

Society of Women Engineers

2021 Call For Nominations

Professional, Collegiate & Advisor Awards

PROFESSIONAL

Achievement

Advocating Women in Engineering

Distinguished Engineering Educator

Distinguished Service

Diversity & Inclusion Program

Emerging Leader

Entrepreneur

Fellow Grade

Global Leadership

Global Team Leadership

Patent Recognition

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Resnik Challenger Medal

Rising Technical Contributor

Rodney D. Chipp

Spark

Suzanne Jenniches Upward Mobility

SWE Distinguished New Engineer

Work/Life Integration

COLLEGIATE

Outstanding Collegiate Member

Outstanding Faculty Advisor

Outstanding SWE Counselor



General Information

The Society of Women Engineers strives to recognize the successes of SWE members and individuals who enhance the engineering profession and advocate for women in engineering through contributions to industry, education and the community. The awards listed in this packet seek to recognize individuals who support the core values of the Society: Integrity, Inclusive Environment, Mutual Support, Professional Excellence, and Trust.

Inside this packet you will find information on the awards offered by the Society. Eligibility information is specific to each award and is included on the following pages. A 'Nomination Checklist' is included for each award that details the requirements needed to fully complete a nomination package.

Contact the Awards & Recognition Committee Chair at awards-chair@swe.org with any questions.

Steps to Successfully Complete a Nomination Package:

- Use this [Award Guide](#) to select the award that best suits the candidate.
- Verify the candidate meets the Qualification requirements for the award selected.
- Collect all items listed in the Nomination Checklist for the award selected.
- Fill out the appropriate application online at the link provided for the award selected.
- Submit the application online by March 31st at 11:59 PM, Central Time.
- NO EXCEPTIONS WILL BE MADE FOR LATE PACKAGES.

Important Information:

- All packages are to be submitted electronically on-line.
 - *If packages are submitted in any other manner, packages cannot be forwarded or submitted for you. It is your responsibility to submit packages per these guidelines.*
- Individuals are allowed to receive only **ONE** award per year.
 - Exception: The Patent Recognition Award may be received in conjunction with any other SWE awards.
- Society level award winners are not eligible to receive the equivalent WE Local award. However, WE Local Award winners **ARE** eligible to receive the equivalent Society level award.
- Incomplete nomination packages or nomination packages that do not meet the award requirements will be disqualified. Make sure all items in the Nomination Checklist are included in the award packet. See the "Disqualification Criteria" below for examples of grounds for disqualification.

Notifications:

- Recipients will be presented at the SWE's Annual Conference.
- Notifications will be made to nominators starting July 1st. If notification is not received by July 31st, nominators are asked to contact the Awards Program Coordinator at awards@swe.org.
- All notifications will be completed by July 31st.
- SWE Staff will request a high-resolution photograph of the award recipient (or team).

NOTE: It is important that nominators confirm that the phone number and email address provided on the nomination form is current and correct for both the nominee and nominator.

Nominator Responsibilities:

- Submit each application online by March 31st, 11:59pm CST. Please do not submit to any other email address; your package cannot be forwarded. SWE Staff will acknowledge receipt of your submission only and will not provide feedback on package completeness.
- Accurately complete the appropriate application online, confirming that the phone number and email address provided for both the nominee and nominator are current and correct. This information will be used throughout the judging process and for notification purposes (March – July).
- Retain documentation for package including authentication for letters of recommendation (i.e. electronic signature - email chain of recommendation letters coming from source) should SWE inquire verification.
- Contact SWE Staff at awards@swe.org if the nominator's contact information changes after submittal.
- Inform the nominee of the result of their nomination.
- Act as the Point of Contact between SWE and the nominee.

SmarterSelect:

- In order to copy and paste into textboxes, highlight the text and ctrl+C to copy then use ctrl+shift+V to paste without formatting into the SmarterSelect textbox.
- In order to bold section headers in textboxes (recommended, not required), highlight the text and ctrl+B to bold the text.

General Information

SWE Partner Organizations:

Consider including contributions to SWE's partner organizations:

- American Indian Science and Engineering Society (AISES)
- The National Organization of Gay and Lesbian Scientists and Technical Professionals, Inc. (NOGLSTP)
- National Society of Black Engineers (NSBE)
- Out in Science, Technology, Engineering, and Mathematics (oSTEM)
- Society of Asian Scientists and Engineers (SASE)
- Society of Hispanic Professional Engineers (SHPE)

Nomination Checklist General Information:

The awards in this packet may require the following:

- SWE Membership:
 - Several of our awards have requirements for being a current SWE member in good standing. SWE Membership number is required for these awards. This will be mentioned in either the Qualification Section or Nomination Checklist if required.
 - SWE Membership must be valid by the end of the awards deadline to be considered a current member.
- Years of Experience:
 - Several of our awards have requirements for years of experience. It is the responsibility of the nominator to calculate this information prior to submitting a nomination, and to ensure that your candidate meets the requirement for the award. *It is also recommended that this is clearly called out in their resume.*
 - Years of Experience Calculation (see the [Appendix](#) for an example calculation):
 - Years of experience are counted as full and part-time work experience as of **December 31st of the preceding year**. For example: Packages submitted in March 2021 would count experience through December 31st, 2020.
 - Each year of part time work will count as *one year of experience* (not including internships and co-ops).
 - Periods of unemployment are not counted toward years of experience.
 - Each advanced technical degree obtained while not working full or part time counts as *one year of experience* toward this calculation.
 - **Disqualification Criteria: Packages will be disqualified if the nominee's resume appears to exceed the maximum experience level and there is no explanation of unemployment gaps. See Disqualification Criteria for additional information.**
- Formal Statement:
 - Address each of the Selection Criteria in the Formal Statement.
 - All selection criteria, in the same order listed in the nomination checklist, should be utilized as section headers in the formal statement.
 - Section headers must be present and identifiable. They should be left-aligned and with spaces before and after the header. In order to bold headers in textboxes (recommended, not required), see SmarterSelect.
 - It is recommended that the formal statement be written in third-person.
 - **Disqualification Criteria: Packages will be disqualified if the formal statement includes graphics, charts, pictures, or hyperlinks. See Disqualification Criteria for additional information.**
- Biography:
 - The biography is to be used as a basis for SWE publications. The submitted biography may be edited for clarity/content and editorial style. Award recipients will be able to verify the biography before publication. Please do not include any proprietary information in the biography.
- Supporting Letters:
 - Letters must clearly state who the recommender is and their relationship to the nominee. *It is recommended this is stated within the letter and in the recommender's signature.*
 - If specific recommenders are required, it will be listed in the Nomination Checklist for that award.
 - Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - All letters of recommendation require some form of authentication from the author. *This can be a signature from the author, certificate-based digital signature, or an email header showing that the letter originated from the author (this is considered an electronic signature).* See the [Appendix](#) for examples of acceptable authentication.
 - Letters must be compiled into one document and saved using naming format in the Nomination Checklist.
 - **Disqualification Criteria: Packages will be disqualified if the supporting letters do not include the relationship of the recommender to the applicant, if the supporting letters do not include the proper authentication from the author, file naming conventions are not properly followed, and/or includes graphics, charts, pictures, or hyperlinks. See Disqualification Criteria for additional information.**

General Information

Nomination Checklist General Information:

The awards in this packet may require the following:

- Resume (or curriculum vitae):
 - Several of our awards have requirements for having an engineering or science degree with work in STEM fields. This will be mentioned in either the Qualification Section or Nomination Checklist if required.
 - Resume must be saved using the naming format in the Nomination Checklist.
 - **Disqualification Criteria: Packages will be disqualified if the resume includes graphics, charts, pictures, hyperlinks or exceeds stated page limits (including incorrect formatting and/or margins that may affect the number of pages), and/or file naming conventions are not properly followed. See Disqualification Criteria for additional information.**
- SWE Resume (Optional):
 - SWE Resume must be saved using the naming format in the Nomination Checklist.
 - **Disqualification Criteria: Packages will be disqualified if the resume includes graphics, charts, or pictures or the resume exceeds stated page limits (including incorrect formatting and/or margins that may affect the number of pages), and/or file naming conventions are not properly followed. See Disqualification Criteria for additional information.**

Disqualification Criteria:

Nominations for the awards in this packet may be disqualified for the following:

Disqualification Criteria:

Application may be disqualified based on (but not limited to) the following:

1. Applicant does not meet requirements listed in the Qualifications section.
2. Application does not include the required documentation or information in the Nomination Checklist.
3. Formal statement, supporting letter(s), or resume includes graphics, charts, pictures, or hyperlinks.
4. Resumes and supporting documents exceed stated page limits.
5. Supporting Letters do not include the relationship of the recommender to the applicant.
6. Supporting Letters do not include the proper authentication from the author.
7. Award packages will only be accepted when submitted to their corresponding award-specific link provided with each award description in this Nomination Packet.
8. File naming conventions not properly followed.

