



National Environmental Leadership Award *in Asthma Management*

Application Checklist

This checklist was developed to assist National Environmental Leadership Award in Asthma Management applicants finalize their application and verify that all of the necessary and key components have been included. This checklist should not be submitted with the application.

- ☐ I have reviewed the [Eligibility](#) page and verified that I am eligible to apply and that I have applied in the correct category.
- ☐ I have reviewed the [Application Guidelines and Evaluation Criteria](#) for the category I am applying in and have thoroughly responded to the three evaluation areas (Comprehensive Asthma Management Program, Getting Results – Evaluating the Program and Sustaining the Program).
- ☐ I have utilized the [resources](#) available to help me apply.
- ☐ I have included the following items in my application:
 - ☐ Cover page (not to exceed 150 words)
 - ☐ Responses to the three application sections (not to exceed 5,000 words total or 10 pages, single spaced).
 - ☐ OPTIONAL: Supplemental materials to provide additional support for the information in your application (you may either submit: five (5) separate PDF files totaling one (1) page each OR one (1) PDF file totaling five (5) pages).
Note: If you are providing supplemental materials, please ensure that you have appropriately referenced and adequately explained them in your application.
- ☐ If I am applying by mail, I have completed all of the steps on the [Apply By Mail](#) instructional page.
- ☐ If I am applying online, I have:
 - ☐ Contacted my IT administrator to adjust my firewall settings to ensure a complete application submission.

- ☐ Formatted my text properly according to the following directions:

To allow for proper formatting of your text, please copy and paste unformatted text from a “text only” file (.txt) or copy and paste your text from Word into a program like “Notepad” and then copy and paste this into the appropriate application text boxes. To format (bold, italics, bullets, etc...), please use the tools provided above the text boxes in the online applications. Remember that you can always save your application and come back to it later.

- ☐ If I am applying online, I have submitted my application by **February 12, 2013 at 11:59 p.m. EST**. If I am applying by mail, I have postmarked my application by **Tuesday, February 12, 2013**.

If you have any questions about the items on this checklist or the overall application process, please contact EPALeadershipAwards@asthmaawards.info.