Guidelines for GSGA Risk Management Award Submissions*

1. You are required to complete a written submission that demonstrates the risk management evaluation process for a specific initiative. (see the About tab under the ERM website at https://www.uc.edu/gencounsel/rmi.html for reference.)
2. Before you begin to write your submission, we recommend you familiarize yourself with the type of information required in each section.
3. Each section contains a set of bullet points as suggested inclusions. You may combine or exclude any of the suggested points from each section as these can be adapted to suit your submission. You are not limited to just the suggested inclusions and you may include other relevant information.
4. Submissions should be made as a SINGLE PDF document and emailed to gsga-vicepresident@mail.uc.edu.

COVER PAGE
- Award name
- Your name
- Your email address and mailing address
- Your graduate program
- Your program of study and when you started in your program
- Name of the project you are proposing for the award
- Other key collaborators (including any overseeing faculty and project lead)
- 100 word summary of the project and its importance
- Note: GSGA may have additional requirements for the Cover Page. Please reference their website.

APPLICATION PAGE
One page maximum on 8.5x11 sized paper, using minimum 11 point font and one inch margins throughout.

1. PROFILE Suggested Inclusions*
   - Provide background information and rationale for the project.
   - Define the importance of this initiative to your graduate studies and the industry, sector, or community in which it operates.

2. METHOD Suggested Inclusions*
   - Outline the key elements of the initiative or project defining the goals and objectives.
   - Outline the planning, research and development process that has been undertaken.
   - Define the research methodology and methods used or planned.
   - Outline any key performance indicators that were set to monitor progress.
   Note: Key aspects of the risk management process should be emphasized in this section (e.g. Risk Identification, Risk Analysis/Evaluation, Risk Treatment, Risk Monitoring, as well as Opportunity Analysis)

3. EXECUTION Suggested Inclusions*
   - Outline how the initiative was or will be implemented detailing each stage until completion.
   - Define resources allocated or required throughout the implementation process.
   - Describe collaboration required to execute effectively.
   - Describe difficulties or challenges encountered and how they were (will be) addressed
   Note: Key aspects of the risk management process should be emphasized in this section. (e.g. Risk Identification, Risk Analysis/Evaluation, Risk Treatment, Risk Monitoring, as well as Opportunity Analysis)

*Guidelines are adapted from the World Business Awards for Risk Management
4. OUTCOMES Suggested Inclusions:

- Define how the initiative has or will succeed in creating value.
- Outline the most important factors contributing to the initiatives success.
- Where possible, provide data to demonstrate benefits, impact and value creation.
- Outline any commercial, environmental and/or societal benefits achieved.
  - Indicate any publications that have come from your work.

Note: Key aspects of the risk management process should be emphasized in this section.
(e.g. Risk Identification, Risk Analysis/Evaluation, Risk Treatment, Risk Monitoring, as well as Opportunity Analysis)

*Word Count: There is no minimum or maximum requirement for any section. However, the entire application should not exceed one page. Supporting information can be included in an appendix, but is limited to published work directly related to the project (peer-reviewed publications from your team, magazine or other popular press articles about the project, etc). Inclusion of other materials in the appendix will disqualify the application from consideration.

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