Award Guide

Use this guide to select the award that is best suited for your nomination.

PROFESSIONAL AWARDS

[Achievement Award](#)

The Achievement Award is the highest award given by the Society of Women Engineers. It is presented annually to an individual who has made significant and progressive technical contributions for at least twenty (20) years of time in a field of engineering. Their academic training may be in either science or engineering. *A maximum of one (1) award may be presented annually.*

[Advocating Women in Engineering Award](#)

The Advocating Women in Engineering Award honors an individual who has demonstrated professional excellence in their chosen STEM field and has proven to be an advocate of women in engineering and SWE's objectives. *A maximum of five (5) awards may be presented annually.*

[Distinguished Engineering Educator](#)

The Distinguished Engineering Educator Award is presented to an individual who has made significant contributions to the engineering profession, and has at least twenty (20) years professional experience and ten (10) years' experience as a full-time or emeritus engineering educator. *A maximum of three (3) awards may be presented annually.*

[Distinguished Service Award](#)

The Distinguished Service Award recognizes a SWE member who has made a significant contribution(s) to the Society of Women Engineers for at least twenty (20) years at all levels of the Society. This award is intended to recognize members whose involvement has been focused in areas not recognized by other SWE individual awards or member grade. *A maximum of five (5) awards may be presented annually. Only SWE Members are eligible for this award.*

[Diversity & Inclusion Program](#)

The Diversity & Inclusion Program award recognizes an individual or company who has pioneered a diversity & inclusion program within their organization. *A maximum of one (1) award may be presented annually.*

[Emerging Leader Award](#)

The Emerging Leader Award honors an engineer who has been actively engaged in an engineering or technology profession, has demonstrated outstanding leadership skills as an individual resulting in significant accomplishments, and has ten (10) to fifteen (15) years of cumulative engineering experience. *A maximum of ten (10) awards may be presented annually.*

[Entrepreneur Award](#)

The Entrepreneur Award honors an individual who chose to follow a different path than their colleagues in the corporate and academic worlds by striking out on their own to start and/or maintain their own engineering, scientific or technology-based business for at least five (5) years, and in doing so, serves as a role model to anyone who has ever risked financial security for the possibility of uncertain rewards. *A maximum of one (1) award may be presented annually.*

[Fellow Grade](#)

The Fellow Grade is an honor conferred on SWE members with at least twenty (20) years of professional membership in recognition of continuous sustained service to the advancement of women in the engineering profession. *Maximum number determined each year based on membership statistics. Only SWE Members are eligible for this award.*

[Global Leadership Award](#)

The Global Leadership Award honors a person with at least fifteen (15) years professional experience who has worked in and led an internationally based engineering, scientific or technology-based business or organization, and in doing so, serves as a role model to women engineers and technologists worldwide. *A maximum of three (3) awards may be presented annually.*

[Global Team Leadership Award](#)

The Global Team Leadership Award is awarded to a geographically diverse team making outstanding technical contributions in the field of engineering and/or technical management demonstrating innovative thinking to overcome global challenges. It is presented annually to a team with women in technical leadership roles that meets or exceeds project objectives. *A maximum of three (3) separate team awards may be presented annually.*

[Patent Recognition Award](#)

The Patent Recognition Award recognizes SWE members who have been awarded a patent within the previous three years from the award application deadline. *There is no maximum number of awards to be presented.*

Award Guide

Use this guide to select the award that is best suited for your nomination.

PROFESSIONAL AWARDS CONTINUED

[Prism Award](#)

The Prism Award recognizes an individual who has charted their own path throughout their career, providing leadership in technology fields and professional organizations along the way. The ideal candidate must demonstrate outstanding leadership in their organization, exhibit a clear understanding of how their career path contributed to their achievements, work to enrich the conversation of what it means to be successful in STEM, and demonstrate activities supporting SWE's mission, and have a minimum of fifteen (15) years of experience. *A maximum of five (5) awards may be presented annually.*

[Resnik Challenger Medal](#)

The Resnik Challenger Medal was established in 1986 to honor SWE's Dr. Judith A. Resnik, NASA Mission Specialist on the ill-fated Challenger space shuttle flight on January 28, 1986. It is awarded only as merited for visionary contributions to space programs to individuals with at least ten (10) years of service. This award acknowledges a specific engineering breakthrough or achievement that has expanded the horizons of human activities in space. *A maximum of one (1) award may be presented annually.*

[Rising Technical Contributor Award](#)

The Rising Technical Contributor Award honors an individual at the professional or graduate student level who has been actively engaged in engineering or technology, has individually contributed technical work resulting in significant break-throughs or results, and has zero (0) to five (5) years of cumulative engineering experience. *A maximum of ten (10) awards may be presented annually. Only SWE Members are eligible for this award.*

[Rodney D. Chipp Memorial](#)

The Rodney D. Chipp Memorial Award celebrates and recognizes a man or company who has contributed significantly to the acceptance and advancement of women in the engineering field. *A maximum of three (3) awards may be presented annually.*

[Spark Award](#)

The Spark Award honors an individual who has contributed to the advancement of women by mentoring those around them. The individual will have made a difference in the lives of many by affecting women at a variety of levels ranging from high school through more senior levels in relation to their position. *A maximum of five (5) awards may be presented annually.*

[Suzanne Jenniches Upward Mobility Award](#)

The Suzanne Jenniches Upward Mobility Award recognizes an individual with at least twenty (20) years of experience, who has succeeded in rising within their organization to a significant management position such that they are able to influence the decision making process and has created a nurturing environment for others in the workplace. Northrop Grumman Corporation has endowed this award. *A maximum of one (1) award may be presented annually.*

[SWE Distinguished New Engineer](#)

The SWE Distinguished New Engineer Award honors individuals who have demonstrated outstanding technical performance, as well as leadership in professional organizations (SWE and SWE partner organizations) and the community, in the first ten (10) years of their career. *A maximum of ten (10) awards may be presented annually. Only SWE Members are eligible for this award.*

[Work/Life Integration Award](#)

The Work/Life Integration Award honors an individual who has been instrumental in establishing a landmark program for their organization to improve the ability of women engineers and other employees to integrate or balance work and family responsibilities. In so doing, they have demonstrated recognition of the need for employees to integrate work, family and personal interests. *A maximum of one (1) award may be presented annually.*

COLLEGIATE AWARDS

[Outstanding Collegiate Member Award](#)

The Outstanding Collegiate Member Award is bestowed upon SWE collegiate members with at least two (2) years of SWE membership who have made an outstanding contribution to SWE, the engineering community, and their campus. The nominator of this award must be a SWE Collegiate Member, Collegiate Section Faculty Advisor, or a SWE Member in good standing. *A maximum of ten (10) awards will be given annually. Only SWE Collegiate Members are eligible for this award.*

[Outstanding Faculty Advisor Award](#)

The Outstanding Faculty Advisor Award is bestowed upon a leader who has made an outstanding contribution to a SWE collegiate section as an advisor. The nominator must be a SWE Professional or Collegiate Member in good standing and belong to the section the Faculty Advisor currently advises. *A maximum of one (1) award may be presented annually.*

Award Guide

Use this guide to select the award that is best suited for your nomination.

COLLEGIATE AWARDS CONTINUED

[Outstanding SWE Counselor Award](#)

The Outstanding SWE Counselor Award is bestowed upon a member who has made an outstanding contribution to a SWE collegiate section as a Counselor. The nominator must be a SWE Collegiate Member in good standing or a Faculty Advisor and belong to the section the SWE Counselor currently advises. *A maximum of one (1) award may be presented annually. Only SWE Members are eligible for this award.*

Note: Graduate collegiate members may also apply for the professional "Rising Technical Contributor Award."

Achievement Award

Objective

The ideal candidate will be an individual who identifies as a woman who has made significant and progressive technical contributions for at least 20 years in a field of engineering.

A maximum of one (1) award may be presented annually.

Qualifications

The candidate must:

- Have a **minimum of twenty (20) years** of increasingly important engineering experience indicating outstanding competency and achievement.

