

# Society of Women Engineers

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## 2022 Call for Nominations

Professional and Collegiate Awards

### PROFESSIONAL

*Achievement*

*Advocating Women in Engineering*

*Distinguished Engineering Educator*

*Distinguished Service*

*Diversity, Equity & Inclusion Program*

*Emerging Engineering Educator*

*Emerging Leader*

*Emerging Global Leadership*

*Entrepreneur*

*Fellow Grade*

*Global Leadership*

*Global Team Leadership*

*Patent Recognition*

*Prism*

*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

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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 recognize individuals and groups who support the [mission, objectives and goals](#) of the Society.

SWE's Mission: Empower women to achieve their full potential in careers as engineers and leaders; expand the image of the engineering and technology professions as a positive force in improving the quality of life and demonstrate the value of diversity and inclusion.

SWE's Core Values: Integrity, Inclusive Environment, Mutual Support, Professional Excellence, and Trust.

Inside this packet you will find information on the awards recognized at the SWE Annual Conference. 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@swe.org](mailto:awards@swe.org) with any questions.

## Submission Guidance:

- **DEADLINE: March 31<sup>st</sup> at 11:59 PM, Central Daylight Time (UTC-5)**
  - An acknowledgement receipt will be sent to the nominator after submission.
  - Package completeness feedback will NOT be provided.
  - Exception will NOT be made for late packages.
- Applications must be submitted electronically through the awards application platform, **SmarterSelect**. No email submissions will be accepted.
- All items in the Nomination Checklist must be included in the application.

## Nominator Responsibilities:

- A candidate can self-nominate. It is highly recommended to be nominated by a nominator who can provide feedback on the formal statement and ensure that all the required documents will be submitted.
- A nominator can nominate more than one nominee.
- A nominator does not have to be a SWE member.
- Nominator's responsibilities include:
  - Use this Award Guide to select the award that best suits the candidate.
  - Verify that the candidate meets the Objective and Qualification requirements for the award selected.
  - Complete the [Individual Awards Nomination Checklist](#)
  - Accurately complete the appropriate online application at the link provided for the award selected.
  - Confirm that the phone number and email address provided on the nomination form is current and correct for both the nominee and nominator.
  - Submit the application by **March 31st, 11:59pm, Central Daylight Time (UTC-5)**
  - Retain documentation for package including authentication for letters of recommendation should SWE require verification.
  - Contact a SWE Staff at [awards@swe.org](mailto:awards@swe.org) if the nominator's contact information changes after submission.
  - Inform the nominee of the result of their nomination.
  - Act as the Point of Contact between SWE and the nominee.

# General Information

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## Award Notification:

- Recipients will be honored at the SWE Annual Conference.
- Individuals are allowed to receive only ONE award per year.
  - Exception: The Patent Recognition Award may be received in conjunction with any other SWE award.
- If notification is not received by July 31st, nominators are asked to contact a SWE Staff at [awards@swe.org](mailto:awards@swe.org).

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.

## Timeline:

- 1/1/2022 – 3/31/2022: Submission period.
- April - May: Judging period.
- June - July: Notification period.

## SWE Partner Organizations:

Consider including contributions to SWE's partner organizations:

- American Indian Science and Engineering Society (AISES)
- Out to Innovate
- 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)

## Disqualification Criteria:

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

1. Nominee does not meet requirements listed in the Qualification section of the intended award.
2. Application is not submitted to the correct link specified for the intended award.
3. One or more Supporting Letters do not include the proper authentication from the authors.
4. Resumes exceed the stated page limits.

# Individual Awards Nomination Checklist

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## DETERMINE THE ELIGIBILITY: SWE MEMBERSHIP

SWE membership is only required for the *Distinguished Service Award, Fellow Grade, Patent Recognition Award, Rising Technical Contributor Award, SWE Distinguished New Engineer Award, Outstanding Collegiate Member Award, and Outstanding SWE Counselor Award.*

SWE membership information can be obtained by logging into the SWE portal or emailing [membership@swe.org](mailto:membership@swe.org). If SWE membership is required for the intended award:

- Obtain the nominee's SWE ID.
- Verify the nominee's SWE membership will be valid by **March 31 of the application year.**

## DETERMINE THE ELIGIBILITY: SWE YEARS OF SERVICE (PROFESSIONAL MEMBERSHIP)

SWE Years of Service is only required for the *Fellow Grade and Distinguished Service Award.* If SWE Years of Service are required for the intended award:

- Indicate the nominee's SWE Years of Service in the SWE resume (described below).
- Verify that the nominee meets the required SWE Years of Service by **March 31 of the application year.**

## DETERMINE THE ELIGIBILITY: SWE YEARS OF COLLEGIATE INVOLVEMENT

SWE Years of Collegiate Involvement is only required for the *Outstanding Collegiate Member Award.* If SWE Years of Collegiate Involvement is required for the intended award:

- Indicate the nominee's SWE Years of Collegiate Involvement in the SWE resume (described below).
- Verify that the nominee will have participated in SWE collegiate sections/ affiliates/ MAL for at least 2 years by **March 31 of the application year.**

## DETERMINE THE ELIGIBILITY: YEARS OF EXPERIENCE

Some awards require a specific number of years of experience. If the intended award has a years of experience requirement:

- Review the **Qualifications** section on the intended award page to determine the Years of Experience required.
- Indicate the nominee's Years of Experience in the resume or CV.
- Verify that the nominee will satisfy the required years of experience by **March 31 of the application year.**
- Include month and year of the start and end dates in the resume or CV.
- Apply the rounding rule when considering the total Years of Experience: 1 to 5 months – round down; 6 to 11 months – round up.  
For example: 9 years, 4 months is considered 9 years.  
9 years, 8 months is considered 10 years.
- Follow the calculation rules below. See [Appendix – Years of Experience Calculation](#) for an example.

What counts as one year of experience?	What does not count as towards years of experience?
Each year of full-time work	Internships, co-ops, or graduate assistantship (research or teaching assistant) while in school
Each year of part-time work	Periods of unemployment
Each advanced technical degree (*) obtained while <u>not</u> working full time or part time	All other degrees (**)

Table 1: Years of Experience Calculation

# Individual Awards Nomination Checklist

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## DETERMINE THE ELIGIBILITY: YEARS OF EXPERIENCE (CONT.)

- (\*) The following are considered “Advanced Technical Degrees” and should be counted in the years of experience calculation if obtained while not working full-time or part-time:
  - Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 1 year)
  - Dual Bachelor’s / Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 1 year)
  - Doctorate degrees in science, technology, engineering, mathematics, engineering education or similar field of study (**count as 2 years – Updated in FY22**)
- (\*\*) The following are not considered “Advanced Technical Degrees” and should not be counted in the years of experience calculation:
  - Bachelor’s Degrees in science, technology, engineering, mathematics, or similar field of study
  - Master of Business Administration (MBA) or similar non-technical master’s degrees
  - Doctorate in Business or similar non-technical doctorate degrees
  - Any degrees obtained while working full time or part time in an engineering or technology profession
- Please contact [awards@swe.org](mailto:awards@swe.org) if you have any questions about calculating years of experience.

