

Before you Submit an IEEE Fellow Nomination Form

As a nominator, you initiate the process to nominate a colleague who has made outstanding contributions to the advancement or application of engineering, science and technology. The first thing you need to do is fill out a nomination form. The process of completing the form is not an easy task. You need to check and see if the nominee meets all the requirements, assemble the names of the individuals who will be supporting the nomination and then explain why the nominee's contributions are worthy of this honor. It is a lot of work. So give yourself plenty of time to do it right. To avoid mistakes, use the below checklist prior to your submission.

1. **Meet the deadline.** All forms (nomination, reference, endorsement) must be received no later than 1 March. Keep in mind, when you complete a nomination form and submit it very close to the deadline that References and Endorsers need time to complete their form. Waiting until the last minute is not a good idea.
2. **Use current forms for the nomination process.** Unfortunately, there are times old forms are submitted, and they cannot be accepted. We strongly encourage you to use the [Online Nomination Process](#). This way there is a guarantee that all the forms (nomination, reference, endorsements) are current.
3. **Make sure the nominee is eligible for nomination.** The nominee must be an IEEE Senior Member or IEEE Life Senior Member in good standing (dues must be current) and who has been an IEEE member for five years or more preceding 1 January of the year of elevation. Don't assume that your colleague holds the correct member grade, that he/she is in good standing, or has met the minimum requirement for membership years. All forms are checked thoroughly and the ones that do not meet the requirements are not accepted. We verify the actual date that the nominee joined IEEE versus the years of service noted on the IEEE membership cards; system validation counts by date joined!
4. **Know how to spell the nominee's name.** Many times the nominee's names are misspelled and the first and last name are transposed. Pay special attention to international names with special characters and/or names that are hyphenated. This can cause problems later on in the nomination process. Our system validates the nominee's name against our IEEE membership database.
5. **Check references eligibility.** A reference must be an IEEE Fellow or IEEE Life Fellow in good standing with an exception for Region 9 (Refer to instructions for explanation). In addition, verify that your references do not currently serve on Boards or Committees that would make them ineligible to support the nomination. We strongly encourage you to solicit the maximum of 8 references rather than 5. This way you have a stronger chance of fulfilling the reference requirement in case some references do not qualify.
6. **Listing endorsers on the nomination form.** When entering a name of an endorser, input the last name, first name and e-mail address in the appropriate fields. If entering the name of a

society, corporation, chapter or region, input the information in the “organization name” field and leave the “first name” field blank, then enter the e-mail address for the contact issuing the endorsement.

7. **Entering e-mail addresses.** Input only “one” e-mail address for references and/or endorsers. Entering multiple e-mail addresses causes system errors.
8. **Nominees who are “self-employed” or “retired”.** Do not enter anything in the “organization’s name” field.
9. **Proposed Citation.** This should always begin with the word “FOR”, e.g. for contributions to...; for the development of...
10. **Printable version.** Prior to submitting the nomination form, remember to hit the printable version button and print a copy of the completed nomination form for your records.

To nominate a Senior or Life Senior Member for IEEE Fellow, please visit the Fellow Web site at <http://www.ieee.org/fellows>