



# Tom Hughes Collaboration Award 2025

## Nomination Application Instructions

**DEADLINE: July 16, 2025**

Thank you for your nomination for the Tom Hughes Collaboration award! Below are instructions for the format of your application.

**Your application should include the following elements (in the order it is requested and numbered accordingly):**

1. Your name, title, organization, and contact information.
2. The name of the 2 SMI member organizations.
3. Executive Summary: 1-to-2-page summary of the demonstrated attributes of your nominee and why you are submitting their nomination. Include a description of the event or event(s) that you will be your "Story" of what took place that influenced you to submit your nomination.
4. Provide the following information (although answers may be included in supporting documentation/ attachments, it is important to directly answer the questions in your submissions)
  - a. Identify the executive champions involved from both organizations.
  - b. List and describe the specific events/activities/problem solving that have demonstrated collaboration and innovation – include dates of beginning and end of project/event.
  - c. Describe how you measured success.
  - d. Describe key milestones and critical key actions that contributed to the success of the collaboration.
  - e. How do you plan to sustain collaboration and innovation over time?
5. Attachments such as PowerPoints, dashboards, and other material associated with the nomination are welcome – but do not replace the need to answer the specific questions below.

**Please email your completed application in PDF format with any supporting documentation to Christine Dean at [cdean@smisupplychain.com](mailto:cdean@smisupplychain.com) by July 16, 2025 with the subject line: SMI THCA 2025 Application.**