## DETERMINE THE ELIGIBILITY: OTHER REQUIREMENTS

- Review the **Qualifications** section on the intended award page to determine if other requirements, besides those mentioned above, must be met.

## WRITE AND UPLOAD THE BIOGRAPHY

A biography is to be used as a basis for SWE publications. The submitted biography may be edited by SWE for clarity/content and editorial style. Award recipients will be able to verify the biography before publication. A biography is not one of the evaluation criteria and will not be available to judges.

If the nominee changes companies or institutions after the nomination package is submitted, the company or institution the nominee was affiliated with at the time of the nomination will be designated in SWE publications.

- Maximum 300 words.
- Include only information that is appropriate for publication (e.g., no company proprietary information).
- Paste the biography into the award submission form.
- Include the following in the biography:
  - Nominee’s current position (e.g., department manager; vice president of quality assurance; senior mechanical engineering student) and a summary of their duties.
  - Relevant prior experience.
  - Accomplishments, contributions, SWE involvement, etc. that demonstrate the nominee meets the criteria for the intended award.
  - Education: degrees, certifications, etc. and institutions from which the nominee received them.
  - Other SWE awards the nominee has received.
  - Relevant awards received from other organizations.
  - A sentence or two of personal information such as family, hobbies, or other interests.

# Individual Awards Nomination Checklist

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## **UPLOAD THE PROFESSIONAL HEADSHOT**

A headshot will be used for SWE publications, as applicable. It is not available to judges.

Meet the following requirements:

- Professional photos are preferred.
- Images need to be 300 dpi and in color and at least 8.5 x 11 inches.
- Photos should include head and partial shoulders (not too tight to the face).

Upload the professional headshot into the award submission form.

NOTE: If the nominee is selected for the award, a professional photo will be required.

## **ENSURE THE DEMOGRAPHIC SURVEY BE COMPLETED BY THE NOMINEE OR A LEADER OF THE COMPANY/TEAM**

SWE is committed to diversity, equity, and inclusion and to ensuring the SWE Awards and Recognition program is serving all individuals fairly and equitably. To support this continuous improvement objective, all SWE award nominees will be asked to complete the SWE demographic survey. This input will be used for aggregated metrics that will guide the award program improvement strategies and track progress towards the goal of increasing the participation and success of the underrepresented groups. An individual's answers will never be shared and will be protected in accordance with SWE's data governance procedures. (SWE only shares personal demographic information in the aggregate). The demographic survey will not be used in the evaluation of the award. If you have any questions, contact [awards@swe.org](mailto:awards@swe.org).

Enter the email address of the nominee or the leader of the company/team. They will receive a private link containing the demographic survey questions.

Follow up with the nominee to ensure the survey is completed. The survey must be completed before the award nomination can be submitted.

## **WRITE AND UPLOAD THE FORMAL STATEMENT**

Nominees will be primarily evaluated based on the materials provided in the formal statement. SWE understands that some work activity is protected for security reasons. Please provide as much detail as possible to give our judges the best ability to score the nomination.

Do not exceed the maximum word count specified in the Nomination Checklist of the award page.

- Achievement, Fellow Grade, Suzanne Jenniches Upward Mobility, and Prism Awards: Maximum 3500 words.
- Collegiate Awards: Maximum 1500 words.
- All other awards: Maximum 2500 words.

Address all the selection criteria.

Use the selection criteria as section headers in the formal statement.

Section headers must be present and identifiable.

SWE recommends that the formal statement be written in third person.

Do not include the following in a formal statement:

- hyperlinks to any additional information or a LinkedIn profile,
- the nominee's headshot.

Paste the formal statement into the award submission form.

# Individual Awards Nomination Checklist

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## OBTAIN AND UPLOAD SUPPORTING LETTERS

Supporting letters are required for all individual award nominees, except the Patent Recognition Award. Supporting letters will be used in the evaluation.

- Minimum 3 letters. Maximum 4 letters.
- Maximum 2 pages per letter.
- Formatting requirements:
  - Font 10 point or larger
  - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
- Ensure each letter is written for the current award cycle (dated with the correct year) and for the intended 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. The supporting letters must collectively support all the selection criteria for the intended award.
- All letters must include the following information:
  - Name of the nominee
  - Name of the recommender and their authentication (see below)
  - Recommender's relationship to the nominee. If specific recommenders are required, it will be listed in the **Nomination Checklist** for that award.
  - A discussion of how the nominee meets one or more of the selection criteria
- Review the award page to determine if a specific relationship is required for one or more of the recommenders.
- Letters must include some form of authentication from the author. **NOTE: Not having appropriate authentication is one of the Disqualification Criteria.** Acceptable forms of authentication include:
  - A hand-written signature,
  - An electronic signature with an email header
  - A certificate-based digital signatureSee the [Appendix – Example Authentication for Supporting Letters](#)
- Obtain the email addresses of recommenders. Recommenders will be contacted directly by the Awards and Recognition committee if there are any questions regarding the authentication of their signatures.
- Each letter must be saved as a pdf file. All letters will be uploaded individually to the award submission form.
- Recommended Name for individual nominees:  
*AwardName\_NomineeFirstName\_NomineeLastName\_RecommenderLastName.pdf*
- Recommended Name for company/team nominees:  
*AwardName\_Company/TeamName\_RecommenderLastName.pdf*

## UPLOAD THE RESUME OR CV

A resume or CV is required for individual nominees for all awards, except the Patent Recognition Award. The resume or CV will be used in the evaluation.

- Maximum 4 pages. **NOTE: Exceeding the stated page limit is one of the Disqualification Criteria.**
- Indicate the Years of Experience in the resume, if applicable.
- Specify any employment gap in the resume.
- Do not include the following in a resume:
  - hyperlinks to any additional information or a LinkedIn profile
  - the nominee's headshot
- Formatting requirements:
  - Font 10 point or larger
  - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)

# Individual Awards Nomination Checklist

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- Resume must be saved as a pdf file.
- Recommended filename: *AwardName\_NomineeFirstName\_NomineeLastName\_Resume.pdf*
- Resume must be uploaded into the award submission form.

## UPLOAD THE SWE RESUME

A SWE Resume is only required for the *Fellow Grade, Distinguished Service, SWE Distinguished New Engineer, and Outstanding Collegiate Member Awards*. The SWE Resume will be used in the evaluation of these awards.

