 **AIAA Diversity & Inclusive Award Nomination**

**Instructions and Guidelines**

AIAA is proud to recognize the very best in our industry: those individuals and teams who have taken aerospace technology to the next level…who have advanced the quality and depth of the aerospace profession…who have leveraged their aerospace knowledge for the benefit of society. Their achievements have inspired us to dream and to explore new frontiers.

AIAA Honors and Awards Program takes pride in our awards and recognizing the award recipients. Given this high standard, the program has strict policies and requirements. **The nominator is to read and understand all policies and requirements prior to submitting the nomination package.** AIAA will validate all information prior to officially recording the nomination and forwarding it to the appropriate selection committee. Any incomplete or not compliant nomination and/or endorsement letter (s) will be returned to the nominator and will not be forwarded to the selection committee.

**All awards policies and requirements can be found at the AIAA Honors and Awards website:** <https://www.aiaa.org/get-involved/honors-awards/awards/awards-policies-and-requirements>

* Any AIAA member in good standing may nominate candidates for any of the awards and lectures.
	+ **Self-nominations are not permitted.**
	+ Any nomination submitted by the nominee will be automatically disqualified.
* With the exception of the AIAA Distinguished Service award and Sustained Service Award, candidates do not have to be AIAA members.
* Current members of the AIAA committee/group responsible for the selection process for a particular award are not eligible to be nominated for that award until expiration of their membership term, which occurs yearly on April 30th.
* Nominees/awardees may not receive more than one AIAA National award for the same accomplishment or body of work. Nominating the same person for multiple AIAA National awards during the same nomination cycle is not allowed. Careful consideration should be given when nominating to ensure that the relevant accomplishments of the nominee are presented clearly and precisely, so that overlap between prior and future awards does not exist. It is highly encouraged for AIAA Section or Regional award winners to submit a nomination for the corresponding or appropriate National award. This guideline applies to all awards, including awards where AIAA is a partner, but does not apply to AIAA lectureships or to Associate Fellows, Fellows and Honorary Fellows Honors.
	+ Some AIAA awards recognize specific and recent accomplishments, while other recognize lifetime achievement.  As discussed in the previous point, nominators should be careful to distinguish new nominations from previous AIAA Award winners in either of these two categories so as to ensure there is no overlap.
	+ Nominees for AIAA lectureships may be accepted for previous AIAA Award winners.  The topic of the lecture may cover similar or adjacent work, but the topic or recognition should NOT be identical to that of the previous AIAA Award winners.
* Deadlines are firm.
* The nominator must submit a complete nomination package in one PDF file to awards@aiaa.org. This nomination package includes a signed nomination form, one-page basis of award, one-page resume, one-page summary of public contributions, and endorsement letters.
	+ This must include two signed one-page letters of endorsement; one must be from an AIAA member. Three additional signed one-page letters of endorsement may be submitted.
	+ Nomination and endorsement letters cannot exceed the required length noted on the form.
	+ Endorsement letters cannot be more than 5 years old.
	+ Only the nominator is to submit this package.
	+ The nominator may not serve as a reference.



**AIAA Diversity & Inclusive AWARD**

**NOMINATION FORM**

**ENDORSEMENT LETTERS**

This nomination package must include this nomination form and all the required endorsement letters.

This nomination package must be emailed from the Nominator to awards@aiaa.org by COB of the Award Deadline.

**The Nominator must read the AIAA Award Guidelines prior to submitting the nomination package.**

<https://www.aiaa.org/get-involved/honors-awards/awards/awards-policies-and-requirements>

|  |  |
| --- | --- |
| **Date of Submission** |  |

**Nominee’s Information**

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| --- | --- |
| **Nominee Name** |  |
| **Job Title** |  |
| **Organization** |  |
| **City/State/Zip** |  | **Country** |  |
| **Telephone** |  | **Email** |  |
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| --- | --- |
| **Citation*****(25 words or less)*** |  |

**Nominee’s AIAA Member Information** ***(****if applicable****)*** |
| **AIAA Member ID Number** | **AIAA Member Grade** | **Year Joined AIAA** |
|  |  |  |
| **List all (current and past)****AIAA Technical and/or Integration and Outreach Divsion Committee Memberships** **Include positions and term dates** | Committee:Position:Term Dates:Committee:Position:Term Dates:Committee:Position:Term Dates:Committee:Position:Term Dates: |
| **List all AIAA Awards Received and/or AIAA Lecture** **Include date awarded and citations/lecture topics** | Award: Date Awarded:Citation/Lecture Topic:Award:Date Awarded:Citation/Lecture Topic:Award:Date Awarded:Citation/Lecture Topic:Award:Date Awarded:Citation/Lecture Topic:Award:Date Awarded:Citation/Lecture Topic: |

**Nominator Information**

*Nominators must be AIAA members in good standing.*

*Self-Nominations are not permitted.*

\* **By signing and submitting this package, the Nominator has read the AIAA Award Guidelines**

**and that all information is true and accurate.**

|  |  |
| --- | --- |
| **Name** Phone NumberEmail AddressAIAA Member Grade Signature \* |  |

**Reference Information**

*Two references must be be listed. One must be a AIAA Member in good standing.*

*No more than 5 references allowed (Four can be non-AIAA members).*

*Nominators are not eligible to be a reference.*

*Self-Nominations are not permitted.*

|  |  |
| --- | --- |
| **Reference #1: Name** OrganizationEmail AddressAIAA Member Grade |  |
| **Reference #2: Name** OrganizationEmail Address |  |
| **Reference #3: *(optional)*****Name** OrganizationEmail Address |  |
| **Reference #4: *(optional)*****Name** OrganizationEmail Address |  |
| **Reference #5: *(optional)*****Name**OrganizationEmail Address |  |

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| **BASIS FOR AWARD** |

*On this page only, Please describe the accomplishments and/or contributions of the nominee which is the basis for this award nomination as specified by the guidelines,* ***and which must distinguish them from accomplishments associated with other AIAA awards that may have been previously received by the nominee.***

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| **RESUME** |

On this page only, please provide a resume of the nominee’s professional record, including education, leadership and management positions, and technical honors and awards.

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| **SERVICE TO THE PROFESSION** |

On this page only, please list the nominee’s most significant contributions such as publications, patents, major addresses, etc. to AIAA and to other professional societies.