

RCOT Annual Awards 2025

Application checklist

Before submitting your application, please ensure you have completed all the following steps:

	Item	Check
1.	Checked your eligibility for the specific award	
2.	Read the guidance notes 2025 thoroughly, including award-specific instructions	
3.	Reviewed the marking schedule to understand how your application will be assessed	
4.	Confirmed your project/activity takes place between 1 July 2025 – 31 December 2025	
5.	If applying for the Ann Carnduff Legacy CPD Activities Award , confirmed activity dates (1 Jul 2025 – 30 Jun 2026)	
6.	Reviewed evaluation reports from past winners on the RCOT website	
7.	If applying for awards sponsored by the Constance Owens Trust, read the tips for a successful application on the website	
8.	Clearly stated the aims and objectives of your project or activity	
9.	Tailored your supporting statement to the specific award category	
10.	Completed all relevant sections of the application form	
11.	Included word counts where required and completed all declaration boxes	
12.	Provided sufficient detail for reviewers to assess how you meet the award criteria	
13.	Obtained supporting evidence confirming your participation in the planned activity/project	
14.	Included evidence of ethical approval, if applicable	
15.	Asked someone to proofread your application for clarity and accuracy	