

# Digital Educator Awards Scotland (DEAS)

## Applicant Timeline and Checklist



**You've secured your place on the Digital Educator Awards. Now it's time to ace it! Use the following checklist to ensure that you're fully prepared to complete your application and wow your peer reviewer and validator!**

### Launch: January 2026

- ☐ Attend a launch webinar or listen to the recording.  
Monday 26 January 2026 4-5pm or Wednesday 28 January 2026 4-5pm
- ☐ Following the Induction Webinar, confirm the award(s) you plan to apply for at [Post Induction Webinar Feedback Form - Digital Educator Awards Scotland - Fill in form](#).
- ☐ Register for the Digital Educator Awards at [portal.digitaleducatorawards.com](https://portal.digitaleducatorawards.com). If you are already registered on the Digital Schools Awards website, go directly to sign in and use the same credentials (email and password).

### February 2026

- ☐ Agree an appropriate Peer Reviewer (PR) to support you in your application. The Validator will be a member from the Local Authority Digital Team.
- ☐ Ask your PR to register at [portal.digitaleducatorawards.com](https://portal.digitaleducatorawards.com). If they are already registered on the Digital Schools Awards website, they should go straight to sign-in and use the same email and password.
- ☐ Schedule catch up meetings with your PR, over February, March and April. Time and duration to be determined between you, e.g. a 20-minute catch up, once a month.
- ☐ Attend Intel® Skills for Innovation webinar (two dates) or watch the recording.  
Wednesday 18 or Thursday 19 February 2026
- ☐ Complete Intel® Skills for Innovation training of your choice.
- ☐ Attend a writing retreat(s) and work on your application.  
Tuesday 10 February 2026 4-5.30pm and Monday 23 February 2026 4-5.30pm

### March 2026

- ☐ Complete Intel® Skills for Innovation training of your choice.
- ☐ Attend a writing retreat(s) and work on your application.  
Thursday 12 March 2026 4-5.30pm and Wednesday 25 March 2026 4-5.30pm

### April 2026

- ☐ Complete Intel® Skills for Innovation training of your choice.
- ☐ Attend a writing retreat(s) and work on your application.  
Thursday 16 April 2026 4-5.30pm and Monday 20 April 2026 4-5.30pm
- ☐ Submit your application\* by 30 April 2026.

\*Before submitting, check you have no more than 5 pieces of varied and relevant evidence per criteria. Ensure data protection and confidentiality is maintained. Check you have completed all sections. Add the email address for your PR and Validator. If applying for the DI or DL award, check you have completed the reflective review.

### June 2026

- ☐ Create a plan to celebrate and share your success! (blog post, newsletter, local radio, press release to your local newspaper, update your CV, share on social media).