Innovation of the Year Award Submission Instructions

Winning Innovations

After choosing a winning innovation, each League Board or Alliance college or district* submits its selection via the online application. **One winning innovation will be accepted from each college/district.**

Local Finalists

Districts or systems with multiple colleges or campuses may also email information about college-based finalists for the district award to Kelly Dooling at dooling@league.org, subject line "IOY Award Finalists." Please send the associated campus, innovation title, innovation description, and names of team members (institutional employees only).

A district may hold League membership for all the colleges in the district; the overall winner selected from among the district colleges is the Innovation of the Year winner and the remaining college winners are local finalists. Similarly, a college may hold League membership, which extends to all its campuses; the overall college winner is submitted to the League and the remaining campus winners are the local finalists.

Awards Contact

The designated Innovation of the Year Awards contact is the only person from your institution who can access the award portal to submit a winning innovation and associated recipients. If you are not that person, please send these instructions to him/her/them. To learn the name of your college's Innovation of the Year Awards contact, or, if you are the awards contact and your institution has decided to designate someone else, email Kelly Dooling at dooling@league.org.

The deadline for submissions is April 6, 2026.

Step-by-Step Instructions for Online Submission of Winning Innovations

1. Log in to your account at www.league.org. (If you do not know your username and/or password, click on "Forgot Password?" and enter your college email address to receive a password reset email. **Please do not create another account**; as an awards contact, you already have one.)

2. Once you are logged in, select "Innovation of the Year Awards Submission" in the "My Account" dropdown at the top, right of the page.

3. Click on "Create New League Award."

4. After carefully reading the information on the Instructions page, hit the "Next" button.

5. On the Details page, enter or select the following:

   - Title (up to 100 characters, not including spaces)
   - Description (up to 1,000 characters, not including spaces)
   - Category
   - Criteria**
   - Recognition (up to 300 characters, not including spaces)

   **A response is required for "Other"; if this option is not applicable to your winning innovation, enter "n.a." in the field to move forward.

6. On the Recipients page, click on the "Add New" button, then enter a recipient's last name in the "Search for a Customer" field.

   a. If the recipient has a League account, his/her/their name will appear. Select the recipient's name and hit "Save." Recipients who do not have a League account will not appear on the list.
   b. If you are able to find **every** recipient's name and add it to the list, hit 'Next.' If you did **not** find every recipient's name, complete the following steps **prior to submitting**:
      • Download the League Awards Account Creation Spreadsheet at https://www.league.org/account-creation-spreadsheet-league-awards;
      • Fill out and check all required information **only** for those award recipients who do not yet have a League account; and
      • Email the completed spreadsheet to Kelly Dooling at dooling@league.org with the subject line "IOY Awards Account Creation." Once you receive notice that the new account(s) have been created, you may continue the submission process.
      • To access your "In Process" submission and add recipients after communicating with Kelly:
         i. Repeat steps 1 and 2 above.
         ii. On the landing page, click on "Details" to the right of your pending submittal. **Do not start a new submittal.**
         iii. Select the Recipients page using the tabs on the left and add additional recipients (see step 6).

7. Once all recipients are added to the list, confirm (a) all innovation information on the Details tab, and (b) that all recipients chosen by your institution appear on the Recipients tab. (This information will appear online, in the League Awards Program, and in other related publications as submitted.)

8. Hit the Submit tab **in the left menu** to complete the submission process.

9. Upon submission, you will receive a confirmation email. If you do not receive notification from the League, please follow up with Kelly Dooling at dooling@league.org to ensure that the submission was successful.