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**AIAA Mary W. Jackson Diversity and Inclusion 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.
* Candidates to this award to be AIAA members, in good standing and with active AIAA memberships.
* **To be considered for this award, the nominator must submit nomination online. References are also to submit their endorsements online**.
  + - Three endorsement letters are required, all of which must be from AIAA members. Two more may be included; they do not need to be AIAA members.
    - Only the nominator is to submit this package.
    - The nominator may not serve as a reference.
* It is recommended that the nominator submit this nomination about one month prior to the deadline as it will then give the reference ample time to submit a compelling and thoughtful endorsement.
* Current members of the AIAA committee/group responsible for the selection process for a particular award as well as current elected AIAA volunteers 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.



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**NOMINATION FORM**

**This Form is used as a draft purpose only**

**All Nominations and References are to be submitted online**

**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>

**Nominee’s Information**

**Nominee must be an AIAA Member, in good standing and with an active AIAA Membership.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee Name** |  | | |
| **Job Title** |  | | |
| **Organization** |  | | |
| **City/State/Zip** |  | **Country** |  |
| **Telephone** |  | **Email** |  |
| **Citation**  Write a citation as to why this candidate should receive this award.  It should include the most notable accomplishment(s) or contributions(s) this candidate has made in relation to this award. It should not include the name of the candidate.  *(25-word limit)*  **AIAA Committee Memberships**  List all committee memberships, Includeing start/end dates and positions.  **AIAA Awards and Lectures**  List all AIAA Awards and Lectures.  **Basis for Award**  Please describe the substantial contributions the candidate has made to advancing AIAA's diversity and inclusion. Describe the impact and awareness of those activities that promoted diversity and inclusion, within AIAA and in the aerospace workforce at large> firther eplain how he/she championed those diversity and inclusion activities at AIAA as inspirational figures and enablers of opportunities for successful careers in aerospace.  (1000-word limit)  **Service to AIAA**  Please list any additional leadership roles to **AIAA** that is not listed above  (bullet format is preferred)   * Beginning term year - Ending term year      Position         Role(s)   **Resume**  Please provide a resume or bio of the candidate’s professional record, including education, leadership and management positions, and technical honors and awards.  (1000-word limit | | | |

**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**  Organization  Email Address |  |
| **Reference #2: Name**  Organization  Email Address |  |
| **Reference #3: *(optional)***  **Name**  Organization  Email Address |  |
| **Reference #4: *(optional)***  **Name**  Organization  Email Address |  |
| **Reference #5: *(optional)***  **Name**  Organization  Email Address |  |