- Maximum 4 pages. **NOTE: Exceeding the stated page limit is one of the Disqualification Criteria.**
- Indicate the SWE Years of Service or SWE Years of Collegiate Involvement in the SWE resume.
- Do not include the following in a resume:
  - hyperlinks to any additional information or a LinkedIn profile
  - the nominee's headshot
- Formatting requirements:
  - Font 10 point or larger
  - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
- Resume must be saved as a pdf file.
- Recommended filename: *AwardName\_NomineeFirstName\_NomineeLastName\_SWEResume.pdf*
- Resume must be uploaded into the award submission form.

## UPLOAD THE ORGANIZATION CHART

An organization chart is required for team/ company nominees for the *Diversity, Equity & Inclusion Program, Global Team Leadership, and Rodney D. Chipp Memorial Awards, as well as the Suzanne Jenniches Upward Mobility Award*. The organization chart will be used in the evaluation of these awards.

- Maximum 1 page.
- Formatting requirements:
  - Font 10 point or larger
  - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
- Refer to the **Nomination Checklist** section on the intended award page for specific instructions on content for organization chart.
- Recommended Name for Suzanne Jenniches Upward Mobility Award nominees:  
*UpwardMobility\_NomineeFirstName\_NomineeLastName\_OrgChart.pdf*  
Recommended Name for company/team nominees:  
*AwardName\_Company/TeamName\_OrgChart.pdf*
- Organization chart must be uploaded into the award submission form.

## SUBMIT THE APPLICATION

- Apply using the correct application link. **NOTE: Applying using an incorrect application link (e.g., a link for a different award) is one of the Disqualification Criteria.**



# Award Guide

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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 identifies as a woman, who has made significant and progressive technical contributions for at least twenty (20) years in the fields of engineering or engineering technology. 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 mission. A maximum of five (5) awards may be presented annually.

### [Distinguished Engineering Educator Award](#)

The Distinguished Engineering Educator Award honors an individual who identifies as a woman, who has made significant contributions in the fields of engineering or engineering technology. The nominee must have at least twenty (20) years of professional experience, with at least ten (10) years of instructional experiences in a school of engineering or engineering technology. A maximum of three (3) awards may be presented annually.

### [Distinguished Service Award](#)

The Distinguished Service Award honors a SWE member who has made significant contributions to the Society of Women Engineers at any level of the Society for at least twenty (20) years. A maximum of five (5) awards may be presented annually. Only SWE Members are eligible for this award.

### [Diversity, Equity & Inclusion Program Award](#)

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

### [Emerging Engineering Educator Award](#)

The Emerging Engineering Educator Award honors an individual who identifies as a woman, who has demonstrated instructional excellence and made contributions to the fields of engineering or engineering technology. The nominee must have five (5) to ten (10) years of instructional experiences in a school of engineering or engineering technology. A maximum of three (3) awards may be presented annually.

### [Emerging Global Leadership Award](#)

The Emerging Global Leadership Award honors an individual who identifies as a woman with five (5) to ten (10) years leading a global engineering, engineering technology, or scientific organization. In doing so, the nominee serves as a role model to women engineers and technologists worldwide. A maximum of three (3) awards may be presented annually.

### [Emerging Leader Award](#)

The Emerging Leader Award honors an individual who identifies as a woman, who has been actively engaged in the fields of engineering or engineering technology and has demonstrated outstanding leadership skills resulting in significant accomplishments. The nominee must have 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 identifies as a woman, who has chosen 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, engineering technology, or scientific business for at least five (5) years. In doing so, the nominee 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 significant and long-term 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 an individual who identifies as a woman, with at least fifteen (15) years of professional experience with at least ten (10) years leading a global engineering, engineering technology, or scientific organization. In doing so, the nominee serves as a role model to women engineers and technologists. A maximum of three (3) awards may be presented annually.

# Award Guide

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

## PROFESSIONAL AWARDS CONTINUED

### [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 December 31<sup>st</sup> of the preceding year of the application. There is no maximum number of awards to be presented.

### [Prism Award](#)

The Prism Award honors an individual who identifies as a woman, who has charted their own path throughout their career and has provided leadership in the fields of engineering or engineering technology and professional organizations along the way. The nominee 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. The nominee must 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 an individual who identifies as a woman with at least ten (10) years of experience. 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 a SWE member at the professional or graduate student level, who has been actively engaged in the fields of engineering or engineering technology and has individually contributed technical work resulting in significant breakthroughs or results. The nominee must have up to five (5) years of experience. A maximum of ten (10) awards may be presented annually. Only SWE Members are eligible for this award.

### [Rodney D. Chipp Memorial Award](#)

The Rodney D. Chipp Memorial Award honors an individual who identifies as a man or a company who has contributed significantly to the acceptance and advancement of women in the fields of engineering or engineering technology. A maximum of three (3) awards may be presented annually.

### [Spark Award](#)

The Spark Award honors an individual who identifies as a woman, who has contributed to the advancement of women by mentoring those around them. The nominee will have made a difference in the lives of many by affecting women at a variety of levels ranging from primary and secondary schools 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 honors an individual who identifies as a woman, 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 Award](#)

The Distinguished New Engineer Award honors a SWE member who has demonstrated outstanding technical performance, as well as leadership in SWE, engineering organizations including but not limited to SWE's 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.

# Award Guide

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

## COLLEGIATE AWARDS

### [Outstanding Collegiate Member Award](#)

The Outstanding Collegiate Member Award honors a SWE collegiate member with at least two (2) years of SWE collegiate involvement who has made an outstanding contribution to SWE, other engineering organizations (including but not limited to SWE's partner organizations), their community and campus. 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 honors an individual who has made an outstanding contribution to a SWE collegiate section/ affiliate as an advisor. A maximum of one (1) award may be presented annually.

### [Outstanding SWE Counselor Award](#)

The Outstanding SWE Counselor Award honors a SWE member who has made an outstanding contribution to a SWE collegiate section / affiliate as a counselor. 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

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has made significant and progressive technical contributions for at least 20 years in the fields of engineering or engineering technology.
- *A maximum of one (1) award may be presented annually.*

## QUALIFICATIONS

- The nominee must have a minimum of twenty (20) years of increasingly important engineering experience indicating outstanding competency and achievement by March 31.
- SWE membership is not required.

## 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 fields of engineering or engineering technology
- **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

### [Apply for Achievement Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 3,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Technical Achievements
      - Experience and Education
      - Publications
      - Other Activities
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**

# Advocating Women in Engineering Award

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## OBJECTIVE

- This 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 mission](#). The nominee must be in a position of influence within their current organization and/or community and have demonstrated passion in supporting women in engineering and [SWE's mission](#).
- *A maximum of five (5) awards will be given annually.*

## QUALIFICATIONS

- The nominee must have an engineering, engineering technology, or science degree with work in STEM fields.
- SWE membership is not required. Years of experience is not required.

