NASAO Center for Aviation Research and Education

Announcing the

Best Practices and Innovation in Aviation Award

About

The Best Practices and Innovation in Aviation Award program is a **non-competitive** awards program seeking to recognize state aviation programs for best practices and innovation. The awards are divided into two categories: best practices and The Aviation Innovation Recognition (AIR) Award. Nominations are judged based on their own merits according to the criteria outlined in the application, rather than judged against one another. This program is not linked to nor does it supplant the NASAO Most Innovative State Program Award.

Eligibility

Only programs in which a NASAO member in good standing is at least a partner in the program are eligible. There is no limit to the number of nominations that can be submitted. All nominations must comply with the standards and criteria described in the application.

The program or practice should be a best practice **or** contribute to the quality of service in the aviation community and/or the general public. The practice should be adopted or the program should be currently underway or recently completed and have reportable results.

Deadline

Applications are received on a continuous basis and judged on a quarterly basis. To be recognized at the annual tradeshow and convention, submit applications by June 1st of each calendar year.

Judging

All applications are judged by the NASAO Center for Aviation Research and Education best practices committee or a committee of NASAO members. Certificates and acrylic trophies for winning programs will accompany the notification letters or can be received at the NASAO Annual Convention and Tradeshow in September. The submitting individuals will receive a copy of the certificate.

Award Categories

- Historic Aviation Preservation
- Aviation Education
- Capital Planning
- Compatible Land Use
- Economic Development and/or Impact
- Emergency Management or Search and Rescue
- Environmental Protection or Green Technology
- Financial Management
- Flight Department Management
- Information Technology (e.g., website, newsletter, database)
- Personnel Management, Employee Training, or Employee Benefits
- System Planning or Capital Planning
- Risk Management
- Airport System Preservation
- Directories and Charts
- Volunteers
- Air Service

Contact Information

Aviation Institute of KCAE
P. O. Box 1024
Topeka KS 66601
785-296-2553

Eligibility Standards

All nominations must comply with seven standards:

1. Must be a program in which the NASAO member in good standing is at least a partner in the program.
    a. The program must be a best practice in the industry or offer a new service or fill gaps in available services or utilize a new revenue source;
    b. Improve the administration or enhance the cost effectiveness of an existing program;
    c. Upgrade the working conditions or level of training of NASAO member's personnel;
    d. Enhance the level of citizen participation in aviation;
    e. Increase the level of information available for public policy making; or
    f. Promote intergovernmental cooperation or coordination of a shared issue or resource.

2. The new program may be a response to a Federal mandated, provided the response is not mere compliance and/or assists in the development of a model response.

3. The program must have measurable results.

4. The program must be innovative and not rely on the application of techniques or procedures that are common practice in other state aviation agencies.

5. The program must be consistent with generally accepted governmental and financial management procedures.

6. All steps in the application process must be completed and all nomination fees must be paid in full.

7. The program must meet the criteria outlined below.

How to Apply

The complete application must contain the following:

1. Completed application found at http://www.nasao.org/About/Awards.aspx

2. Payment

3. Nomination summary – details below
    - Abstract
    - Problem/need
    - Description
    - Cost
    - Results/success
    - Worthiness

4. File electronically at Awards@nasao.org

Step One: Application

1. *Contact Information*
   The person named as the contact on the application should be the primary contact for this program. All correspondence and communication about the program will be directed to the contact person. A link to the online application form can be found at http://www.nasao.org.

2. *Program Information*
   Program Title: Should your program receive an award, the program title you provide is exactly what will appear on the certificate. The title should be no more than 75 characters and should not include the state name because the state name automatically appears on the certificate.

   Program Category: Please choose one category from the list. Note that the selection of a program category should be determined by the content of the program, not by the organizational department. If you feel your application fits into two or more categories, please choose one category that best covers the main topic area of your program.

Step Two: Payment

The fee for each application is $150 for a NASAO member in good standing. If you are unsure of your membership status, please contact NASAO at 703-417-1880.

Indicate your form of payment on the application. Both credit cards and checks are accepted. Checks are to be made payable to Air Institute of KCAE.

Applications received without payment are not processed until payment is received.