Selection Criteria

- **60% Technical Achievements:** Discuss the significance of the achievements cited on behalf of the nominee and on the sustained contributions of the nominee to the field of engineering.
- **15% Experience and Education:** Discuss the educational background and pertinent experience that helped contribute to the technical achievements of the nominee.
- **15% Publications:** Discuss any relevant publications and participation on any industry committees that contributed to the technical achievements of the nominee.
- **10% Other Activities:** Discuss any relevant activities that assisted in the successes of the nominee.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70276-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Years of Experience:**
 - **Minimum Length:** 20 years of increasingly important engineering experience
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Technical Achievements; Experience and Education; Publications; Other Activities; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 5 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Achievement_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Achievement_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Achievement_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Advocating Women in Engineering

Objective

The ideal candidate will be an individual who has demonstrated professional excellence in their chosen STEM field and has proven to be an advocate of women in engineering and SWE's mission. The ideal candidate must be in a position of influence within their current organization and/or community and have demonstrated passion in supporting women in engineering and the mission of SWE.

A maximum of five (5) awards will be given annually.

Qualifications

The candidate must:

- Have an engineering or science degree with work in STEM fields.

Selection Criteria

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- **40% Advocacy to Empower Women Engineers:** Discuss the nominee's activities and significance in empowering women engineers in their organization and/or community. Examples may include mentoring, changing policy, creating recognition programs, leading women networks, etc.
- **40% Advocacy to Demonstrate the Value of Diversity:** Discuss the nominee's activities and significance in demonstrating the value of diversity and inclusion. Provide evidence of their accomplishments serving as a role model in their organization and/or community and where the individual's efforts have made a difference and left a positive impression of women and engineering as a profession of choice.
- **10% Advocacy to Expand the Image of Engineering:** Discuss the nominee's activities and significance in expanding the image of engineering. Include how the nominee has informed the engineering profession and employers of women's contributions to the fields of STEM, engineering, engineering management, or engineering education.
- **10% Career achievements:** Discuss the nominee's active accomplishments in the field of engineering, engineering management, or engineering education.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70277-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Career Achievements; Advocating within the Organization; Advocating in the Community; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must come from a business reference that is familiar with the nominee's activities in the workplace.
 - At least two letters must be a person or organization that benefited from the candidate's activities.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. *It is recommended this is stated within the letter and in the recommender's signature.*
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Advocating_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Advocating_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Advocating_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Distinguished Engineering Educator Award

Objective

The ideal candidate will be an individual who identifies as a woman who has demonstrated excellence in teaching and has made significant contributions to the engineering profession.

A maximum of three (3) awards may be presented annually.

Qualifications

The candidate must:

- Have at least one (1) earned engineering or engineering-related degree,
- Be a full time or emeritus faculty member in a school of engineering or engineering technology, and
- Have at least twenty (20) years of professional experience, with at least ten (10) years of that experience as full-time teaching experience.

Selection Criteria

- **60% Teaching Ability and Ability to Inspire Students:** Discuss the nominee's demonstrated excellence in teaching by inspiring students (role model) to attain high levels of accomplishment.
- **25% Scholarly Work:** Provide evidence of scholarship through contributions to research and technical literature.
- **15% Professional Society Activities:** Discuss the nominee's active involvement in professional engineering societies.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70278-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Teaching Ability and Ability to Inspire Students; Scholarly Work; Professional Society Activities; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 5 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from someone familiar with the nominee's teaching experience.
 - At least one letter must come from the nominee's SWE Collegiate section.
 - It is recommended that some letters be from current and former students and colleagues.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: DistinguishedEducator_*FirstName_LastName*_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Education & Work Experience:**
 - Have at least one (1) earned engineering or engineering-related degree.
 - Be a full time or emeritus faculty member in a school of engineering or engineering technology.
 - **Format:** Attachment; File Name: DistinguishedEducator_*FirstName_LastName*_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: DistinguishedEducator_*FirstName_LastName*_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Distinguished Service Award

Only SWE Members are eligible for this award.

Objective

The ideal candidate will be an individual whose contributions have positively affected SWE on the local level or on a Society committee, and an individual who has demonstrated dedication and enthusiasm for the Society.

A maximum of five (5) awards will be given annually.

Qualifications

The candidate must:

- Have twenty (20) years of continuous SWE service.
- Should be or have been active at any level of the Society.
- Have a current SWE membership in good standing.

Selection Criteria

- **75% Service to SWE:** Discuss the nominee's committed service, leadership and devotion to SWE, with focus on efforts that have enabled the Society to successfully fulfill its mission.
- **25% Contributions to SWE's Framework:** Discuss the nominee's contributions to SWE, especially those that have become part of the Society's framework upon which SWE, at any level, has been built over the years.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70279-Society-Of-Women-Engineers>
- **SWE Membership Required:** Yes
- **Years of Experience:**
 - **Minimum Length:** 20 years of years of continuous SWE service
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Service to SWE; Contributions to SWE's Framework; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - A supporting letter, with an emphasis on the selection criteria, must be submitted from someone who has held a SWE leadership role at the section or society level. Example roles may include but are not limited to: SWE Section President, SWE Global Ambassador, etc.
 - At least one letter must come from someone who can put the nominee's contributions in perspective at the local or Society level.
 - The remaining letters should address different activities and/or aspects of the nominee's service to SWE.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: DistinguishedService_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: DistinguishedService_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 4 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: DistinguishedService_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Diversity & Inclusion Program

Objective

The ideal candidate will be an individual or company that has created an effective Diversity & Inclusion Program within their company. The ideal candidate may have sponsored and/or developed programs to promote diversity and inclusion. The candidate may have created an environment that supports diversity and inclusion within the engineering field. *A maximum of one (1) award will be given annually.*

Selection Criteria

	Individual	Company
10%	Work Experience: Discuss the nominees' work experience as it relates to the award.	Organizational Structure: Includes at least two women on its Board of Directors and at least 10% of your organization's low-level executive leaders' are women.
45%	Advancement of Diversity & Inclusion: Discuss the nominee's contribution to advancing diversity and inclusion in the engineering field. In particular, the nominee's personal contribution and how it has impacted the acceptance and/or advancement of diversity and inclusion in the engineering field. Include supporting metrics where available and relevant.	Advancement of Diversity & Inclusion: Discuss the company's contributions to advancing diversity and inclusion in the engineering field. In particular, initiatives or contributions to change the corporate culture and how it has impacted the acceptance and/or advancement of diversity and inclusion in the engineering field. Include supporting metrics where available and relevant.
45%	Program Development: Discuss the specific programs developed under the nominee's direction.	Program Development: Discuss the specific programs developed including scope of the initiative(s) and target audiences (entry level, mid-level, senior level, all employees).

¹Depending on your corporate structure, if your company has Vice Presidents and Senior Vice Presidents, low-level executives would be the Vice President level.

Nomination Checklist

- A completed application submitted online at: <https://app.smarterselect.com/programs/70280-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Formal Statement:**
 - **Maximum Length:**
 - **Individual Maximum Length:** 2,500 words
 - **Company Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):**
 - **Individual Selection Criteria (Headers):** Introduction; Work Experience; Advancement of Diversity & Inclusion; Program Development; Conclusion.
 - **Company Selection Criteria (Headers):** Introduction; Organizational Structure; Advancement of Diversity & Inclusion; Program Development; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See ["Formal Statement"](#)).
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 2 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See ["Nomination Checklist General Information"](#) or the ["Appendix"](#))
 - **Format:** Attachment
 - **Individual File Name:** DI_FirstName_LastName_Letters.pdf
 - **Company File Name:** DI_Company_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Individual:**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: DI_FirstName_LastName_Resume.pdf
 - **Company:** Not Required
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment
 - **Individual File Name:** DI_FirstName_LastName_ResumeSWE.pdf
 - **Company Files Name:** DI_Company_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Emerging Leader Award

Objective

The ideal candidate will be an individual who identifies as a woman who has been actively engaged in an engineering or technology profession, and has demonstrated outstanding leadership skills resulting in significant accomplishments.

A maximum of ten (10) awards will be given annually.

Qualifications

The candidate must:

- Have ten (10) to fifteen (15) years of cumulative engineering experience.
- Indicate which category(s) for which they have experience and list the total number of years spent in each category, and not double count.