## SELECTION CRITERIA

- **30% Advocacy to Empower Women Engineers:** Discuss the nominee's activities and significance in empowering women engineers in their organizations and/or in the community. Examples may include, but are not limited to:
  - Mentoring, coaching, or sponsoring women,
  - Activities and metrics supporting recruitment and retention of women,
  - Leading women's groups,
  - Championing policy changes, programs, initiatives, and/or events to empower women,
  - Influencing DEI policy makings, etc.
- **30% Advocacy to Demonstrate the Value of Diversity:** Discuss the nominee's activities and significance in demonstrating the value of diversity, equity, and inclusion (DEI) in their organizations and/or in the community. Examples may include, but are not limited to:
  - Leading DEI teams,
  - Championing DEI policy changes, programs, initiatives, and/or events,
  - Contributions to SWE's partner organizations, etc.
- **20% 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 their organizations, the engineering profession, and the public regarding women's contributions to the STEM fields. Examples may include, but are not limited to:
  - Sharing women engineers' contributions to the engineering field and the society,
  - K-12, collegiate, and community STEM outreach,
  - Public speaking and publications expanding the image of engineering, etc.
- **20% Career Achievements:** Discuss the nominee's professional accomplishments in the STEM fields. Provide examples where the nominee has demonstrated the value of diversity and/or expanded the image of engineering through their professional activities.

## NOMINATION CHECKLIST

### [Apply for Advocating Women in Engineering Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Advocacy to Empower Women Engineers
      - Advocacy to Demonstrate the Value of Diversity
      - Advocacy to Expand the Image of Engineering
      - Career Achievements
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**
    - At least one letter must come from a person or organization that benefited from the nominee's activities.

# Distinguished Engineering Educator Award

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has made significant contributions to the fields of engineering or engineering technology. The nominee must have at least twenty (20) years of professional experience, with at least ten (10) years of instructional experiences in a school of engineering or engineering technology.
- *A maximum of three (3) awards may be presented annually.*

## QUALIFICATIONS

The nominee must:

- Have at least one (1) earned engineering, engineering technology, or science degree,
- Have a minimum of twenty (20) years of professional experience, with at least ten (10) years of instructional experiences in a school of engineering or engineering technology by **March 31**.
- SWE membership is not required.

## 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

### [Apply for Distinguished Engineering Educator Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Teaching Ability and Ability to Inspire Students
      - Scholarly Work
      - Professional Society Activities
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**

# Distinguished Service Award

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Only SWE Members are eligible for this award.

## OBJECTIVE

- This award honors a SWE member who has made significant contributions to the Society of Women Engineers at any level of the Society for at least twenty (20) years.
- *A maximum of five (5) awards will be given annually.*

## QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by **March 31**,
- Have a minimum of twenty (20) years of cumulative SWE professional membership by **March 31**.

## 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

### [Apply for Distinguished Service Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Service to SWE
      - Contributions to SWE's Framework
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**
  - **Resume or Curriculum Vitae AND SWE Resume are required.**

# Diversity, Equity & Inclusion Program Award

## OBJECTIVE

- This award honors an individual or a company that has created effective Diversity, Equity & Inclusion (DE&I) Program(s) within their company. The nominee has sponsored, developed program(s), and/or created a supportive environment to promote and support DE&I in the fields of engineering or engineering technology.
- *A maximum of one (1) award will be given annually.*

## QUALIFICATIONS

- SWE membership is not required. Years of Experience is not required.

## SELECTION CRITERIA

Where applicable, provide **metrics** demonstrating how the nominee and/or program(s) have contributed to the advancement of diversity, equity & inclusion in the fields of engineering or engineering technology.

	Individual	Company
10%	<b>Work Experience:</b> Discuss the nominee’s work experience as it relates to the award.	<b>Organizational Structure:</b> Includes at least two women on its Board of Directors and at least 10% of the organization’s low-level executive leaders <sup>1</sup> are women.
45%	<b>Advancement of Diversity, Equity &amp; Inclusion:</b> Discuss the nominee’s contributions to advance diversity, equity & inclusion in the fields of engineering or engineering technology. In particular, the nominee’s personal contributions and how it has impacted the acceptance and/or advancement of DE&I.	<b>Advancement of Diversity, Equity &amp; Inclusion:</b> Discuss the company’s contributions to advance diversity, equity & inclusion in the fields of engineering or engineering technology. In particular, initiatives or contributions to change the corporate culture and how it has impacted the acceptance and/or advancement of DE&I.
45%	<b>Program Development:</b> Discuss the specific program(s) developed under the nominee’s direction including scope of the initiatives(s) and target audiences (entry level, mid-level, senior level, all employees).	<b>Program Development:</b> Discuss the specific program(s) developed within the organization including scope of the initiative(s) and target audiences (entry level, mid-level, senior level, all employees).

<sup>1</sup>Depending 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

### [Apply for Diversity, Equity & Inclusion Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Individual: Introduction; Work Experience; Advancement of Diversity, Equity & Inclusion; Program Development; Conclusion.
      - Company: Introduction; Organizational Structure; Advancement of Diversity, Equity & Inclusion; Program Development; Conclusion.
  - **Supporting Letters (3 – 4 Letters)**
  - Individual nominees submit a resume.
  - Companies submit an organization chart. It must show at least two women are on its Board of Directors and at least 10% of the organization’s low-level executive leaders are women.



# Emerging Engineering Educator Award

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has demonstrated instructional excellence and made contributions to the fields of engineering or engineering technology. The nominee must have five (5) to ten (10) years of instructional experiences in a school of engineering or engineering technology.
- *A maximum of three (3) awards may be presented annually.*

## QUALIFICATIONS

The nominee must:

- Have at least one (1) earned engineering, engineering technology, or science degree,
- Have five (5) to ten (10) years of instructional experiences in a school of engineering or engineering technology by **March 31**.
- SWE membership is not required.

## 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

### [Apply for Emerging Engineering Educator Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Teaching Ability and Ability to Inspire Students
      - Scholarly Work
      - Professional Society Activities
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**
    - At least one letter must be from a current or former student.

# Emerging Global Leadership Award

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has made a significant contribution in their engineering, engineering technology, or scientific organization in a global setting. The nominee can be based anywhere in the world but is expected to have spent five (5) to ten (10) years working on various global assignments and/or leading a global team. The nominee must have 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 nominee must:

- Have five (5) to ten (10) years working on various global assignments and/or leading a global team by **March 31**.
- SWE membership is not required.

