin Submission**.
- Find the award that you are preparing a nomination for from the drop-down menu.

Do I need to have everything ready to submit when preparing my packet or can I save my submission and come back to it later?

If you do not have all the materials ready when you are preparing your submission you can choose **Save** or **Save & Continue** at any time during the process. When you select **Author** to continue working on your submissions, you will be directed to your dashboard where you can see your in-progress nomination(s) under **Unsubmitted Nominations**. To continue working on your nomination(s), click **Continue** next to the submission you wish to work on.

Preparing Nominations

Does it matter what order the documents are uploaded in?

The list of required documents for any of our awards can be found on their respective pages. While the list provides an overview of what is needed, it is more important that all the required documents are uploaded accordingly. You can preview your submission before it is submitted toward the end of the preparation process.

We recommend that you review the PDF preview of the submission before uploading, as the preview will show exactly what reviewers will receive.

Are there specific formats accepted in the awards platform?

It is recommended that documents be uploaded in either Microsoft Word or Adobe PDF formats.

How do I replace an uploaded document that has been updated?

While working on your nomination, the left side menu will list the various pages of information that need to be completed. To adjust your files:

- Select **Step 2: File Upload** from the left side menu.
- Scroll to the bottom and you will see all files that you have already uploaded.
- Remove the originally attached document and replace it with the updated copy by clicking **Select File** and choosing the file type from the drop-down menu.
- Preview the entire packet before submission to make sure that the substitution has been made.

What is the deadline to submit a nomination?

The annual nominations call is open through Dec. 1.

What do I do if I need more time to complete my nomination packet?

If there are concerns or questions regarding the deadline, please contact Honors & Awards and a member of our team will be happy to help you.

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Contact: honorsandawards@apta.org