

EMPLOYEE INNOVATION AWARD

The Employee Innovation Award recognizes full-time A&P and USPS FBO employees, who through creativity and ingenuity, present solutions to problems, save resources, create efficiencies and/or positively impact the way the division or university conducts business. The award(s) will be presented at the end of the calendar year for innovations that were implemented the previous year and tracked over the current year.

Please see submission instructions below. Team submissions are welcome!

AWARD CRITERIA

Submissions will be reviewed for:

1. **Productivity Improvement:** Provide the same level of service at a lower cost, provide a higher level of service at the same cost, avoid or reduce future cost, increase efficiency, and/or improve sustainability.
2. **Impact:** The influence on the organization.
3. **Innovation:** Creative approach to providing or improving service, or addressing a challenge.
4. **Tracking:** Ensure that the project's progress has been tracked along its lifespan. Tracking should begin at innovation conception and continue for one year prior to nomination.
5. **Supporting Data:** Provide data that correlates with tracking to support the impact of the innovation based on the award criteria.

HOW TO APPLY



Click or scan the QR code to complete the Award Nomination Form and submit it to **fboempirec@ucf.edu**, along with all supporting documentation. Applications may be submitted throughout the year but must be received no later than October 1 to allow adequate time for evaluation.

SELECTION PROCESS

- The Employee Recognition Committee (ERC) will review applications to ensure eligibility criteria is met.
- If criteria is met, applications will be forwarded to the applicable AVP for confirmation.
- After AVP confirmation, eligible applications will be shared with division leadership. The ERC and leadership team have discretion over how to assign awards.

Innovator of the Year may be awarded up to **\$2,500**! Winners to be announced at the year-end holiday celebration.