## SELECTION CRITERIA

- **40% Global Engineering and/or Technical Management Achievements:** Discuss the significance of the nominee's global assignments and/or positions of leading a global team. Describe their roles within the organization, what responsibilities they have had in these roles, the scope of these assignments, and their contributions to the technical and/or business outcomes. Describe how the nominee's achievements in a global setting have helped them to become a role model within their organization.
- **40% Global Impact on Business and Employees:** Discuss the business impact of the nominee's global engineering and/or technical management achievements within an organization. Describe how the nominee promotes diverse thoughts and creates an inclusive and supportive environment for their global team members and organization.
- **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

### [Apply for Emerging Global Leadership Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Global Technical and/or Management Achievements
      - Global Impact on Business and Employees
      - Extracurricular Leadership Activities as a Role Model
      - Conclusion
  - Clearly specify in the formal statement the number of years that the nominee has spent on working on various global assignments and/or leading a global team
- **Supporting Letters (3 - 4 Letters)**

# Emerging Leader Award

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has been actively engaged in the fields of engineering or engineering technology and has demonstrated significant professional leadership accomplishments.
- *A maximum of ten (10) awards will be given annually.*

## QUALIFICATIONS

- The nominee must have ten (10) to fifteen (15) years of experience in the fields of engineering or engineering technology by **March 31**.
- SWE membership is not required.

## SELECTION CRITERIA

- **70% Professional Leadership Achievements:** Discuss the nominee's professional leadership achievements in the fields of engineering or engineering technology. Include details clarifying their leadership roles, what responsibilities they had in these roles, and their contributions to the business and/or technical outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government and/or academia.
- **30% Leadership Activities and Community Involvement:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to professional organizations including but not limited to SWE, SWE's partner organizations (SHPE, NSBE, AISES, SASE, oSTEM, Out to Innovate) or similar, Industry Organizations, Employee Work Groups, and/or the Community. Include instances where the nominee was leading an activity or group.

## NOMINATION CHECKLIST

### [Apply for Emerging Leader Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Professional Leadership Achievements
      - Leadership Activities and Community Involvement
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**

# Entrepreneur Award

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has demonstrated a conviction to dreams and a willingness to make them happen. The nominee will be skilled in technical, business planning, administrative, and financial techniques, and excel in business leadership. The nominee will be an entrepreneur who is in an engineering, engineering technology, or scientific business.
- *A maximum of one (1) award may be presented annually.*

## QUALIFICATIONS

The nominee 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, the 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 and Challenges:** 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 Activities 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 how the participation in these organizations has strengthened the nominee's professional growth and helped the nominee become a business leader that they are today.

## NOMINATION CHECKLIST

### [Apply for Entrepreneur Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Company Background, Role of the Nominee, Company Vision, and Entrepreneurial Spirit
      - Management Skills
      - Successes and Challenges
      - Leadership Activities and Community Involvement
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
    - At least one letter must be from suppliers or customers to the business.

# Fellow Grade

Only SWE Members are eligible for this award.

## OBJECTIVE

- This award honors a SWE member who has achieved professional excellence, while also making significant and long-term contributions towards advancing the [mission, objectives and goals](#) of the Society. The nominee 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, engineering management, or engineering education.
- *Maximum number determined each year based on membership statistics.*

## QUALIFICATIONS

The nominee must:

- Have a minimum of twenty (20) years of cumulative SWE professional membership by **March 31**,
- Be a SWE member in good standing by **March 31**.

## SELECTION CRITERIA

- **40% Service to SWE:** Discuss the nominee's contributions that have furthered SWE's mission. Include service to and activities in SWE that have advanced the objectives and goals of the Society. 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 years 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 including those that have furthered SWE's mission. Include how the nominee has informed the public, the engineering profession, and their employers of women's contributions to engineering. 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

### [Apply for Fellow Grade](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 3,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Service to SWE
      - Career Accomplishments
      - Leadership in Technical and Professional Organizations
      - Leadership in the Community
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
    - At least one letter must be from someone who holds or has held a SWE leadership role at the section/affiliate/MAL or society level.
    - At least one letter must be from a current or former immediate supervisor or individual higher in the line or from an individual 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 someone familiar with the nominee's work history.
    - At least one letter must be from an individual familiar with the nominee's leadership or service in other technical, professional, or community organizations.
  - **Resume or Curriculum Vitae AND SWE Resume are required.**

# Global Leadership Award

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has made an outstanding contribution in their engineering, engineering technology, or scientific organization in a global setting. The nominee can be based anywhere in the world but is expected to have spent at least ten (10) years working various global assignments and/or leading a global team. The nominee should have a minimum of fifteen (15) years of experience, 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 nominee must:

- Have a minimum of fifteen (15) years of increasingly important engineering and/or technical management experience indicating outstanding competency and achievement in a global setting with at least ten (10) years of experience working on various global assignments and/or leading a global team by **March 31**,
- SWE membership is not required.

## SELECTION CRITERIA

- **40% Global Engineering and/or Technical Management Achievements:** Discuss the significance of the nominee's global assignments and/or positions of leading a global team. Describe their roles within the organization, what responsibilities they have had in these roles, the scope of these assignments, and their contributions to the technical and/or business outcomes. Include details such as the number of people reporting to the nominee's particular positions (both direct and indirect), annual fiscal responsibilities, etc. where applicable. Describe how the nominee's achievements in a global setting have helped them to become a global leader and a role model within their organization.
- **40% Global Impact on Business and Employees:** Discuss the business impact of the nominee's global engineering and/or technical management achievements within an organization. Describe how the nominee promotes diverse thoughts and creates an inclusive and supportive environment for their global team members and organization.
- **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

### [Apply for Global Leadership Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Global Engineering and/or Technical Management Achievements
      - Global Impact on Business and Employees
      - Extracurricular Leadership Activities as a Role Model
      - Conclusion
    - Clearly specify in the formal statement the number of years that the nominee has spent on working on various global assignments and/or leading a global team.
  - **Supporting Letters (3 - 4 Letters)**

# Global Team Leadership Award

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## OBJECTIVE

- This award honors a team 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 Engineering and/or Technical 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

### [Apply for Global Team Leadership Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Global Engineering and/or Technical Management Achievements
      - Team Dynamics
      - Business Impact
      - Ability to Work through Global Team Challenges
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
  - Teams submit an organizational chart. It 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).

# Patent Recognition Award

Only SWE Members are eligible for this award.

## OBJECTIVE

- This award honors SWE members who have been awarded a patent within the previous three years from December 31<sup>st</sup> of the preceding year of the application. For example: **Packages submitted in March 2022 would accept patents issued from December 31<sup>st</sup>, 2018, through December 31<sup>st</sup>, 2021.**

## QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by **March 31**,
- Be listed as an inventor on a granted patent.

## ADDITIONAL INFORMATION

- 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.
- Inventors of the same patent can be nominated individually for the Patent Recognition Award.
- 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 – Patent Search](#)
  - 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.
  - Please contact [awards@swe.org](mailto:awards@swe.org) for any questions.
- Up to 10 patents can be entered in one application. If more than 10 patents are to be nominated, more than one application must be created.
- All determinations by the Awards and Recognition committee are final.