Selection Criteria

- **80% Achievements Demonstrating Professional Leadership:** Discuss the nominee's active engagement in an engineering or technology profession and achievements demonstrating leadership in their profession. This should include details on their leadership role, what responsibilities they had in this role, and tangible business and/or technical results of the project/team.
- **20% Community Involvement and Leadership Activities:** Discuss the nominee's involvement in the community including the leadership roles held in community activities. Emphasis should be given to activities in which the nominee was leading an event or activity.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70281-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Years of Experience:**
 - **Minimum - Maximum Length:** 10 - 15 years of cumulative engineering experience
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Technical Achievements Demonstrating Leadership; Community Involvement and Leadership Activities; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from the nominee's current or past manager at their company or employer organization.
 - At least one letter must come from a team member on a project that he/she has recently led, or is currently leading. (should be within the last 3 years)
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: EmergingLeader_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: EmergingLeader_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: EmergingLeader_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Entrepreneur Award

Objective

The ideal candidate will be an individual who identifies as a woman who has demonstrated a conviction to dreams and a willingness to make them happen. The candidate will be skilled in technical, business planning, administrative, and financial techniques, and excel in business leadership. The ideal candidate will be an entrepreneur who is in an engineering or STEM related business.

A maximum of one (1) award may be presented annually.

Qualifications

The candidate must:

- Have had their own business for a minimum of five (5) years.
- Have 50% or more equity in their business, unless publicly owned; if publicly owned then they must have been the founder and still involved in the management of the company.

Selection Criteria

- 25% Company Background, Role of the Nominee, Company Vision, and Entrepreneurial Spirit: Provide a General Description of the company, year the company was founded, the products and/or services, and the current market. Also include the nominee's title and job description or role within the company, including the percentage of the company owned by the nominee. Also discuss what sparked the establishment or engagement with the company.
- 25% Management Skills: Discuss the Business/Strategic plan, sales and/or marketing, engineering, and success measures of the company; include the nominee's management philosophy.
- 25% Successes: Discuss areas the nominee has been most successful in addressing. Also discuss any personal or professional obstacles the nominee had to overcome in establishing, maintaining, and growing the business. Include how these obstacles were approached and conquered and if new obstacles evolved over time and how were they conquered. Also include the nominee's secrets to success; what makes the company a successful business, what will ensure its future success, and how the nominee contributes to that success.
- 25% Leadership and Community Involvement: Provide details of the nominee's participation in business, professional, community, and/or civic organizations, including any awards or other recognition the nominee has received. Please detail participation in SWE and the contributions SWE has made to the nominee's professional growth. Also describe how participation in these organizations has helped the nominee to become the business leader that they are today.

Nomination Checklist

See following page.

Entrepreneur Award

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70282-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Years of Experience:**
 - **Minimum Length:** 5 years with more equity in their business, unless publicly owned; if publicly owned then they must have been the founder and still involved in the management of the company.
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 2,000 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Company Background, Role of the Nominee, Company Vision, and Entrepreneurial Spirit; Management Skills; Successes; Leadership and Community Involvement; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from suppliers or customers to the business.
 - At least one letter must be from a civic organization or community leader.
 - At least one letter must be from a SWE member discussing the qualities that the nominee has that exemplify true leadership in the business community.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Entrepreneur_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Entrepreneur_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 1 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Entrepreneur_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Fellow Grade

Only SWE Members are eligible for this award.

Objective

The ideal candidate will be a SWE member who has achieved professional excellence, while also making substantive contributions towards advancing the objectives and goals of the Society as stated in the bylaws. The candidate will be a SWE member who has contributed significantly to the public's awareness of engineering as a profession for women, and informing employers, the profession and the public of women's contributions to the fields of engineering and/or engineering management.

Maximum number determined each year based on membership statistics.

Qualifications

The candidate must:

- Have 20 years or more of cumulative professional SWE membership.
- Have current SWE Membership in good standing.

Selection Criteria

- 40% Service to SWE: Discuss the nominee's contributions that advance the objectives and goals of the Society as stated in the bylaws. Include service to and activities in SWE that have furthered SWE's mission. SWE service can include but is not limited to support activities, event participation, and leadership. SWE service at the collegiate level may be included in the application; however, years of collegiate experience do not count towards the 20 year of professional membership requirement listed in the Qualification section.
- 30% Career Accomplishments: Discuss the nominee's accomplishments in the field of engineering, engineering management, or engineering education that has furthered SWE's goals. Include any contributions to the public's awareness of engineering as a profession for women. Also include how the nominee has informed the public, the engineering profession and employers of women's contributions to the fields of engineering and/or engineering management. And finally, include how the nominee has served as a role model for women in engineering.
- 20% Leadership in Technical and Professional Organizations: Discuss any leadership/service to other technical and/or professional organizations.
- 10% Leadership in the Community: Discuss any leadership/service to organizations or events/activities in the community.

Nomination Checklist

See following page.

Nomination Checklist Continued

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70283-Society-Of-Women-Engineers>
- **SWE Membership Required:** Yes
- **Years of Experience:**
 - **Minimum Length:** 20 years of professional SWE Membership
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Service to SWE; Career Accomplishments; Leadership in Technical and Professional Organizations; Leadership in the Community; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 4 - 5 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - A supporting letter (no more than 2 pages), with an emphasis on the selection criteria, must be submitted from someone who has held a SWE leadership role at the section or society level (example roles may include but are not limited to: SWE Section President, SWE Global Ambassador, etc.). The letter must also emphasize how:
 - The nominee's contributions advance the objectives and goals of the Society as stated in the bylaws,
 - The nominee's contributions significantly to the public's awareness of engineering as a profession for women,
 - The nominee's contributions inform the public, profession and employers of women's contributions to the fields of engineering and/or engineering management,
 - The nominee's contributions advance women in the engineering profession,
 - The nominee serves as a role model (describe specifics), and
 - The nominee's leadership or service in other technical, professional, or community organizations relates to the criteria.
 - At least one letter must be from an individual familiar with the nominee's SWE contributions.
 - At least two letters must be from current or former immediate supervisors or individuals higher in the line or from individuals familiar with the nominee's work performance and job-related contributions. If nominee is retired or self-employed, the letters documenting work accomplishments can be provided by others in the community.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Fellow_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Fellow_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional - Recommended):**
 - **Maximum Length:** 4 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Fellow_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Global Leadership Award

Objective

The ideal candidate will be an individual who identifies as a woman who has made an outstanding contribution in the field of engineering and/or technical management in an international setting. The nominee can be based anywhere in the world but is expected to have spent at least seven years working various international assignments and/or leading a global team. The nominee should have a minimum of 15 years' experience, such that the nominee has achieved a leadership position within their current organization and created a nurturing environment for women of different cultures in the workplace.

A maximum of three (3) awards will be given annually.

Qualifications

The candidate must:

- Have a minimum of fifteen (15) years of increasingly important engineering and/or management experience indicating outstanding competency and achievement in an international setting with a minimum seven (7) years of experience working on various international assignments and/or on a global team.
- Have an engineering or science degree with work in the engineering profession.

Selection Criteria

- **40% International Technical and/or Management Achievements:** Discuss the significance of the current international leadership position and the evidence of the candidate serving as a leader and role model within their organization. Describe their position within the organization, including types of responsibility involved in relevant positions, number of people reporting to particular positions (both direct and indirect), annual fiscal responsibility, overall size of employer's organization and how the candidate's position ranks in the company. Describe how the candidate serves as a role model within their organization.
- **40% Global Impact on Business and Employees:** Discuss the nominee's impact on their global teams, including how they promote diverse thoughts and support an inclusive environment at their home office and abroad.
- **20% Extracurricular Leadership Activities as a Role Model:** Discuss the nominee's leadership as a role model to inspire others to attain high levels of accomplishment and how they have created a nurturing environment for women in the workplace.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70284-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Years of Experience:**
 - **Minimum Length:** 15 years of engineering and/or management experience with a minimum 7 years of experience working internationally
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; International Technical and/or Management Achievements; Global Impact on Business and Employees; and Extra-Curricular Leadership Activities as a Role Model; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must come from a business reference that is familiar with the nominee's global leadership experience.
 - At least one letter must be from the nominee's current or past manager at their company or employer organization during their global leadership experience.
 - At least one letter must be from a community organization.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: GlobalLeader_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: GlobalLeader_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: GlobalLeader_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Global Team Leadership Award

Objective

The ideal team will be made up of a diverse group of individuals who have made outstanding technical contributions in the field of engineering and/or technical management demonstrating innovative thinking to overcome global challenges. The team should comprise a geographically diverse set of individuals who have excelled on a single project or group of projects.

A maximum of three (3) separate teams will be given Global Team awards annually.

Qualifications

The team must:

- Have a global presence working on a project or projects, including a geographically diverse makeup of the team (recommended team size is 5 to 15 individuals).
- Have a geographically diverse group (a minimum of two countries) consisting of individuals with different gender, ethnicity, educational background, and/or organizational roles.
- Have individuals who identify as a woman in technical leadership roles.

