

Submission process for IEEE-level award nominations

The following is the process for submitting a complete nomination:

- Review the eligibility requirements of nominators, endorsers, and candidates. [Browse the list of past IEEE-level award recipients \(PDF, 236 KB\)](#) to determine the eligibility of the candidate(s) as mentioned above.
- Nominators must complete the nomination form linked from the individual Award Web page and finalize it before the nomination deadline. Nominators must log into the nomination platform using their IEEE Account credentials. Non-members may create a free IEEE Account from the log in screen. IEEE Membership is not required to nominate or endorse a candidate.
- Once the nominator has clicked "save and finalize", endorsers will be emailed a link to submit their letters by the nomination deadline. A minimum of three, and maximum of five, endorsement letters will be reviewed by the selection committee, as listed on the nomination form. Nominators may [log in at any time to check the status](#) of received and outstanding nominations and may send reminder emails through the nomination platform. Nominators will not be able to view the endorsement letters.
- Nomination deadlines:
 - 15 January – [IEEE Technical Field Awards \(Endorsement letters due 31 January\)](#)
 - 15 June – [IEEE Medals](#) and [IEEE Recognitions](#)
- After the nomination deadline, nominations are reviewed by the selection committees, and recommendations for award recipients are made. The committee recommendations are endorsed by the award Council and the IEEE Awards Board, and then submitted to the IEEE Board of Directors for final approval. Shortly thereafter, the award recipients are advised that they have been selected. The nominators are copied on these notifications. It is the nominator's responsibility to inform the endorsers as appropriate.
- Following final approval of the recipients, nominators of remaining award candidates will be notified of the status of their nomination:
 - Reconsidered: The nomination will be reviewed by the selection committee the following year as it currently stands. The nominator and endorsers have the option to update the materials, but this is not required. The nominator must [log in](#) and click "save and finalize" on the pending nomination, whether or not he/she edits the previous nomination. A nomination may be reconsidered up to five years from the original date of submission at the discretion of the Awards Board.
 - Withdrawn: The nomination is withdrawn from consideration the following year. The candidate may be nominated again in a future year with a new nomination form and endorsement letters.
- Nominators of IEEE Technical Field Award candidates will receive notification of the status of their candidate(s) in late June/early July.
- Nominators of IEEE Medal and Recognition candidates will receive notification of the status of their candidate(s) in late November/early December.

Guidelines for completing the nomination form

Note that the numbers of the following items may not correspond exactly to the nomination form and should only be used as guidance.

For awards allowing multiple-recipient or team nominations, questions 1–5 apply to the individuals nominated, and the remaining questions pertain to the group. See the individual award web page for eligibility of team nominations. If selected, co-recipients will be listed in all presentation and publicity materials in the order on the nomination form.

It is recommended that nominators and endorsers use plain text if copying and pasting information into the nomination form.

1. Candidate information: All fields are required. Provide complete name of candidate, not initials. Avoid abbreviations. Provide complete and accurate business title and affiliation. The listed address, and email address, may be for business or personal use.

2. Higher education: List a maximum of four degrees. Include the institution name, location, degree, year conferred, and any honors. Denote honorary degrees as (H).

3. Principal employment: Begin with candidate's present occupation followed by relevant, previous career experience. Indicate name of employer, positions held, year(s), and a one-sentence description of the candidate's responsibilities. If necessary to accommodate space limitations, cite only principal positions.

4. Principal honors: Cite the candidate's four highest honors, including IEEE and non-IEEE recognitions. These can include awards, recognitions, volunteer positions of leadership, etc.

5. Most significant publications, programs, products, and patents: Cite a maximum of eight evidences of accomplishment relevant to the nomination. Include the name of the item, date published or announcement, name of the publication or event, and/or patent numbers.

6. Proposed citation: This is a required field. Consider the citation as it will be used in written correspondence, verbal presentations, and to audiences outside the technical discipline of the award. The proposed citation should:

- Be complete, correct, and succinct
- Be concise, approximately 15 words in length (maximum of 20 words)
- Avoid superfluous phrases, such as "outstanding," since the recipient's and/or alternate's work must be outstanding to fulfill the requirements for the award/medal/recognition
- Avoid the word "invention" as evidence of discovery and/or invention may be difficult to prove
- Avoid references to specific companies and organizations
- Avoid specifying gender in the citation
- Avoid the inclusion of the name of a particular country (exception: cases where the candidate's work is especially recognized)
- May begin with the following phrases:
 - "For contributions to (in)..."
 - "For developments in ..."
 - "For leadership of (in) ...".

7. Specific accomplishments associated with this nomination and citation: This is a required field. The accomplishments discussed in this section should specifically address the scope of the award for which the person is being nominated. Space is limited to 5,000 characters (approximately 600 words).

8. Economic, technical, professional, or societal impact of contributions: This is a required field. This section should specifically describe the long-term impact of the contributions and accomplishments described in Section 7 of this application. Space is limited to 3,000 characters (approximately 400 words). Space is limited to 400 words.

9. Endorsers: These fields are required. An endorser should be in a position to substantiate the candidate's contribution(s) by providing explicit detail from personal knowledge. It is the nominator's responsibility to ensure that the endorsers submit the promised letters. The nominator may not act as an endorser and should not be listed in this section.

A minimum of three letters, and a maximum of five letters, are required for each nomination. Endorsement letters must be submitted by the endorsement deadline.

It is recommended that the nominator confirm with the endorsers their willingness to participate prior to finalizing the nomination form. The nominator will not be able to view submitted endorsement letters, but a nominator may [log in to view the status](#) of received or pending endorsement letters and send reminder emails as needed.

10. Suggested presentation location: This is a required field for Technical Field Award nominations. IEEE Technical Field Awards are presented during IEEE sponsored conferences, symposiums, or meetings. Provide one suggested presentation venue appropriate to the scope of the award and the candidate's achievements. List the complete name of the event and the acronym if appropriate, not just the regional preference for presentation. (Note: IEEE Medals and Recognitions are typically presented at the IEEE Honors Ceremony, so this information is not requested on the nomination form.)

11. Nominator information. All fields are required. Business or personal contact information is accepted. The information will default to the IEEE account information. Changes to these fields will not update the IEEE account profile and will be used only for communication related to this nomination.

12. Submission: All documents must be submitted by the appropriate deadlines for consideration for the following presentation year. Attached pages are not permitted.

Contact the IEEE Awards Department with questions:

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