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| --- | --- |
| **PROGRAM INFORMATION** |  |
| Title of Award: |  |
| Sponsoring School/Division: |  |
| Sponsoring Department: |  |
| Department Number (if applicable): |  |
| Date Award was Establishment: | / / |
| Purpose of the Award: |  |
| Selection Criteria: |  |
| Selection Committee: |  |
| What is awarded? (plaque, monetary amount, leave time, etc.) |  |
| How is the award presented? (staff meeting, luncheon, etc.) |  |
| Exemption Request—This form requests exemption to SPA Policy and is submitted with Vice Chancellor letter of support. | Yes  No |
|  |  |
| **ELIGIBILITY** |  |
| Who is Eligible to Receive the Award? |  |
| Who is Eligible to Submit a Nomination? |  |
|  |  |
| **AWARD CYCLE** |  |
| Frequency of Award (annual, semi-annual, etc.): |  |
| Number of Awards per cycle: |  |
| Nomination Period (month(s)): |  |
| Award Selection Results announced (month)? |  |
|  |  |
| **NOMINATION PROCESS** |  |
| Nomination Process: |  |
| Required Form(s)/Documentation: |  |
| Email address nominations are submitted to: |  |
|  |  |
| **PROGRAM ADMINISTRATOR (Administrator not eligible for award)** | |
| Full Name (first last): |  |
| Home School/Division: |  |
| Home Department: |  |
| Email Address: |  |
| Phone Number: |  |
| Fax Number: |  |
| URL for Award Program (if applicable): |  |
| Date Program last reviewed (suggested annually): | / / |
|  |  |
| **School/Division HR Officer Approval** |  |
| HR Officer Full Name (first last): |  |
| HR Officer Signature: |  |
| Date of approval: | / / |

**Return completed form (with any forms attached) via email to:** [**UNCjobperks@unc.edu**](mailto:UNCjobperks@unc.edu)