



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.
- I have reviewed the application and have thoroughly responded to the three evaluation areas (Comprehensive Asthma Management, Getting Results—Evaluation, and Sustainability).
- I have utilized the [resources](#) available to help me apply.
- I have included the following items in my application:
 - Cover page
 - Responses to the three application sections
 - OPTIONAL: Attach Supplemental Materials. Applicants should completely address the published criteria in their application. In each section, applicants may attach a one-page supplemental document to support the information in the application. You may either submit: three (3) separate PDF files totaling one (1) page each OR one (1) PDF file totaling three (3) pages. The attachment must be clearly referenced and explained in the body of the 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 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 January 31, 2022 at 11:59 p.m. EST.
- If I am applying by mail, I have postmarked my application by January 29, 2022.

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