Selection Criteria

- **20% Global Technical and/or Management Achievements:** Discuss the project or projects the team has worked on and the impact on the business.
- **20% Team Dynamics:** Describe the team's roles and responsibilities, how conflict is managed, and how the team moves forward from setbacks.
- **20% Business Impact:** The business impact due to the success of the project or projects; the project objectives and the team's results demonstrating their ability to meet or exceed the project objectives.
- **40% Ability to Work through Global Team Challenges:** Demonstrate the team's innovative thinking and ability to work through the challenges faced by individuals who are geographically separated.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

Note: Nomination Checklist General Information may not have additional information for all sections of this award.

- A completed application submitted online at: <https://app.smarterselect.com/programs/70285-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Formal Statement:**
 - **Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Global Technical and/or Management Achievements; Team Dynamics; Business Impact; Ability to Work through Global Team Challenges; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 2 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must come from the project end-user, whether internal or external.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: GlobalTeam_FirstName_LastName_Letters.pdf
- **Organizational Chart:**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Content:** Organization chart must list the team members, their project role(s), and their geographic locations (this document should be simplified to show titles and only the team member's names).
 - **Format:** Attachment; File Name: GlobalTeam_FirstName_LastName_Org.pdf
- **Appendix:**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Content:** Graphics or photos supporting the selection criteria may be submitted.
 - **Format:** Attachment; File Name: GlobalTeam_FirstName_LastName_Appendix.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Patent Recognition Award

Only SWE Members are eligible for this award.

Objective

This award recognizes SWE members who have been awarded a patent within the previous three years from **December 31st of the preceding year of the application**. For example: Packages submitted in March 2021 would accept patents issued from December 31st, 2017 through December 31st, 2020.

Qualifications

The candidate must:

- Applicant must be a SWE member who has been listed as an inventor on a granted patent.

Additional Requirements

- The candidate may only receive the Patent Recognition Award once per patent.
- The candidate may only receive one Patent Recognition Award per year, which may cover multiple patents.
- If submitting for multiple patents, submit a separate application for each patent.
- The Patent Recognition Award may be received in conjunction with any other SWE awards.
- Patent must be searchable on USPTO Public Patent Application Information Retrieval or Google Patent.
 - See examples in the Appendix.
 - If a patent is not searchable in either database but meets the requirements below, provide in an attachment with supplemental evidence of the required information listed in the nomination checklist.
- All determinations by the Awards and Recognition committee are final.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

Note: Nomination Checklist General Information may not have additional information for all sections of this award.

- A completed application submitted online at: <https://app.smarterselect.com/programs/70286-Society-Of-Women-Engineers>
- **SWE Membership Required:** Yes
- **Required Patent Information:**
 - **Content:** See "Appendix" for additional information on how to find the content required for this award.
 - The Patent Number
 - The Title of the Invention
 - Inventor Name (Only list SWE member applying for the award.)
 - Issue Date of Patent within the previous three years
 - **Format:** SmarterSelect Text Box
- **Appendix (Optional):**
 - **Content:** Only required if a patent cannot be found on USPTO Public Patent Application Information Retrieval or Google Patent or additional information is needed (ex. Certificate of Correction issued to add the nominee as an inventor). The appendix must contain evidence of all of the required information listed in above.
 - **Format:** Attachment; File Name: Patent_*FirstName_LastName*_Appendix.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Additional Disqualification Criteria for the Patent Recognition Award:

Application may be disqualified based on (but not limited to) the following:

- A. SWE Membership number not valid or not provided.
- B. Incorrect Patent Number supplied (ex. company patent number, application number, etc.)
- C. Patent not yet issued (ex. only the application may be issued or patent is pending but not yet granted).
- D. Issue Date of Patent is not within acceptable date range.

Prism Award

Objective

The ideal candidate will be an individual who identifies as a woman who has charted their own path in the STEM fields by demonstrating a variety of outstanding career leadership activities in a technical field, as well as leadership in professional organizations and the community, with a minimum fifteen (15)-year career. The nominee must also contribute to the Mission of SWE in their career or leadership activities and enrich the conversation of what it means to be a successful woman in STEM.

A maximum of five (5) awards will be given annually.

Qualifications

The candidate must:

- Have a minimum of fifteen (15) years of cumulative engineering and leadership experience.

Selection Criteria

- **60% Career Leadership Achievements:** Discuss the significance of the achievements cited on behalf of the nominee and on the contributions of the nominee to the field of engineering. Describe how the candidate has impacted both the company that they work within as well as the teams they have led. Include discussion on the variety of leadership experiences across the organization, if applicable, and the impact on those teams.
- **25% External Leadership Activities:** Discuss the nominee's involvement in community or other organizations, positions within organizations, and specific activities that demonstrate the nominee's leadership efforts in the community and for other volunteer organizations. Contributions to SWE's partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE) and similar can be included in this category.
- **15% Contributions to the Mission of SWE:** Discuss the nominee's contributions to the mission of SWE: stimulate women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life, and demonstrate the value of diversity.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70287-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Years of Experience:**
 - **Minimum Length:** 15 years of cumulative engineering and leadership experience.
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Career Leadership Achievements; External Leadership Activities; Contribution to the Mission of SWE; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from someone familiar with the nominee's engineering experience, specifically a manager of the nominee's current employer.
 - At least one letter must be from someone familiar with the nominee's external leadership activities.
 - At least one letter must come from someone familiar with the nominee's contributions to SWE's mission.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Prism_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Prism_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Prism_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Resnik Challenger Medal

Objective

The ideal candidate will be an individual who identifies as a woman who has changed the space industry in some way, has personally contributed innovative technology verified by flight experience (include launch date), and whose contribution(s) will be recognized - even if only by a small sub-discipline of the space industry - through future decades as having created milestones in the development of space as a resource for all humankind.

A maximum of one (1) award may be presented annually.

Qualifications

The candidate must:

- A minimum of ten (10) years of engineering accomplishment in aeronautics, astronautics, systems, subsystems, electronics, structures, thermal characteristics, space medicine, infrastructure definition and development, or any other applicable space-related field.

Selection Criteria

- **50% Space Industry Breakthrough/Achievement:** Discuss the engineering breakthrough or achievement that has been enabled and/or capabilities that have been enhanced, as demonstrated by operations in space (include launch dates); including the outcome, unique characteristics, how the accomplishment enables improved space system(s) operations, and peer recognition. Eligible technical accomplishments need not be newsworthy and visible; a small part enabling system performance improvement(s) can satisfy this requirement.
- **30% Personal Technical Contribution:** Discuss the nominee's personal technical (not management) contribution to the design and/or system performance, and how it impacted the success of that program and the visionary aspect of the contribution. (Identify a specific launch date for a mission that actually demonstrated, in space, the technological innovation(s) contributed by the nominee.) Include evidence that the nominee made significant personal technical contributions to a program related to space. Consider the capabilities and/or improvements are available to the space industry into the future because of the nominee's personal technical innovation. While not necessary, providing a U.S. patent where the nominee is named as an inventor demonstrates technical contribution to the space industry. **20% Impact on the Future:** Describe the expectation that the nominee's technical contribution is likely to be incorporated in design and/or operations of future spacecraft, space systems, and/or commercial development in space.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70288-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Years of Experience:**
 - **Minimum Length:** 10 years of engineering experience in a space-related field
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Space Industry Breakthrough/Achievement; Personal Technical Contribution; Impact on Future; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Resnik_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Resnik_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Resnik_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Rising Technical Contributor

Only SWE Members are eligible for this award.

Objective

The Rising Technical Contributor Award honors an individual who identifies as a woman at the professional or graduate student level who has been actively engaged in engineering or technology, has individually contributed technical work resulting in significant breakthroughs or results, and has zero (0) to five (5) years of cumulative engineering experience.

A maximum of ten (10) awards will be given annually.

Qualifications

The candidate must:

- Have zero (0) to five (5) years of cumulative engineering experience.