## NONINATION CHECKLIST

### [Apply for Patent Recognition Award](#)

- **Required Patent Information:**
  - 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
- **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 the required information listed in above.
  - The appendix must be saved as a pdf file and uploaded to the submission form.
  - Recommended File Name: *Patent\_FirstName\_LastName\_Appendix.pdf*

### **Additional Disqualification Criteria for the Patent Recognition Award:**

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

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



# Prism Award

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## OBJECTIVE

- This award honors 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 of fifteen (15) years of experience. The nominee must also contribute to [SWE's mission](#) 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 nominee must have a minimum of fifteen (15) years of experience in the fields of engineering or engineering technology by **March 31**.
- SWE membership is not required.

## SELECTION CRITERIA

- **60% Professional Leadership Achievements:** Discuss the nominee's professional leadership achievements in the fields of engineering or engineering technology. Include details clarifying how their unique career path was chartered, their leadership roles, what responsibilities they had in these roles, and their contributions to the business and/or technical outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government, or academia.
- **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, Out to Innovate, NSBE, oSTEM, SASE, SHPE) or similar can be included in this category.
- **15% Contributions to SWE's Mission:** Discuss the nominee's contributions to SWE's mission: Empower women to achieve their full potential in careers as engineers and leaders; expand the image of the engineering and technology professions as a positive force in improving the quality of life and demonstrate the value of diversity, equity, and inclusion. Explain how the nominee has enriched the conversation of what it means to be a successful woman in STEM.

## NOMINATION CHECKLIST

### [Apply for Prism Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 3,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Professional Leadership Achievements
      - External Leadership Activities
      - Contributions to SWE's Mission
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**

# Resnik Challenger Medal

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## OBJECTIVE

- This award honors an individual who identifies as a woman, who has changed the space industry and personally contributed innovative technology verified by flight experience. The nominee's 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 nominee must have a minimum of ten (10) years of experience in aeronautics, astronautics, systems, subsystems, electronics, structures, thermal characteristics, space medicine, infrastructure definition and development, or any other applicable space-related field by **March 31**.
- SWE membership is not required.

## SELECTION CRITERIA

- **25% Space Industry Breakthrough/Achievement:** Discuss the engineering breakthrough or achievement that was enabled, in full or in part, by the personal technical contribution(s) of the nominee.
  - Describe the unique characteristics and impact of the breakthrough.
  - Include the launch date(s) for operations that demonstrated the breakthrough in space. Detail the outcome of the operations.
- **50% Personal Technical Contribution:** Discuss the nominee's personal technical (not management) contributions to the engineering breakthrough or achievement. Describe how the nominee's contribution(s) impacted the success of the breakthrough.
  - Highlight the innovative aspect(s) of the contribution(s). Identify a specific launch date or dates for a mission that demonstrated the nominee's technical contribution(s) in space.
  - Include evidence, as available, that the nominee made significant personal technical contributions (such a U.S. patent where the nominee is named as an inventor, a corporate trade secret, publication authorship, or peer recognition, etc.) Eligible technical contributions need not be newsworthy or highly visible as long as they enabled improved system performance or capabilities.
- **25% Impact on the Future:** Describe the capabilities and/or improvements available to the space industry in the future because of the nominee's personal technical innovation(s).
  - Discuss any expectations for the nominee's contribution(s) to be incorporated into the future design and/or operations of spacecraft, space systems, and/or commercial development in space.

## NOMINATION CHECKLIST

### [Apply for Resnik Challenger Medal](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Space Industry Breakthrough/Achievement
      - Personal Technical Contribution
      - Impact on the Future
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**

# Rising Technical Contributor Award

Only SWE Members are eligible for this award.

## OBJECTIVE

- This award honors a SWE member at the professional or graduate student level, who has been actively in the fields of engineering or engineering technology and has contributed technical work resulting in significant breakthroughs or results. The nominee must have less than five (5) years of cumulative engineering experience.
- *A maximum of ten (10) awards will be given annually.*

## QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by **March 31**,
- Have up to five (5) years of experience in the fields of engineering or engineering technology by **March 31**.

Note: Both graduate students and professionals are eligible for this award.

## SELECTION CRITERIA

- **70% Professional Technical Achievements:** Discuss the nominee's professional technical achievements in the fields of engineering or engineering technology. Include details clarifying their professional affiliations, their roles, what responsibilities they had in these roles, and their contributions to the technical achievements and outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government and/or academia.
- **15% SWE Service and Leadership:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE. Include instances where the nominee was leading an activity or group.
- **15% Leadership Activities and Community Involvement:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to professional organizations including but not limited to SWE's partner organizations (SHPE, NSBE, AISES, SASE, oSTEM, Out to Innovate) or similar, Industry Organizations, Employee Work Groups, and/or the Community. Include instances where the nominee was leading an activity or group.

## NOMINATION CHECKLIST

### [Apply for Rising Technical Contributor Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Professional Technical Achievement
      - SWE Service and Leadership
      - Leadership Activities and Community Involvement
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**

# Rodney D. Chipp Memorial Award

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## OBJECTIVE

- This award honors an individual who identifies as a man or a company that has contributed significantly to the acceptance and advancement of women in the fields of engineering or engineering technology. The nominee may have increased the hiring or promotion of women engineers or women engineering students. The nominee may also have encouraged, sponsored, developed professional training/development programs, and created a supportive environment for women engineers or women engineering students in a college or university.
- *A maximum of three (3) awards will be given annually.*

## QUALIFICATIONS

- SWE membership is not required. Years of experience is not required.

## SELECTION CRITERIA

Where applicable, provide **metrics** demonstrating how the nominee and/or program(s) have contributed to the advancement of women engineers or women engineering students.

	Individual	Company
10%	<b>Work Experience:</b> Discuss the nominee's work experience as it relates to the award.	<b>Organizational Structure:</b> Includes at least two women on its Board of Directors and at least 10% of your organization's low-level executive leaders <sup>1</sup> are women.
45%	<b>Advancement of Women:</b> Discuss the nominee's contribution to advance women in engineering. In particular, the nominee's personal contribution and how it has impacted the acceptance and/or advancement of women in the fields of engineering or engineering technology.	<b>Advancement of Women:</b> Discuss the company's contributions to advance 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 fields of engineering or engineering technology.
45%	<b>Program Development:</b> Discuss the specific program(s) developed including scope of the initiative(s) and target audiences (entry level, mid-level, senior level, all employees).	<b>Program Development:</b> Discuss the specific program(s) developed including scope of the initiative(s) and target audiences (entry level, mid-level, senior level, all employees).

<sup>1</sup>Depending 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

### [Apply for Rodney D. Chipp Memorial Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum Length: 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Individual: Introduction; Work Experience; Advancement of Women; Program Development; Conclusion.
      - Company: Introduction; Organizational Structure; Advancement of Women; Program Development; Conclusion.
  - **Supporting Letters (3 - 4 Letters)**
  - Individual nominees submit a resume.
  - Companies submit an organization chart, which must show at least two women are on its Board of Directors and at least 10% of the organization's low-level executive leaders<sup>1</sup> are women.

