TrailblazHER™ Excellence Awards Application Checklist

Please use this checklist to ensure your application is fully complete and the best possible application is submitted.

A reminder that there is no limit to the number of categories or nominations an entry can submit. However, an application form for each category must be submitted. Joint applications will not be accepted. All applications close at 11.30pm (IST) on Wednesday 27th August 2025.

Step	Requirements	Notes	
1. Pre-Application	Eligibility Requirements	• Review eligibility requirements for each award of interest.	☐
	Evaluation Criteria	• Review the evaluation criteria	☐
	Entry Requirements	• Locate the application portal and the application form of choice.	☐
	Application Form Review	• Review the relevant application form via the online portal or Guidelines PDF for all questions. • Take note of word limits. • Collate all necessary information, and where possible, draft responses to questions.	☐
2. Queries	Queries and Clarification	• Contact TrailblazHERExcellenceAwards@gmail.com for any queries.	☐
3. Online Application Form	Application Form Completion	• Complete the application form in full. • All responses must remain within the specified word limits. • The form must be completed in one sitting. You will not be able to save your progress and return later, nor can you amend any responses once the application form is submitted. • Do not include links to external pages except where requested. Links to alternative platforms or documents will not be reviewed.	☐
4. Post-Application	Post-Application Review	• Once submitted, select option to receive application responses. You will receive an email with your application form included.	☐