Selection Criteria

- **70% Technical Achievements:** Discuss the nominee's active engagement in engineering or technology and their technical achievements. This should include the impact to the organization or field of engineering or technology due to the success of the project or projects, the project objectives, and tangible results of the nominee, project, or team.
 - NOTE: SWE understands that some work activity is protected by security clearances. Please provide as much detail as possible without breaking your company's IP policy in order to give our judges the best ability to score your nomination.
- **30% Leadership Activities:** Discuss the nominee's role in the project or projects, what responsibilities they had in this role, including any leadership roles. Emphasis should be given to activities in which the nominee was leading an aspect of the project. This can include leadership activities with SWE, SWE partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE) or similar, and industry organizations that have positively impacted the organization or the field of engineering and technology.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70310-Society-Of-Women-Engineers>
- **SWE Membership Required:** Yes
- **Years of Experience:**
 - **Minimum - Maximum Length:** 0 - 5 years of cumulative engineering experience.
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Technical Achievement; Leadership Activities; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from the nominee's current or past manager at their company or employer organization or from their faculty advisor if applicable.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: RisingTechnicalContributor_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: RisingTechnicalContributor_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: RisingTechnicalContributor_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Rodney D. Chipp Memorial Award

Objective

The ideal candidate will be man or individual who identifies as a man / male or company that has increased the hiring or promotion of women engineers or women engineering students enrolled in a college or university. The ideal candidate may have encouraged, sponsored and/or developed professional training/development programs for women engineers. The candidate may have created an environment that supports women engineers' full participation and acceptance in the engineering field. *A maximum of three (3) awards will be given annually.*

Selection Criteria

	Individual	Company
10%	Work Experience: Discuss the nominees' work experience as it relates to the award.	Organizational Structure: Includes at least two women on its Board of Directors and at least 10% of your organization's low-level executive leaders' are women.
45%	Advancement of Women: Discuss the nominee's contribution to advancing women in engineering. In particular, the nominee's personal contribution and how it has impacted the acceptance and/or advancement of women in the engineering field. Include statistics where available and relevant.	Advancement of Women: Discuss the company's contributions to advancing women in engineering. In particular, initiatives or contributions to change the corporate culture and how it has impacted the acceptance and/or advancement of women in the engineering field. Include supporting metrics where available and relevant.
45%	Program Development: Discuss the specific programs developed under the nominee's direction.	Program Development: Discuss the specific programs developed including scope of the initiative(s) and target audiences (entry level, mid-level, senior level, all employees).

¹Depending on your corporate structure, if your company has Vice Presidents and Senior Vice Presidents, low-level executives would be the Vice President level.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70289-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Formal Statement:**
 - **Maximum Length:**
 - **Individual Maximum Length:** 2,500 words
 - **Company Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):**
 - **Individual Selection Criteria (Headers):** Introduction; Work Experience; Advancement of Women; Program Development; Conclusion.
 - **Company Selection Criteria (Headers):** Introduction; Organizational Structure; Advancement of Women; Program Development; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 2 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment
 - **Individual File Name:** Chipp_FirstName_LastName_Letters.pdf
 - **Company File Name:** Chipp_Company_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Individual:**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Chipp_FirstName_LastName_Resume.pdf
 - **Company:** Not Required
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment
 - **Individual File Name:** Chipp_FirstName_LastName_ResumeSWE.pdf
 - **Company Files Name:** Chipp_Company_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Spark Award

Objective

The ideal candidate will be an or individual who identifies as a woman who has demonstrated leadership and initiative in mentoring current and potential women engineers, helping them define success and find opportunities to succeed. The candidate will have demonstrated an understanding that women who have mentors have a better chance of success in the workplace. The ideal candidate contributes to society, either through business, professional, community, or service organizations.

A maximum of five (5) awards will be given annually.

Qualifications

The candidate must:

- Have contributed to the advancement of women by mentoring those around them.
- Have made a difference in the lives of many by affecting women at a variety of levels ranging from high school through more senior levels in relation to her/his position.
- Have mentored multiple women over much of her/his career in a variety of settings.

Selection Criteria

- **70% Impact on Women Engineers:** Discuss and provide evidence of the accomplishments and impacts of the candidate's activities and her/his significance in mentoring. Describe how she/he serves as a mentor to those around them, including the variety of mentees' experience level and setting and the longevity of the relationships.
- **20% Successes and Challenges:** Discuss success stories and any challenges the nominee had to overcome in establishing her/his mentoring relationships and maintaining those relationships. Provide any personal anecdotes and information pertinent to the establishment of the program.
- **10% Leadership and Community Involvement:** Describe participation in business, professional, community, and/or civic organizations.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70290-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Impact on Women Engineers; Successes and Challenges; Leadership and Community Involvement; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least two letters must come from a mentee of the nominee.
 - At least one letter must come from a community or professional organization or someone familiar with the nominee's community service or society participation.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Resnik_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Spark_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Spark_FirstName_LastName_ResumeSWE.pdf

Check the list of "[Disqualification Criteria](#)" in the **General Information Section** before submitting the application.

Suzanne Jenniches Upward Mobility Award

Endowed by Northrop Grumman Corporation

Objective

The ideal candidate will be an individual who identifies as a woman who has made an outstanding contribution in the field of engineering and/or technical management such that the nominee has, as a minimum, achieved the level of general manager or equivalent upper management position within their current organization and created a nurturing environment for other women in the workplace.

A maximum of one (1) award may be presented annually.

Qualifications

The candidate must:

- Have a minimum of twenty (20) years of increasingly important engineering experience indicating outstanding competency and achievement.

Selection Criteria

- **60% Technical Management Responsibilities and Achievements:** Discuss the significance of the current upper management position and the evidence of the candidate's growth within the organization cited on their behalf, including types of responsibility involved in relevant positions, number of people reporting to particular positions (both direct and indirect), annual fiscal responsibility, number of management levels above and below nominee's level, overall size of employer's organization (sales and employees) and number of other people holding a similar level management responsibility.
 - NOTE: SWE understands that some work activity is protected by security clearances. Please provide as much detail as possible without breaking your company's IP policy in order to give our judges the best ability to score your nomination.
- **25% Extra-Curricular Leadership Activities as a Role Model:** Discuss the nominee's leadership as a role model to inspire their employees to attain high levels of accomplishment and how they have created a nurturing environment for other women in the workplace
- **15% Education, Publications, and Other Activities:** Discuss the educational background and pertinent experience that helped contribute to the technical achievements of the nominee. Also include any relevant publications and activities that assisted in the successes of the nominee.

Nomination Checklist

See following page.

Suzanne Jenniches Upward Mobility Award

Endowed by Northrop Grumman Corporation

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

Note: Nomination Checklist General Information may not have additional information for all sections of this award.

- A completed application submitted online at: <https://app.smarterselect.com/programs/70291-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Years of Experience:**
 - **Minimum Length:** 20 years of increasingly important engineering experience
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 3,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Technical Management Responsibilities and Achievements; Extra-Curricular Leadership Activities as a Role Model; Education, Publications, and Other Activities; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least two letters must come from business references whose caliber and substance will be considered in the evaluation.
 - At least one letter must be from the nominee's current company or employer organization.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: UpwardMobility_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: UpwardMobility_FirstName_LastName_Resume.pdf
- **Organization Chart:**
 - **Maximum Length:** 1 page with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Content:** A one-page org chart showing the candidate's position in the company relative to higher level management positions (this document should be simplified to show titles and only the candidate's name).
 - **Format:** UpwardMobility_FirstName_LastName_Org.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: UpwardMobility_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

SWE Distinguished New Engineer Award

Only SWE Members are eligible for this award.

Objective

The ideal candidate will be a SWE member who has demonstrated outstanding technical performance, as well as leadership in professional organizations (SWE and SWE partner organizations) and the community, in the first 10 years of their career.

A maximum of ten (10) awards will be given annually.

Qualifications

The candidate must:

- Be a SWE member in good standing and active in local or Society level SWE activities.
- Have an engineering or science related degree.
- Have no more than ten (10) years of experience.

Selection Criteria

- **40% Technical Achievements:** Discuss the nominee's significant work experience, professional affiliations, patents, and publications of note.
- **30% SWE Participation:** Discuss in detail any applicable leadership experiences in the nominee's SWE Resume that demonstrate their leadership in all levels of the Society.
- **30% Partner Organization, Industry Organization and Community Involvement:** Discuss the organizations, positions within organizations, and specific activities that demonstrate the nominee's leadership efforts in the community and industry. Consider contributions to SWE's partner organization (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE) or similar

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70292-Society-Of-Women-Engineers>
- **SWE Membership Required:** Yes
- **Years of Experience:**
 - **Minimum - Maximum Length:** 0 - 10 years of experience.
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Technical Achievements; SWE Participation; Community Involvement; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 4 - 5 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - A support letter from someone who has held a SWE leadership role at the section or society level and focuses on the selection criteria. Example roles may include but are not limited to: SWE Section President, SWE Global Ambassador, etc.
 - At least one letter must be from a SWE member (different from the officers referenced above) who can elaborate on the nominee's SWE leadership experiences.
 - At least one letter must be from the nominee's current or past manager at their company or employer organization.
 - At least one letter must be from a community organization or someone familiar with the nominee's community service leadership.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: DNE_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: DNE_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: DNE_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Work/Life Integration Award

Objective

The ideal candidate will be an individual who has demonstrated leadership and initiative in establishing a program such as flexible scheduling and work arrangements, child care resources, family leave, eldercare, customized benefits packages or other forward-looking benefits. The candidate will have demonstrated an understanding that work and life integration or balance is of concern to all employees, not just women, or only those employees with children. The ideal candidate has been instrumental in the implementation of the program/benefit and ensuring that programs/benefits are available to all employees and supported by management at all levels.