# Spark Award

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## OBJECTIVE

- This award honors an individual who identifies as a woman, 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 primary and secondary schools through more senior levels in relation to their position.
- *A maximum of five (5) awards will be given annually.*

## QUALIFICATIONS

- The nominee must have an engineering, engineering technology, or science degree with work in STEM fields.
- SWE membership is not required. Years of experience is not required.

## SELECTION CRITERIA

- **70% Impact on Women Engineers:** Discuss and provide evidence of the accomplishments and impacts of the nominee's activities and their significance in mentoring. Describe how the nominee 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 the mentoring relationships and maintaining them. Provide any personal anecdotes and information pertinent to the establishment of the program.
- **10% Leadership Activities and Community Involvement:** Describe participation in business, professional, community, and/ or civic organizations.

## NOMINATION CHECKLIST

### [Apply for Spark Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Impact on Women Engineers
      - Successes and Challenges
      - Leadership Activities and Community Involvement
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
    - At least one letter must come from a mentee of the nominee.

# Suzanne Jenniches Upward Mobility Award

Endowed by Northrop Grumman Corporation

## OBJECTIVE

- This award honors 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 nominee must have a minimum of twenty (20) years of increasingly important engineering experience indicating outstanding competency and achievement by **March 31**.
- SWE membership is not required.

## 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.
- **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

### [Apply for Suzanne Jenniches Upward Mobility Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum Length 3,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Technical Management Responsibilities and Achievements
      - Extra-Curricular Leadership Activities as a Role Model
      - Education, Publications, and Other Activities
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
  - Nominees must submit a resume AND an organization chart showing the nominee'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).

# SWE Distinguished New Engineer Award

Only SWE Members are eligible for this award.

## OBJECTIVE

- This award honors a SWE member who has demonstrated outstanding technical performance, as well as leadership in SWE, professional organizations including but not limited to SWE's partner organizations, and the community, in the first ten (10) years of their career.
- *A maximum of ten (10) awards will be given annually.*

## QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by **March 31**,
- Have up to ten (10) years of experience in the fields of engineering or engineering technology by **March 31**.

## SELECTION CRITERIA

- **40% Professional Technical Achievements:** Discuss the nominee's professional technical achievements in the fields of engineering or engineering technology. Include details clarifying their professional affiliations, their roles, what responsibilities they had in these roles, and their contributions to the technical achievements and outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government and/or academia.
- **30% SWE Service and Leadership:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE. Include instances where the nominee was leading an activity or group.
- **30% Leadership Activities and Community Involvement:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to professional organizations including but not limited to SWE's partner organizations (SHPE, NSBE, AISES, SASE, oSTEM, Out to Innovate) or similar, Industry Organizations, Employee Work Groups, and/or the Community. Include instances where the nominee was leading an activity or group.

## NOMINATION CHECKLIST

### [Apply for SWE Distinguished New Engineering Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Professional Technical Achievements
      - SWE Service and Leadership
      - Leadership Activities and Community Involvement
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**
  - **Resume or Curriculum Vitae AND SWE Resume are required.**

# Work/Life Integration Award

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## OBJECTIVE

- This award honors an individual who has been instrumental in establishing landmark program(s) 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.*

## QUALIFICATIONS

- The nominee must have an engineering, engineering technology, or science degree with work in STEM fields.
- SWE membership is not required. Years of experience is not required.

## SELECTION CRITERIA

- **35% Purpose of the Program:** Discuss the program details, including all considerations for implementation, assessment of management support at all levels, and obstacles to establishment and implementation. Also include the perceived and actual benefits of the program(s). 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, 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(s). Provide any personal anecdotes and information pertinent to the establishment of the program(s).
- **10% Leadership Activities and Community Involvement:** Describe participation in business, professional, community, and/ or civic organizations.

## NOMINATION CHECKLIST

### [Apply for Work/Life Integration Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 2,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Purpose of the Program
      - Impact of the Program
      - Successes and Challenges
      - Leadership Activities and Community Involvement
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
    - At least one letter must be from employees who have benefited from the program(s).



# Outstanding Collegiate Member Award

Only SWE Members are eligible for this award.

## OBJECTIVE

- This award honors a collegiate SWE member with a minimum of 2 years of SWE collegiate involvement (see the Qualifications section below), who has made an outstanding contribution to SWE, engineering societies including but not limited to SWE's partner organizations, their community and campus.
- *A maximum of ten (10) awards will be given annually.*

## QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by **March 31**,
- Have actively participated in their SWE sections/ affiliates/ MAL for at least 2 years by **March 31**,
- Be a student studying engineering, engineering technology, or computer science.

Note: Collegiate members who graduate in the Fall/ Winter of the preceding year of the application are also eligible for this award.

## SELECTION CRITERIA

- **20% Academic and Technical Achievements:** Discuss the nominee's academic and technical achievements in engineering, engineering technology, or computer science. Include any previous degrees, if applicable (particularly for a graduate student nominee). Include any recognition, honors, and awards that support the nomination.
- **30% SWE Service and Leadership:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE. Indicate instances where the nominee was leading an activity or group. Leadership experience will contribute to 15% of the overall weighting (half of the weighting for this criterion.)
- **30% Engineering Society Service and Leadership:** Include details about the nominee's participation and leadership in engineering societies including but not limited to SWE's partner organizations (AISES, Out to Innovate, NSBE, oSTEM, SASE, SHPE) or similar. Leadership experience will contribute to 15% of the overall weighting (half of the weighting for this criterion).
- **20% Community and Campus Involvement:** Include details about the nominee's participation and leadership in organizations in the community and on campus. Leadership experience will contribute to 10% of the overall weighting (half of the weighting for this criterion).

## NOMINATION CHECKLIST

### [Apply for Outstanding Collegiate Member Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 1,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Academic and Technical Achievements
      - SWE Service and Leadership
      - Engineering Society Service and Leadership
      - Community and Campus Involvement
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
    - At least one letter must be from a SWE leader of the nominee's previous or current collegiate section/ affiliate,
    - At least one letter must be from a professor or an administrator of the nominee's previous or current academic institution.
  - **Resume or Curriculum Vitae AND SWE Resume are required.**

# Outstanding Faculty Advisor Award

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## OBJECTIVE

- This award honors an individual who has made an outstanding contribution to a SWE collegiate section/ affiliate as an advisor and served as a link for the SWE collegiate section/ affiliate to the rest of the educational institution.
- *A maximum of one (1) award may be presented annually.*

## QUALIFICATIONS

- SWE membership is not required. Years of experience is not required.
- Previous Outstanding Faculty Advisor Award recipients can re-apply if they are now serving a different collegiate section/ affiliate.

