 **AIAA Technical 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 Award 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 the Technical Awards do not have to be AIAA members.
* **To be considered for this award, the nominator must submit nomination online. References are also to submit their endorsements online**. 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. A complete nomination package (nomination plus the required endorsements) are due into the online awards systemby the deadline. Nomination and endorsement letters cannot exceed the required length noted on the form.
	+ 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.
* Current members of the AIAA committee/group responsible for the selection process for a particular award as well as any 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.



**AIAA Technical AWARD**

**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>

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| **NAME OF AWARD:** |  |

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| --- | --- |
| **Citation*****(25 words or less)*** |  |

**Nominee’s Information**

|  |  |
| --- | --- |
| **Nominee Name** |  |
| **Job Title** |  |
| **Organization** |  |
| **City/State/Zip** |  | **Country** |  |
| **Telephone** |  | **Email** |  |
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| **BASIS FOR AWARD** |

Please provide a summary detailing the accomplishments and/or contributions of the nominee that is the basis for this award nomination as specified by the guidelines. This summary must distinguish the nominee from accomplishments associated with other AIAA awards that they may have been previously received.(1000-word limit)

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| **AIAA Committee Memberships** |

Please provide a summary detailing the accomplishments and/or contributions of the nominee that is the basis for this award nomination as specified by the guidelines. This summary must distinguish the nominee from accomplishments associated with other AIAA awards that they may have been previously received.List all (current and past) AIAA Technical and/or Integrated and Outreach Division Committee Memberships; Elected Positions, and any other volunteer position for AIAA.  Please do not include non-AIAA volunteer positions.Format:  Start Year-Ending Year   Committee    Position   Contribution |
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| **AIAA Awards** |

Please list all AIAA Awards and LectureshipsFormat:  Year awarded       Name of the Award/Lecture         Citation

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| **Service to AIAA and to the Aerospace Profession** |

Please list and explain the impact of the nominee’s most significant contributions demonstrating sustained and visible support and service to AIAA and for the aerospace industry.  These contributions may include but not limited to: mentoring and outreach activities that may contribute towards an engaged and/or diverse workforce, volunteer engagements, publications, patents, major speeches/presentations, etc.   (750-word limit)

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| **Resume or Bio** |

Please provide a resume of the nominee’s professional record, including education, leadership and management positions, and technical honors and awards.(1000-word limit)

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| **Reference Information** |

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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.

To search the AIAA database for references, enter the individual’s email address in the appropriate field below. If your selection meets the eligibility requirements for this nomination, a green check mark will appear.

Nominations require a minimum of three references, who must be AIAA Members in good standing. No more than five references are allowed (two can be non-AIAA members).  Nominators are not eligible to be a reference.

References #4 and #5 are optional and do not require AIAA membership. Simply enter the full name and email address in the appropriate boxes.

The references should draw upon their specific and/or personal knowledge of the nominee and to describe a notable achievement in aeronautics that represents a significant engineering advancement milestone.

It is recommended that the selection of these references are from various working sectors (academia, government, industry) and from other organizations other than the candidate’s organization. This will provide a broader endorsement.

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