A maximum of one (1) award may be presented annually.

Qualifications

The candidate must:

- Have established a landmark program for their organization to improve the ability of women engineers and other employees to integrate or balance work and family responsibilities.

Selection Criteria

- **35% Purpose of the Program (Originality):** Discuss the program details, including all considerations for implementation, assessment of management support at all levels, and obstacles to establishment and implementation. Include a description of the organization including number of employees, products and services, and annual sales figures. Also include the perceived and actual benefits. The nominee's leadership and initiative in introducing a new work life balance policy with emphasis on the individual's contributions to implementation and success should also be included in this section.
- **35% Impact of the Program:** Provide the percentage of employees eligible for the specified benefit and include evidence of organizational support of advancing employees who have taken advantage of work-life options. Include an assessment of the impact on women engineers and managers in particular, and all employees in general. Also discuss the programs'/benefits' potential to increase the retention and promotion of women in technical and technical management positions in the organization.
- **20% Successes and Challenges:** Discuss areas that were most successful, and any challenges the nominee had to overcome in establishing, implementing and maintaining the program. Provide any personal anecdotes and information pertinent to the establishment of the program.
- **10% Leadership and Community Involvement:** Describe participation in business, professional, community, and/or civic organizations.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70294-Society-Of-Women-Engineers>
- **SWE Membership Required:** No
- **Formal Statement:**
 - **Maximum Length:** 2,500 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction Purpose of the Program (Originality); Impact of the Program; Successes and Challenges; Leadership and Community Involvement; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 3 - 4 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least two letters must be from employees who have benefited from the program.
 - At least one letter must be from a SWE member should discuss the positive impact on women in engineering in the organization.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: WorkLife_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: WorkLife_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: WorkLife_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Outstanding Collegiate Member Award

Only SWE Members are eligible for this award.

Objective

The ideal candidate will be a collegiate member who has made an outstanding contribution to SWE, SWE's partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE) or similar, the engineering community, and their campus.

A maximum of ten (10) awards will be given annually.

Qualifications

The candidate must:

- Be actively engaged in an engineering or engineering technology program in good academic standing. The candidate will have been a SWE member for at least one (1) year.

Selection Criteria

- **35% SWE Participation:** Include details about the nominee's outstanding leadership and participation at all levels of the Society.
- **30% Engineering Societies:** Include details about the nominee's leadership and participation in other engineering societies including SWE partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE) or similar
- **20% Community and Campus Involvement:** Include details about the nominee's leadership and participation in other organizations in the community and on campus.
- **15% Academic and Technical Achievements:** Academic Information should include school name, location, degree, and expected graduation date. Include any previous degrees, if applicable (particularly for graduate student nominee). Technical Information should include specific examples of applicable technical accomplishments. Also include any examples of recognition, honors, and awards that support the nomination.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

Note: Nomination Checklist General Information may not have additional information for all sections of this award.

- A completed application submitted online at: <https://app.smarterselect.com/programs/70295-Society-Of-Women-Engineers>
- **SWE Membership Required:** Yes
- **Years of Experience:**
 - **Minimum - Maximum Length:** 1 year of SWE membership.
 - **Calculation:** See "[Nomination Checklist General Information](#)" or the "[Appendix](#)"
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 1,250 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; SWE Participation; Engineering Societies; Campus Activities; Community Involvement; Academic and Technical Achievements; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 2 - 3 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from a SWE leader in the Collegiate Section or Collegiate Interest Group (CIG).
 - At least one letter must be from another collegiate member of the section, the Collegiate Section Faculty Advisor, the Collegiate Section SWE Counselor, a SWE professional member, or a professor or administrator from the academic institution
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Collegiate_*FirstName*_*LastName*_Letters.pdf
- **Statement of Academic Standing:**
 - **Maximum Length:** 1 Letter
 - **Recommender(s):** The Statement of Academic Standing should be a letter from the Collegiate Section Faculty Advisor or other academic institution official.
 - **Content:** It should include the number of credit hours obtained in the current degree program, as well as the university classification of the student (Freshman, Sophomore, Junior, Senior, or Graduate).
 - **Format:** Attachment; File Name: Collegiate_*FirstName*_*LastName*_Standing.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Outstanding Faculty Advisor Award

Objective

The ideal candidate will be a leader who has made an outstanding contribution to a SWE collegiate section as an advisor.

A maximum of one (1) award may be presented annually.

Qualifications

The ideal candidate must:

- Have been actively engaged in mentoring a collegiate section as a Faculty Advisor,
- Have served as a link for the collegiate section to the rest of the educational institution, and
- Have three (3) or more academic years of cumulative experience in the role of Faculty Advisor.

NOTE: Previous Outstanding Faculty Advisor Award recipients can re-apply after 3 more years as advisor if they have made new or different significant contributions to the SWE Collegiate Section they serve, or are now serving a different Collegiate Section.

Selection Criteria

- **60% Leadership as an Advisor:** Discuss the nominee's outstanding leadership as an advisor, particularly in creating enthusiasm and professionalism among section members. Include examples of recognition, honors, and awards that support the nomination.
- **30% SWE Collegiate Section and Campus Participation:** Discuss how the advisor is involved in the SWE collegiate section and also their participation in campus events and activities.
- **10% Participation in Other Activities:** Discuss the advisor's participation in other educational activities and professional societies, including, but not limited to, participation in SWE at all levels of the Society, outside of work with the collegiate section.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70296-Society-Of-Women-Engineers>
- **SWE Membership Required (Nominee):** No
- **SWE Membership Required (Nominator):** Yes, the nominator must be a SWE Professional or Collegiate Member in good standing and belong to the section the Faculty Advisor currently advises.
- **Years of Experience:**
 - **Minimum Length:** 3 years of cumulative experience in the role of Faculty Advisor
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 1,000 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Leadership as an Advisor; SWE Collegiate Section and Campus Participation; Participation in Other Activities; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 2 - 3 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from an officer of the Collegiate Section.
 - At least one letter must be from a member of the collegiate section, the section's SWE Counselor, or a colleague/supervisor at the college/university familiar with the work the nominee has done with the collegiate section.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: FacultyAdvisor_FirstName_LastName_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: FacultyAdvisor_FirstName_LastName_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: FacultyAdvisor_FirstName_LastName_ResumeSWE.pdf

Check the list of "Disqualification Criteria" in the General Information Section before submitting the application.

Outstanding SWE Counselor Award

Only SWE Members are eligible for this award.

Objective

The ideal candidate will be a SWE member who has made an outstanding contribution to a SWE collegiate section as a Counselor.

A maximum of one (1) award may be presented annually.

Qualifications

The candidate must:

- Have been actively engaged in mentoring a collegiate section as a SWE Counselor.
- Have served as a link for the collegiate section to other areas of SWE (local professional section, local MAL organization, or Society level activities).
- Have three (3) or more academic years of cumulative experience in the role of SWE Counselor (need not be with the same collegiate section).

NOTE: Previous Outstanding SWE Counselor Award recipients can re-apply after 3 more years as counselor if they have made new or different significant contributions to the SWE Collegiate Section they serve, or are now serving a different Collegiate Section.

Selection Criteria

- **60% Leadership as a Counselor:** Discuss the nominee's outstanding leadership as a SWE Counselor, particularly in creating enthusiasm and professionalism among section members. Include examples of recognition, honors, awards that support the nomination.
- **30% SWE Participation:** Discuss the nominee's participation in the SWE Collegiate Section and their participation at all levels of the Society.
- **10% Participation in Other Activities:** Discuss the counselor's participation in other educational activities, technical activities, and professional societies.