## 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% Participation in SWE Collegiate Section/ Affiliate and Campus:** Discuss how the nominee is involved in their SWE collegiate section/ affiliate and their participation in campus events and activities.
- **10% Participation in Other Activities:** Discuss the nominee's participation in other educational activities and professional societies, including but not limited to SWE, outside of work with their collegiate section/ affiliate.

## NOMINATION CHECKLIST

### [Apply for Outstanding Faculty Advisor Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 1,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Leadership as an Advisor
      - Participation in SWE Collegiate Section/ Affiliate and Campus
      - Participation in Other Activities
      - Conclusion
  - **Supporting Letters (3 - 4 Letters)**
    - At least one letter must be from a SWE leader of the nominee's current collegiate section/ affiliate.

# Outstanding SWE Counselor Award

Only SWE Members are eligible for this award.

## OBJECTIVE

- This award honors a SWE member who has made an outstanding contribution to a SWE collegiate section/ affiliate as a counselor and served as a link for the SWE collegiate section/ affiliate to other SWE groups such as local professional sections/ affiliates, MAL, affinity groups, or society committees.
- *A maximum of one (1) award may be presented annually.*

## QUALIFICATIONS

- SWE membership is required. Years of experience is not required.
- Previous Outstanding SWE Counselor Award recipients can re-apply if they are now serving a different collegiate section/ affiliate.

## 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% Participation in SWE:** Discuss the nominee's participation in the SWE collegiate section/ affiliate and at any levels of the Society.
- **10% Participation in Other Activities:** Discuss the nominee's participation in other educational activities, technical activities, and professional societies.

## NOMINATION CHECKLIST

### [Apply for Outstanding SWE Counselor Award](#)

- Complete the [Individual Awards Nomination Checklist](#)
  - **Formal Statement (Maximum 1,500 words)**
    - Include the following sections with clearly identifiable section headers:
      - Introduction
      - Leadership as a Counselor
      - Participation in SWE
      - Participation in Other Activities
      - Conclusion
  - **Supporting Letters (3 – 4 Letters)**
    - At least one letter must be from a SWE leader of the nominee's current collegiate section/ affiliate.

# Appendix – Years of Experience Calculation

## 1) Template for Years of Experience Calculation

- This template is provided to help with the years of experience calculation and not required to be submitted with the nomination packet.
- **Years of experience for 2022 Individual Award submission are counted as of March 31<sup>st</sup>, 2022.**

Experience Type	Guideline	Start Date	End Date	Years of Experience
Full Time Experience	Each year of full-time work will count as one year of experience.			
Part Time Experience	Each year of part time work will count as one year of experience.			
Advanced <b>Technical</b> degree (obtained while <u>not</u> working full or part time)	Master: one year of experience Doctorate: two years of experience			
Internship or Co-Op or Graduate Assistantship	Internship or Co-Op or Graduate Assistantship do <u>not</u> count.			0
Unemployment Period	Periods of unemployment do <u>not</u> count.			0
Total				

## Appendix – Years of Experience Calculation

### 2) Example of Years of Experience Calculation

This is an example of the years of experience calculation for an award nomination submitted for 2022 Individual Awards.

- In May 2006, the nominee received their bachelor's degree in Chemical Engineering. While going to school, they completed an internship from May 2005 to August 2005.
- After graduation, from June 2006 to December 2009, they worked full time.
- From January 2010 to December 2011, they worked part time while working on their master's degree in engineering. They received their master's degree in December 2011. They started a new full-time position in January 2012.
- Starting in June 2012 they were unemployed until January 2013 when they started a new job.
- They have been working for this same company ever since in various roles up until March 31<sup>st</sup>, 2022.

The total number would be 15 years 1 month. According to the rounding rule in the Years of Experience section (page 3 – 4), the total Years of Experience would be 15 years.

Experience Type	Guideline	Start Date	End Date	Years of Experience
Internship or Co-Op or Graduate Assistantship	Internship does <u>not</u> count as part time experience.	May 2005	August 2005	0
Full Time Experience	Each year of full-time work will count as one year of experience.	June 2006	December 2009	3 years 6 months
Part Time Experience	Candidate obtained the master's degree while going to work part-time. Count the part-time years of working.	January 2010	December 2011	2 years
Advanced Technical Degree obtained while working part time	Candidate obtained the master's degree while going to work part-time. Do not count the master's degree.	January 2010	December 2011	0
Full Time Experience	Each year of full-time work will count as one year of experience.	January 2012	June 2012	5 months
Unemployment Period	Periods of unemployment are <u>not</u> counted toward years of experience.	June 2012	January 2013	0
Full Time Experience	Each year of full-time work will count as one year of experience.	January 2013	March 31, 2022	9 years 2 months
<b>Total</b>				<b>15 years 1 month</b>

# 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>Mr. Example </p> <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</p> <p>Supporting Letter for Ms. Nominee</p> <p> </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</p> <p>Supporting Letter for Ms. Nominee</p> <p> </p>	<p>Sincerely,              Mr. Example</p>

# Appendix – Patent Search

## 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.

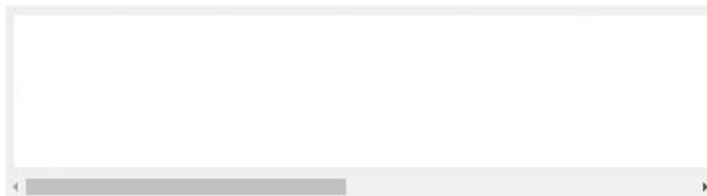
Select New Case	Application Data	Transaction History	Image File Wrapper	Patent Term Adjustments	Fees	Published Documents	Address & Attorney/Agent	Assignments	Display References
<b>Bibliographic Data</b>									
Application Number:									Correspondence Address Customer Number:
Filing or 371 (c) Date:									Status:
Application Type:									Status Date:
Examiner Name:									Location: <span style="color: blue;">i</span>
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

**EP**  
European Patent Office

Download PDF
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Other languages:

Inventor:

Current Assignee :

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:

## Appendix – WE Local – Individual Corresponding Awards

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Recipients of Individual awards are not eligible to receive their equivalent WE Local awards. However, recipients of WE Local awards are eligible to receive their equivalent Individual awards.

<b>WE Local Award</b>	<b>Individual Corresponding Award</b>
WE Local Legacy	Distinguished Service, Upward Mobility, Achievement, Fellow Grade
WE Local ELiTE	Emerging Leader
WE Local New ELiTE	SWE Distinguished New Engineer
WE Local Integrator	Work/Life Integration Award
Engaged Advocate	Advocating Women in Engineering
WE Local Guiding Star	Outstanding Collegiate Member
WE Local Rising Star	Outstanding Collegiate Member

*Table 2: WE Local – Individual Corresponding Awards*