Step Three: Nomination Summary

The nomination summary must:

- Be written on no more than seven one-sided type written pages.
- Be written in layman's terms, so that the average reader can understand the objectives and judge the merits of the program. The NASAO Center reserves the right to disqualify programs whose summaries are too technical.
- Be well written. Poorly written applications that do not address the six issues to the right are subject to disqualification.
- Be an industry best practice or have measurable results. The NASAO Center reserves the right to disqualify programs that are submitted prematurely and without measurable results. Best practices that incorporate and improve on other state's best practices are encouraged.
- Have the name of the program and the state submitting the application on the top of each page along with the page number.

In the summary of the nominated program, the six items in the column to the right must be addressed in a number by number format. Failure to address any of these items may result in your application's disqualification. Suggested page guidelines are also provided.

Step Four: Submit Application

For each nominated program, the application (including form of payment) and nomination summary must be submitted electronically. If paying by check, send a copy of the application and the check to Air Institute of KCAE, P.O. Box 1024, Topeka, KS 66601.

The NASAO Center welcomes any additional materials, i.e. reports, manuals, photos, videotapes, etc., you would like to send in support of your application; however, programs are judged on the information provided in the seven page summary. Please send additional materials with a copy of your application to the Air Institute of KCAE, P.O. Box 1024, Topeka, KS 66601 for processing.

Please note, upon receipt, all application materials become property of the NASAO Center, which reserves the right to publish and distribute program summaries and display entries. For your records, please keep a copy of your email confirmation, application and nomination summary. Applications and application materials are not returned. Nominations are accepted on an on-going basis and awarded quarterly.

Awards

Acrylic trophies will be awarded for winning programs. Award winners can obtain a catalog to purchase duplicate certificates or other memorabilia.

1. *Program Abstract*
   In approximately 200 words or less, summarize your program (approximately 1/4 page). Abstracts of award winning programs will be published, so please be sure that what you have written is comprehensive, but concise.

2. *Program Problem/Need*
   Discuss the problem/need that prompted the development of the program and the state's legal obligation, if any, to take action (approximately 3/4 page).

3. *Program Description*
   Provide a description of the nominated program, including its objectives, the time frame for development and implementation, the clientele being served, the state's role in devising and implementing the program, and the contribution, if any, of other partners (e.g., federal government, consultants, private partner(s) (approximately 2 to 3 pages).

4. *Program Costs*
   Describe both the operating and capital costs incurred in developing and implementing the program (list all costs that would be incurred by a state attempting to replicate the program) (approximately 3/4 page to 1 page).

5. *Program Results/Successes*
   Provide a description of the results and the success of the program in meeting its objectives (provide specific examples and measurements of that success) (approximately 3/4 to 1 page).

6. *Worthiness of an Award*
   Give justification for why this program meets outlined criteria and should be awarded an award (approximately 1/4 to 1/2 page).

NASAO
Center for
Aviation
Research and
Education

NASAO Center Best Practices and Innovation in Aviation Award Application

Contact Information

State Aviation Agency Name _____

Primary Contact Name _____

Title _____

Phone _____ FAX _____

Email _____

City _____ State _____ZIP _____

_____

Address (if different from above) _____

_____

Program Information

Program Title (no more than 75 characters this is exactly what will appear on the certificate) _____

_____

Program Category ___ Best Practices in Aviation ___ Aviation Innovation Recognition

Award Category

__ Historic Aviation Preservation
__ Aviation Education
__ Capitol Planning
__ Compatible Land Use
__ Economic Development and/or Impact
__ Emergency Management or Search and Rescue
__ Environmental Protection or Green Technology
__ Financial Management
__ Flight Department Management
__ Information Technology (e.g., website, newsletter, database)
__ Personnel Management, Employee Training, or Employee Benefits
__ System Planning or Capital Planning
__ Risk Management
__ Airport System Preservation
__ Directories and Charts
__ Volunteers
__ Air Service

Method of Payment

___ Check enclosed (payable to Aviation Institute of KCAE) Charge my: __ VISA __ MasterCard __ AMEX

Card Number:_____ Expiration Date: _____

Cardholder Signature:_____ CVV #: _____

Submittal of Application

Payment by credit card: Submit this completed application and the nomination summary electronically to Awards@NASAO.org.

Payment by check: Submit this completed application and the nomination summary electronically to Awards@NASAO.org **AND** send a copy of the application and check to Aviation Institute of KCAE, P.O. Box 1024, Topeka, KS 66601