Nomination Checklist

The following information constitutes a complete nomination. For assistance, see "[Nomination Checklist General Information](#)":

- A completed application submitted online at: <https://app.smarterselect.com/programs/70297-Society-Of-Women-Engineers>
- **SWE Membership Required (Nominee):** Yes
- **SWE Membership Required (Nominator):** Yes, the nominator must be a SWE Collegiate Member in good standing or a Faculty Advisor and belong to the section the SWE Counselor currently advises.
- **Years of Experience:**
 - **Minimum Length:** 3 years of cumulative experience in the role of SWE Counselor (need not be with the same collegiate section).
 - **Format:** SmarterSelect Text Box
 - It is also recommended that total years of experience is clearly called out in the nominee's resume.
- **Formal Statement:**
 - **Maximum Length:** 1,000 words
 - **Content:** Address each of the Selection Criteria in the Formal Statement. Selection criteria should be utilized as section headers.
 - **Selection Criteria (Headers):** Introduction; Leadership as a Counselor; SWE Participation; Participation in Other Activities; Conclusion.
 - **Format:** SmarterSelect Text Box; Section headers must be present & identifiable (See "[Formal Statement](#)").
- **Biography:**
 - **Maximum Length:** 500 words
 - **Format:** SmarterSelect Text Box
- **Supporting Letters:**
 - **Minimum - Maximum Length:** 2 - 3 Letters
 - **Recommenders:** Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - At least one letter must be from an officer of the Collegiate Section.
 - At least one letter must be from a member of the collegiate section, the Collegiate Section Faculty Advisor, or a professional SWE member familiar with the nominee's work with the collegiate section.
 - **Identification & Relationship:** Letters must clearly state who the recommender is and their relationship to the nominee. It is recommended this is stated within the letter and in the recommender's signature.
 - **Authentication:** Required (See "[Nomination Checklist General Information](#)" or the "[Appendix](#)")
 - **Format:** Attachment; File Name: Counselor_*FirstName_LastName*_Letters.pdf
- **Resume (or Curriculum Vitae):**
 - **Maximum Length:** 2 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Counselor_*FirstName_LastName*_Resume.pdf
- **SWE Resume (Optional):**
 - **Maximum Length:** 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - **Format:** Attachment; File Name: Counselor_*FirstName_LastName*_ResumeSWE.pdf

Check the list of "[Disqualification Criteria](#)" in the [General Information Section](#) before submitting the application.

Appendix

Template for Years of Experience Calculation

Rearrange and add or delete lines as needed to determine the years of experience for the nominee. This is a template provided to help with the years of experience calculation and is not required to be submitted with the nomination packet. *It is recommended that total years of experience is clearly called out in the nominee's resume.*

Years of experience are counted as full and part-time work experience as of **December 31st of the preceding year.**

- For example: Packages submitted in March 2021 would count experience through December 31st, 2020.

Experience Type	Guideline	Start Date	End Date	Years of Experience
Full Time Experience	Each year of full time work will count as <i>one year of experience.</i>			
Part Time Experience	Each year of part time work will count as <i>one year of experience.</i>			
Internship or Co-Op	Internship or co-ops do <u>not</u> count as part time experience.			0
Unemployment Period	Periods of unemployment are <u>not</u> counted toward years of experience.			0
Advanced Technical Degree (obtained while <u>not</u> working full or part time)	Each advanced technical degree obtained while not working full or part time counts as <i>one year of experience</i> toward this calculation.			1
Advanced Technical Degree (obtained while working full or part time)	Each advanced technical degree obtained while working full or part time is <u>not</u> counted toward years of experience.			0
Total				

Example Years of Experience Calculation

This is an example of the years of experience calculation for an award nomination submitted in 2019.

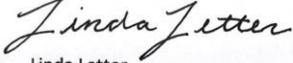
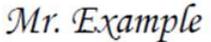
The nominee received their bachelor's degree in Chemical Engineering in May 2002 and completed an internship from May 2001 to August 2001. They then worked full time from June 2002 to December 2005. In January 2006 to December 2008 they worked part time while working on their master's degree in engineering. They received their master's degree in January 2008 and started a new full time position. Starting in June 2009 they were unemployed until June 2010 when they started a new job. They have been working for this same company ever since in various roles up until December 31st of the preceding year of the awards' deadline. *Their total years of experience would be 14.5 years.*

Experience Type	Guideline	Start Date	End Date	Years of Experience
Internship or Co-Op	Internship or co-ops do <u>not</u> count as part time experience.	May 2001	August 2002	0
Advanced Technical Degree (obtained while not working full or part time)	Each advanced technical degree obtained while not working full or part time counts as <i>one year of experience</i> toward this calculation.	August 1998	May 2002	1
Full Time Experience	Each year of full time work will count as <i>one year of experience.</i>	June 2002	December 2005	3.5
Part Time Experience	Each year of part time work will count as <i>one year of experience.</i>	January 2006	January 2008	2
Advanced Technical Degree (obtained while working full or part time)	Each advanced technical degree obtained while working full or part time is <u>not</u> counted toward years of experience.	January 2006	January 2008	0
Full Time Experience	Each year of full time work will count as <i>one year of experience.</i>	January 2008	June 2009	0.5
Unemployment Period	Periods of unemployment are <u>not</u> counted toward years of experience.	June 2009	June 2010	0
Full Time Experience	Each year of full time work will count as <i>one year of experience.</i>	June 2010	December 31, 2018	7.5
Total				14.5

Appendix

Example Authentication for Supporting Letters

The following are examples of acceptable and not acceptable supporting letter authentications. Acceptable and unacceptable authentications are not limited to the examples provided.

Example Supporting Letter Authentication	
Acceptable - Handwritten Signature	
<p>Sincerely,  Linda Letter</p>	
Acceptable - Certificate-Based Digital Signature	Not Acceptable - Electronic Signature with No Certificate
 <p>Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2010.03.17 17:42:22 -07'00'</p>	<p>Sincerely,  Mr. Example</p>
Acceptable - Certificate-Based Digital Signature	Not Acceptable - Electronic Signature with No Certificate
<p>DocuSigned by:  3328D88F9C20405...</p>	<p>Sincerely,  Mr. Example</p>
Acceptable - Electronic Signature with Email Header as Authentication	Not Acceptable - Electronic Signature with No Email Authentication
<p>Sincerely, Mr. Example Supporting Letter for Ms. Nominee</p>   <p>Tue 4/7/2020 9:02 AM</p>	<p>Sincerely, Mr. Example</p>
Acceptable - Electronic Signature with Email Header as Authentication	Not Acceptable - Electronic Signature with No Authentication
<p>Sincerely,  Mr. Example Supporting Letter for Ms. Nominee</p>   <p>Tue 4/7/2020 9:02 AM</p>	<p>Sincerely,  Mr. Example</p>

Appendix

Example of Required Information (Highlighted) Using USPTO Public Patent Application Information Retrieval:

Note: This is provided only as an example and may not contain all required information needed for a complete submission.

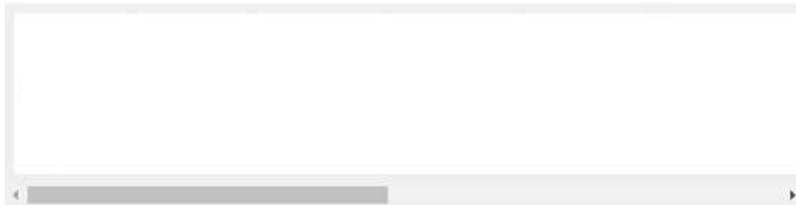
Select New Case	Application Data	Transaction History	Image File Wrapper	Patent Term Adjustments	Fees	Published Documents	Address & Attorney/Agent	Assignments	Display References
Bibliographic Data									
Application Number:									Correspondence Address Customer Number:
Filing or 371 (c) Date:									Status:
Application Type:									Status Date:
Examiner Name:									Location:
Group Art Unit:									Location Date:
Confirmation Number:									Earliest Publication No:
Attorney Docket Number:									Earliest Publication Date:
Class / Subclass:									Patent Number:
First Named Inventor:					all Inventors				Issue Date of Patent:
First Named Applicant:									International Registration Number (Hague):
Entity Status:									International Registration Publication Date:
AIA (First Inventor to File):									
Title of Invention:									

Example of Required Information (Highlighted) Using Google Patent:

Note: This is provided only as an example and may not contain all required information needed for a complete submission.

Title of Invention

Images



Classifications

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Worldwide applications

Application events

- Priority to
- Application filed by
- Priority to
- Publication of EP
- Application granted
- Publication of EP

Status • Active

- Anticipated expiration

Info:

External links: