



FY24 SWE Recognition Program Nominator and Nominee Training

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About this Training

FY24 SWE Recognition Program Nominator and Nominee Training

This training is intended to help **nominators and nominees apply to the SWE Recognition Program** by orienting them to the new Program structure and three Leadership Tracks so they can determine their eligibility, choose the recognition they or their nominee are best suited for, and submit their nomination.

Learning Objectives

After completing this training, you should be able to....

- Locate the SWE Recognition Program Packet on the SWE website
- Name the three Leadership Tracks that make up the SWE Awards & Recognition Programs
- Submit a nomination online
- Ask for help if you need support

Training Outline

1	Overview of the SWE Recognition Program	4
2	Preparing to Apply for a SWE Recognition	17
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Linkage to the SWE Mission



SWE MISSION

EMPOWER WOMEN

to achieve 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.

The Society of Women Engineers strives to recognize the successes of SWE members and individuals who enhance the engineering profession and advocate for individuals who identify as women in engineering through contributions to industry, education, and the community.

The Awards and Recognition Committee strives to celebrate the lifelong contributions engineers and technologist individuals who identify as women make to our society and our world.

The committee's purpose aligns with this goal by establishing and executing awards and recognition for the Society.

SWE Recognition Program Packet contains full instructions for how to apply

Available from <https://swe.org/awards/swe-recognition-program/>



About ▾ Membership ▾ Scholarships ▾ Programs ▾ Events ▾ Awards ▾

SWE Recognition Program

The Society of Women Engineers strives to advance and honor the contributions of women at all stages of their careers and recognize the successes of SWE members and individuals who enhance the engineering profession through contributions to the industry, education, and the community.

Applications Available: April 15 – June 15, 2024 11:59 PM CST (UTC-5)

Window for Nominations: April 15 – June 15, 2024

Nominators will be notified of results by August 30

Information: [FY24 SWE Recognition Program Packet](#)

SWE Recognition Program Packet

Mission Form: [FY24 MissionForm GroupName](#)

Questions: awards@swe.org



SWE has updated its awards and recognition programs to better reflect its strategic focus areas, recognize women and allies at all career stages, and simplify the award categories and application timelines.

SWE'S NEW AWARDS AND
RECOGNITION PROGRAM

Awards & Recognition Program Structure

There are no changes to **Collegiate Competitions** and **SWENext Awards** under the new awards structure.

These competitions and awards will still take place at Annual and WE Local conferences.

PREVIOUS SWE AWARDS PROGRAMS



NEW SWE AWARDS PROGRAMS



New Program Structure

"APEX" are SWE's highest level of awards

- **Experience:** Professional
- **Years:** Mostly ≥ 20

"ASCENT" encompasses all other significant achievements

- **Experience:** Student to Mid-Career
- **Years:** 0-20

*All APEX and ASCENT nominations and announcements to be done concurrently, with **submittal by 3/1** and **notifications by 6/30***

SWE Awards Program

"RECOGNITION" acknowledge additional achievements by SWE members or groups

RECOGNITION timing to be similar to former Mission Awards, with **submittal by 6/15** and **notification by 8/31**

SWE Recognition Program

New Program Structure by Track

Leadership Track

APEX	ASCENT	RECOGNITION
<p>ACADEMIA, MANAGEMENT, TECHNICAL</p> <ul style="list-style-type: none"> ● Achievement * ● Distinguished Engineering Educator * ● Entrepreneur * ● Resnik Challenger Medal ● Suzanne Jenniches Upward Mobility * 	<p>ACADEMIA, MANAGEMENT, TECHNICAL</p> <ul style="list-style-type: none"> ● Prism *^ ● Distinguished Global Leader ^ ● Pathfinder +*^ ● Global Leader +*^ ● Trailblazer +*^ ● Emerging Engineering Educator * ● Emerging Global Leader *^ ● Rising Technical Contributor * 	<p>ACADEMIA, MANAGEMENT, TECHNICAL</p> <ul style="list-style-type: none"> ● Patent Recognition \$
<p>ADVOCACY</p> <ul style="list-style-type: none"> ● Advocating Women in Engineering * ● Spark ● Rodney D. Chipp (Individual) * 	<p>ADVOCACY</p> <ul style="list-style-type: none"> ● Engaged Advocate +*^ ● Ignite +*^ ● Engaged Ally +*^ ● Emerging Advocate +*^ ● Catalyst +*^ ● Emerging Ally +*^ ● Employer Champion *^ 	<p>ADVOCACY</p> <ul style="list-style-type: none"> ● Diversity, Equity, Inclusion, & Belonging Program (Company) *^ ● Diversity, Equity, Inclusion & Belonging Program (Individual) *^
<p>SWE</p> <ul style="list-style-type: none"> ● Distinguished Service \$ ● Fellow Grade *\$ 	<p>SWE</p> <ul style="list-style-type: none"> ● Distinguished Engineer+*^\$ ● Distinguished New Engineer \$ ● Outstanding Graduate Student Member +*\$ ● Outstanding Collegiate Member *\$ ● Rising Collegiate Star +*^\$ ● Outstanding Counselor *\$ ● Outstanding Faculty Advisor * 	<p>SWE</p> <ul style="list-style-type: none"> ● Motorola Foundation Multicultural (Professional) ● The Boeing Company Multicultural (Collegiate) ● Mission * ● Membership Growth ● Membership Retention
<p>+ = New Award * = Criteria Changes ^ = Name Change \$ = SWE Membership Required</p>		

SWE'S NEW RECOGNITION
PROGRAM

Academia, Management, & Technical Leadership Track

Patent recognition recognizes SWE members who have been granted a patent within the previous three years from December 31st of the preceding year of the application*. The patent must be relevant to the fields of engineering, engineering technology, or a science related to engineering.

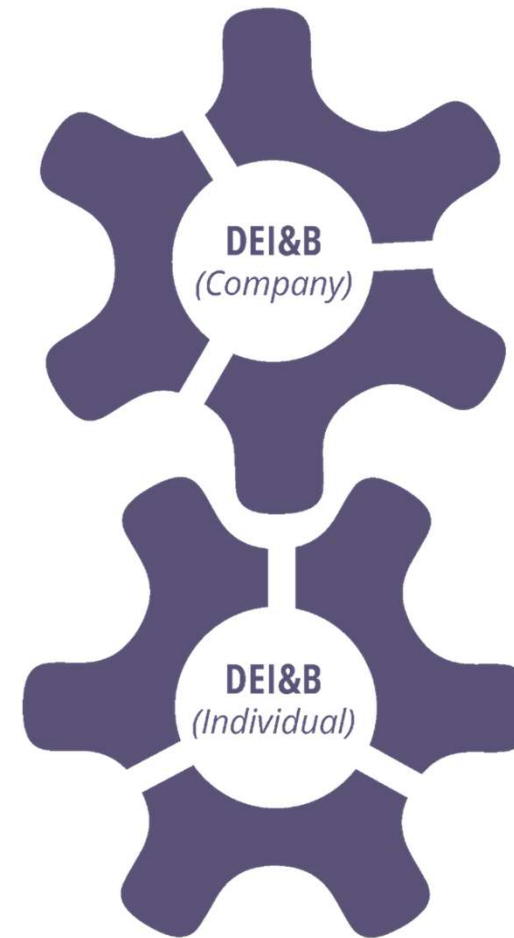


*Packages submitted in June 2024 would accept patents issued from December 31, 2020, through December 31, 2023.

SWE'S NEW RECOGNITION
PROGRAM

Advocacy Leadership Track

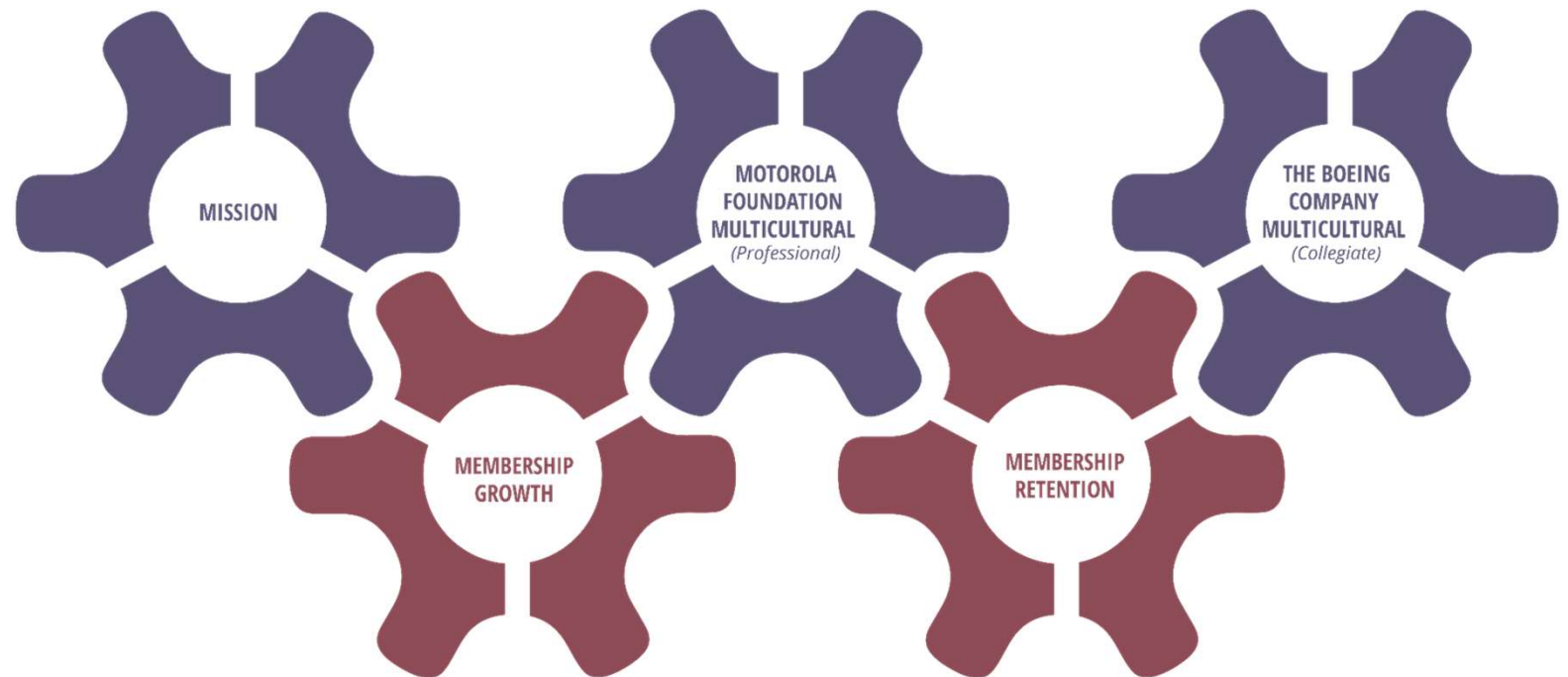
The Diversity, Equity, Inclusion & Belonging (DEI&B) Program recognitions honor companies and individuals who have pioneered diversity, equity, inclusion & belonging program(s) within their organization.



SWE'S NEW RECOGNITION PROGRAM

SWE Leadership Track

The SWE Leadership Track has recognitions for both SWE Groups (in purple)...



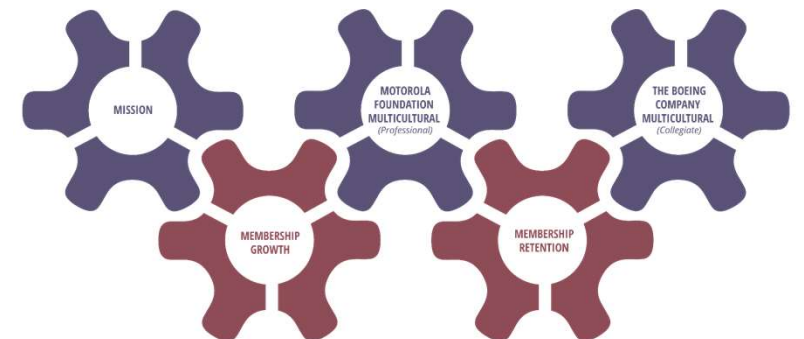
...and SWE Sections, Affiliates and Members-at-Large (MAL) (in maroon)

SWE Leadership Track

About SWE Groups

The term “SWE Group” is defined as any group of collegiate or professional SWE members that supports the SWE mission. Groups can include:

- Collegiate groups such as
 - SWE Collegiate Sections,
 - SWE Affiliates (including community college affiliate groups and sections),
- Professional groups such as
 - SWE Professional Sections
 - SWE Members At Large
 - SWE Affinity Groups,
 - Employee Resource Groups or informal groups within companies,
 - Small companies (Companies with less than 500 employees),
- Any other groups of SWE members.



SWE'S NEW RECOGNITION PROGRAM

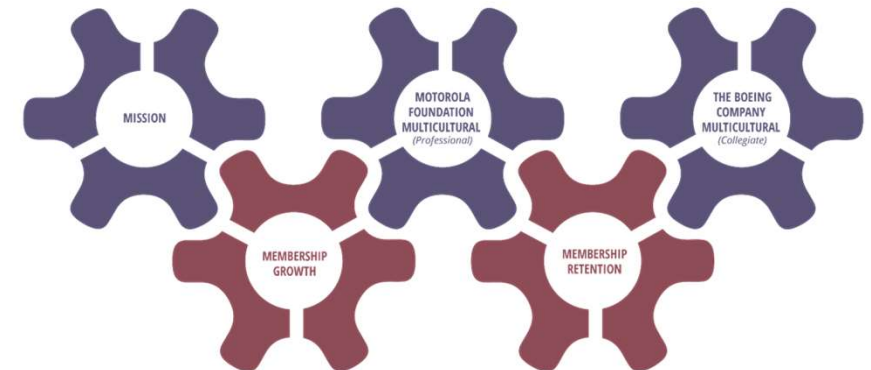
SWE Leadership Track

SWE Group Recognitions

The Motorola Foundation Multicultural recognition is presented to a **professional** SWE Group that that has developed and implemented the best multicultural program to increase and retain a diverse membership and provide an inclusive environment, to increase the exposure of engineering and SWE to a diverse audience, and/or to increase the exposure of engineering and SWE to the community through K-12 outreach programs.

The Boeing Company Multicultural recognition is presented to a **collegiate** SWE Group that has developed and implemented the best multicultural program to increase and retain a diverse membership and provide an inclusive environment, to increase the exposure of engineering and SWE to a diverse audience, and/or to increase the exposure of engineering and SWE to the community through K-12 outreach programs.

Mission recognitions are for SWE Groups that embody SWE core values and demonstrate continuous improvement and growth as they work to achieve the Society's strategic goals.

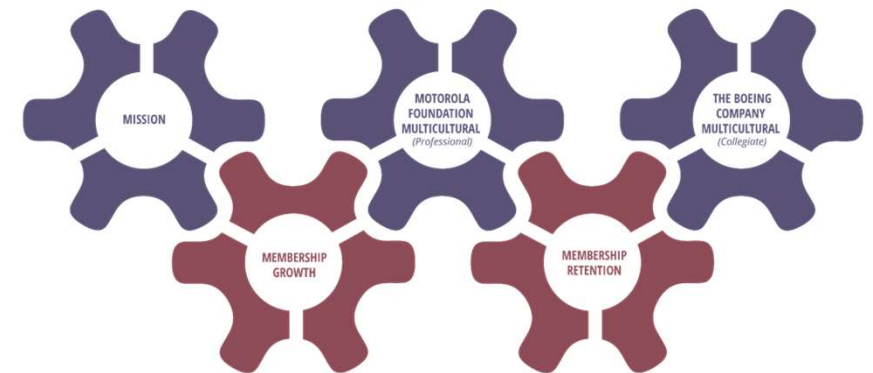


SWE Leadership Track

SWE Section, Affiliate & MAL Recognitions

Membership Growth recognizes SWE Groups that have demonstrated exceptional membership growth over the past year. No application process is necessary because this recognition is determined based on SWE membership data. Membership Growth only recognizes SWE Sections, Affiliates, and Member at Large (MAL) groups.

Membership Retention recognizes SWE groups that have demonstrated exceptional membership retention over the past year. No application process is necessary because this recognition is determined based on SWE membership data. Membership Retention only recognizes SWE Sections, Affiliates, and Member at Large (MAL) groups.



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Roles Responsibilities

In the process of applying for a SWE Recognition

Nominator*	Nominee
<ul style="list-style-type: none">• Select the recognition that best suits the candidate.• Verify that the candidate meets the Objective and Qualification requirements for the recognition selected.• Verify all required items in the SWE Recognition Nomination Checklist are completed.• Accurately complete the appropriate online application at the link provided for the recognition selected.• Confirm that the phone number and email address provided on the nomination form is current and correct for both the nominee and nominator. (Contact SWE at awards@swe.org if the nominator's contact information changes after submission.)• Submit the application by June 15, 2024.• Inform the nominee of the result of their nomination.• Serve as the Point of Contact between SWE and the nominee.	<ul style="list-style-type: none">• Complete the Demographic Survey.• Prepare their inputs to the nomination (varies by recognition type)• Obtain a professional headshot photo.

*Nominees may self-nominate in which case they have the responsibilities of **both** the Nominator and the Nominee.

Preparing to Apply for a SWE Recognition

Read the General Information that begins on page 3 of the packet.

- These pages describe the specifics of the responsibilities on the pervious slide

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- The Boeing Com Mission
- Membership Gro Membership Ret
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 - II. Patent Sean
 - III. Mission Re
 - IV. Mission Re
 - V. Mission Rec

General Information

The Society of Women Engineers strives to recognize the successes of SWE members, individuals, allies, and employers who enhance the engineering profession and advocate for women in engineering through contributions to industry, education, and the community. The recognitions listed in this packet acknowledge individuals, SWE Groups, and organizations who support the profession, education, and the community.

SWE's Mission: Empower of the engineering and technical value of diversity and inclusion.

SWE's Core Values: Integrity, Innovation, and Service.

Starting in FY24, SWE Recognition will be awarded in the following categories:

- Academia, Management, and Technical
- Advocacy Track
- SWE Track

The Recognition level acknowledges a patent or excellence in professional practice.

Contact the Awards & Recognition Committee for more information.

Submission Guidelines

- DEADLINE: June 15, 2024**
- Applications must be submitted via email to awards@swe.org
- Past Recognition recipients are not eligible for another award in the same category.
- All items in the Nomination Form must be submitted.

Recognition Notification

- If notification is not received, the nomination is considered withdrawn.

NOTE: It is important that nominations are current and correct for the intended award.

Timeline (Dates/Months)

- April 15 – June 15: Submission period
- July: Judging period
- By August 31: Notification

General Information

Nominator Responsibilities:

- A nominee may self-nominate.
- A nominator can nominate a nominee.
- A nominator does not receive a nomination if the nominee is not a SWE member.
- Nominator's responsibilities:
 - Use this Guide
 - Verify that if correct for the award
 - Verify all recognition criteria
 - Accurately complete the nomination form
 - Confirm that the nomination is correct for the award
 - Submit the nomination form
 - Retain documentation
 - Contact SWE
 - Inform the nominee
 - Serve as the nominator

Disqualification Criteria

Nominations for the Recognition will be disqualified if:

- Nominee application is not in the recognition criteria
- Nominee does not meet the criteria:
 - Patent not yet issued
 - Incorrect Patent information
- Formal statement or LinkedIn and headshot are not provided
- Application not submitted
- Applications exceed the deadline
- Mission Specific:
 - Applications are not current
 - Applications are not correct

SWE Group:

The term "SWE Group" refers to members that support the SWE mission and include:

- Collegiate groups such as:
 - SWE Collegiate
 - SWE Affinity
- Professional groups:
 - SWE Professional
 - SWE Member
 - SWE Affinity
 - Employee Recognition
 - Small companies
- Any other groups of SWE members

General Information

Demographics Survey Completed by Nominee, Leader in the Nominated Organization, or SWE Group Point of Contact

SWE is committed to diversity, equity, inclusion, and belonging and to ensuring that the SWE Awards and Recognition programs are serving all individuals fairly and equitably. To support continuous improvement, all SWE award nominees will be asked to complete the SWE demographic survey. These will guide program improvement strategies and track progress towards the goal of increasing participation and success of 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.

Enter the email address of the nominee or the leader of the organization. They will receive a private link containing the demographic survey questions; they should respond with answers reflecting their own demographics. SWE encourages the use of a personal email address to avoid employer spam filters.

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

Current SWE Membership

SWE membership is required for all recognitions in the Academia, Management and Technical and SWE Tracks ([Patent](#), [Motorola Foundation Multicultural](#), [The Boeing Company Multicultural](#), and [Mission](#)). SWE membership information can be obtained by logging into the SWE portal ([see Appendix I](#) – Verify SWE Membership) or emailing membership@swe.org. **Note: Friends of SWE are not considered members. SWE's membership year is July 1 to June 30.**

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 June 15 of the application year.

Professional Headshot

A headshot photo will be used for SWE publications. It is not available to judges.

- Meet the following requirements:
 - Professional headshot photos are preferred. Headshot photos should include head and partial shoulders.
 - Images need to be a minimum 300 dpi and in color. To confirm, go to the photo's Properties, on the Details tab under Image the Horizontal and Vertical resolutions should be a minimum 300 dpi. (JPG only and a minimum of 1MB in size.)
- Required filename: AwardName_NomineeFirstName_NomineeLastName_Headshot.jpg
- Upload the professional headshot photo into the award submission form.

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

Organization Logo

An organization logo will be used for SWE publications. It is not available to judges.

- Meet the following requirements:
 - Images need to be a minimum 300 dpi and in color. To confirm, go to the image's Properties, on the Details tab under Image the Horizontal and Vertical resolutions should be a minimum 300 dpi. (JPG only and a minimum of 1MB in size.)
- Required filename: AwardName_NomineeFirstName_NomineeLastName_OrganizationLogo.jpg
- Upload the organization logo into the award submission form.

NOTE: If the nominee is selected for the award, an organization logo will be required.

Preparing to Apply for a SWE Recognition

For each Recognition opportunity, there is a 1-4 page description in the packet of the objective, qualifications and a nomination checklist

Objective

Patent Recognition

Only SWE Members are eligible for this recognition.

Patent recognition is a Recognition level honor in the Academia, Management and Technical track.

OBJECTIVE

- This recognition honors SWE members who have been granted a patent within the previous three years from December 31st of the preceding year of the application. For example: Packages submitted in June 2024 would accept patents issued from December 31, 2020, through December 31, 2023.
- There is no maximum number of patents to be presented.

Qualifications

QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by June 15, 2024
- Be listed as an inventor on a granted patent relevant to the fields of engineering, engineering technology, or a science related to engineering

ADDITIONAL INFORMATION

- The candidate may only receive Patent recognition once per patent.
- The candidate may only receive one Patent recognition per year, which may cover multiple patents.
- Inventors of the same patent can be nominated individually for Patent recognition.
- Patent recognition 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 II – Patent Search](#)
 - If a patent is not searchable in either database but meets the requirements below, provide an attachment with supplemental evidence of the required information listed in the nomination checklist.
 - Please contact 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.

Checklist

NONINATION CHECKLIST

[Apply for Patent Recognition](#)

- Demographic Survey
- Professional **Headshot** Photo
- Required Patent Information:
 - The Patent Number
 - The Title of the Invention
 - Inventor Name (Only list SWE member applying for the recognition)
 - 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*

Preparing to Apply for the Mission Recognition

There is a special Excel form to complete for Mission Recognition that is available from the SWE Recognition webpage



The screenshot shows the SWE Recognition Program webpage. At the top left is the SWE logo (Society of Women Engineers) with a gear icon. To the right are social media icons for Facebook, X, LinkedIn, and Instagram. Below the logo is a navigation menu with links for About, Membership, Scholarships, Programs, Events, and Awards. The main heading is "SWE Recognition Program". Below this is a paragraph: "The Society of Women Engineers strives to advance and honor the contributions of women at all stages of their careers and recognize the successes of SWE members and individuals who enhance the engineering profession through contributions to the industry, education, and the community." Below the paragraph are three lines of text: "Applications Available: April 15 – June 15, 2024 11:59 PM CST (UTC-5)", "Nominators will be notified of results by August 30", and "Information: [FY24 SWE Recognition Program Packet](#)". Below this is "Mission Form: [FY24 MissionForm GroupName](#)". A yellow dashed box highlights the text "Mission Form" in the link. At the bottom left is "Questions: awards@swe.org".

Note that the Appendices III-V contain examples to guide completing this form.



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Disqualification Criteria

Nominations for SWE Recognition will be disqualified for the following:

1. **Nominee applications are incomplete** at the submission deadline, namely missing a required component specified in the recognition criteria, such as the demographics survey or formal statement, if required by Recognition eligibility.
2. **Nominee does not meet Recognition eligibility.** Examples include but are not limited to:
 - a. Patent not yet issued (ex. only the application may be issued, or patent is pending but not yet granted).
 - b. Incorrect Patent Number supplied (ex. company patent number, application number, etc.)
3. **Formal statement or report**, if required by eligibility, contains photos, graphics or hyperlinks, such as LinkedIn and headshots.
4. **Application not submitted to correct link**, as specified in the recognition criteria.
5. **Applications exceeding stated maximum word count.**
6. **Mission Specific:**
 - a. Applications with the same event listed in multiple categories.
 - b. Applications that do not use the current year Mission Application Form.

Key Take-a-Way: Verify eligibility before you start applying and triple check your final nomination package for the above.

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Submitting your nomination online

There is a unique link in the SWE Recognition Program Packet to Apply for each recognition type online

You can find the link* for the recognition you are applying for on the page with the full recognition description

Click on “Apply for...” and you will be taken to the online SmarterSelect application.

*Note that each recognition type has its own unique link so be sure you are using the link for the intended recognition.

Patent Recognition

Only SWE Members are eligible for this recognition.

Patent recognition is a Recognition level honor in the Academia, Management and Technical track.

OBJECTIVE

- This recognition honors SWE members who have been granted a patent within the previous three years from December 31st of the preceding year of the application. For example: Packages submitted in June 2024 would accept patents issued from December 31, 2020, through December 31, 2023.
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The nominee must:

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- Be listed as an inventor on a granted patent relevant to the fields of engineering, engineering technology, or a science related to engineering

ADDITIONAL INFORMATION

- The candidate may only receive Patent recognition once per patent.
- The candidate may only receive one Patent recognition per year, which may cover multiple patents.
- Inventors of the same patent can be nominated individually for Patent recognition.
- Patent recognition 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 II – Patent Search](#)
 - If a patent is not searchable in either database but meets the requirements below, provide an attachment with supplemental evidence of the required information listed in the nomination checklist.
 - Please contact 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](#)

- Demographic Survey
- Professional **Headshot** Photo
- Required Patent Information:
 - The Patent Number
 - The Title of the Invention
 - Inventor Name (Only list SWE member applying for the recognition)
 - 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*

Submitting your nomination online*

Once you click on the “Apply for...” link in the SWE Recognition Program Packet, verify that the intended recognition is listed on the SmarterSelect webpage

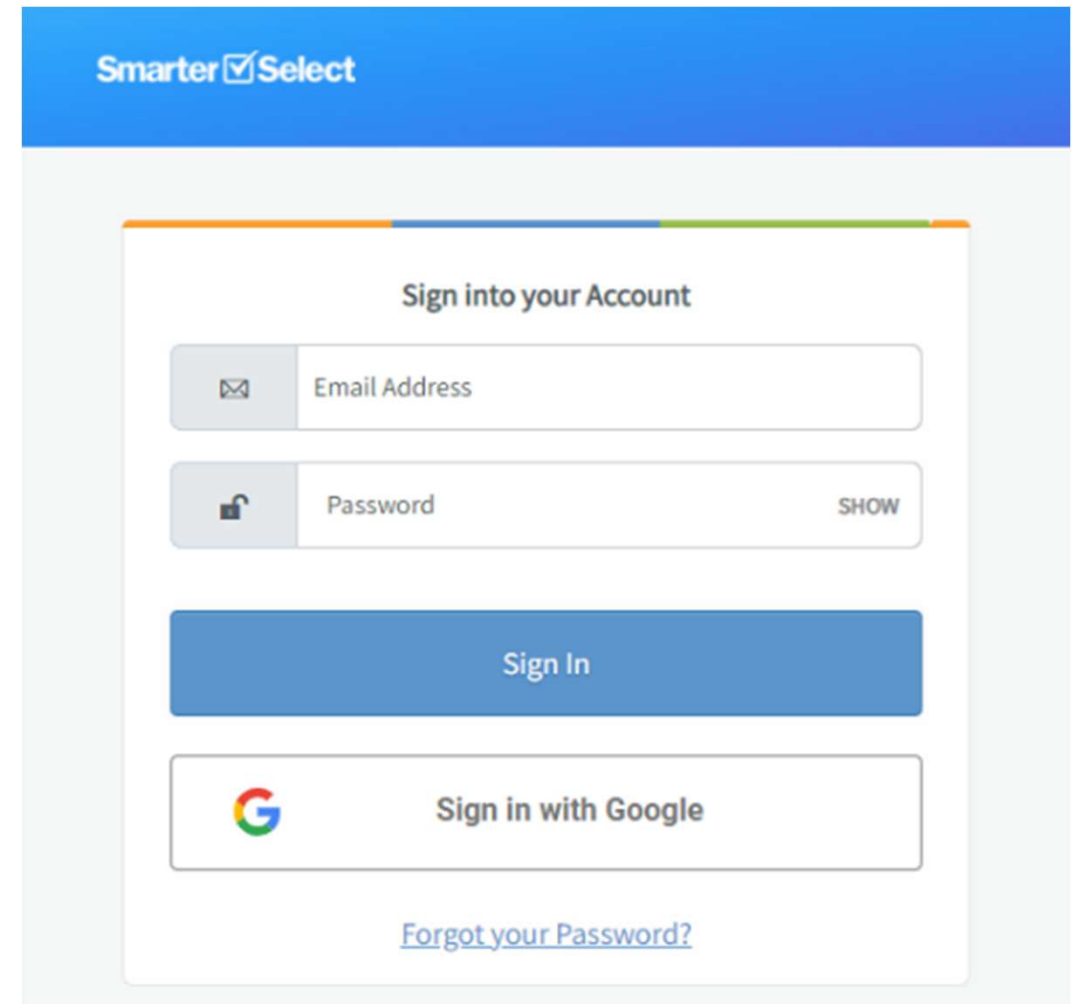
The screenshot shows the SmarterSelect interface for the "Society of Women Engineers FY24 Patent Recognition" program. The page includes the SmarterSelect logo, a "Login" dropdown, and the program title. Below the title is the program deadline: "PROGRAM DEADLINE: June 15, 2024 at 11:59 PM CDT (Midnight)". There are three main options: a "Preview" link, a green "Apply" button, and a "Sign In" link. Callout boxes provide instructions for each option.

- Verify** this is the intended recognition (pointing to the program title)
- You can **preview** the nomination form here (pointing to the "Preview" link)
- Create** a new application (pointing to the "Apply" button)
- Continue** an existing application (pointing to the "Sign In" link)

*For details on how to navigate SmarterSelect, see the last module of this training.

Logging into SmarterSelect*

- First time users will need to create a user id and password
- Existing users should use their previous login credentials
- Each application will be given a unique Application ID.



The screenshot shows the SmarterSelect login page. At the top, there is a blue header with the text "SmarterSelect" and a checkmark icon. Below the header, the main content area is light gray. In the center, there is a white box with a thin border containing the login form. The form has the title "Sign into your Account" at the top. Below the title, there are two input fields: "Email Address" with an envelope icon on the left, and "Password" with a lock icon on the left and a "SHOW" button on the right. Below these fields is a large blue button labeled "Sign In". Underneath the "Sign In" button is a white button with the Google logo on the left and the text "Sign in with Google". At the bottom of the form, there is a blue link that says "Forgot your Password?".

*For details on how to navigate SmarterSelect, see the last module of this training.

Submitting your nomination online in SmarterSelect*

Nominators should complete all the required fields; You can save as you go and submit when ready

Nomination Form Elements	Notes
Nominee information**	<ul style="list-style-type: none">Make sure the contact information is correct. Once you save the nominee information the first time, it will generate an email request to the nominee to complete a demographic survey.
Nominator information**	<ul style="list-style-type: none">Make sure the contact information is correct.
Formal Statement or Reports	<ul style="list-style-type: none">Paste into the text box. Note that SmarterSelect does not count words that same as other programs (such as Microsoft Word). Verify maximum not exceeded.
Professional Headshot	<ul style="list-style-type: none">Verify the image meets the specified requirements

*For details on how to navigate SmarterSelect, see the last module of this training.

**Recommend using personal, rather than company email addresses to prevent emails from SmarterSelect from being blocked. If you are not receiving recognition-related emails, check you spam/ junk folder. If still no emails, contact awards@swe.org

Submitting the Application*

Final steps

- Confirm one last time, that applied for the intended recognition
- Read the nominator conformation statement
- Confirm “I Agree”
- Click “Submit”
- Check your email for confirmation

Confirmation

Check below if you agree with these points:

1. This package was developed for the Society of Women Engineers Patent Recognition Award Application.
2. This package is complete and accurate to the best of my knowledge.
3. Supporting letters were written by the authors whose names and contact information were provided.
4. No proprietary information was included in the package.
5. I will retain documentation for the application should SWE inquire or require verification. *

I Agree

Note
The submission of package is your signature.
You will receive an e-mail confirmation upon submitting your application.

The Nominator will receive a notification that the application has been submitted via email. If the Nominator has not received confirmation by the deadline or within five (5) minutes of the deadline (if submitted at the deadline), email awards@swe.org immediately.

*For details on how to navigate SmarterSelect, see the last module of this training.

Checking your nomination status*

Nominators should track the status of the nomination to ensure the required elements come together before the June 15, 2024 deadline.

Check the following in SmarterSelect:

- That the nominee has completed their demographic survey
- Overall nomination status

Nominators should check their emails as well for status communications.

*For details on how to navigate SmarterSelect, see the last module of this training.

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SWE Recognition Notifications*

- Nominators will be notified concerning the outcomes of the recognition selection process by August 31, 2024**

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

**If notification is not received by August 31, nominators are asked to contact SWE Staff at awards@swe.org

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Summary

FY24 SWE Recognition Program Nominator and Nominee Training

- In FY24 SWE has updated its Awards and Recognition Programs to better reflect its strategic focus areas, recognize women and allies at all career stages, and simplify the award categories and application timelines.
- The awards and recognition are divided into three Tracks: (1) Academic, Management & Technical Leadership; (2) Advocacy Leadership; and (3) SWE Leadership.
- The full instructions for applying to the SWE Recognition Program can be found on <https://swe.org/awards/swe-recognition-program/>
- Use the SWE Recognition Program Packet as a guide to bringing your nomination package together.
- Apply online using the unique link in the SWE Recognition Program Packet for the recognition you are applying for
- The window to apply is April 15 – June 15, 2024 (11:59 PM U.S. CST or UTC-6)
- For questions, reach out to awards@swe.org

Thank you!

Training Outline

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Training Outline

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1. Open the link in the packet for the intended recognition

Patent Recognition

Only SWE Members are eligible for this recognition.

Patent recognition is a Recognition level honor in the Academia, Management and Technical track.

OBJECTIVE

- This recognition honors SWE members who have been granted a patent within the previous three years from December 31st of the preceding year of the application. For example: Packages submitted in June 2024 would accept patents issued from December 31, 2020, through December 31, 2023.
- There is no maximum number of patents to be presented.

QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by June 15, 2024
- Be listed as an inventor on a granted patent relevant to the fields of engineering, engineering technology, or a science related to engineering

ADDITIONAL INFORMATION

- The candidate may only receive Patent recognition once per patent.
- The candidate may only receive one Patent recognition per year, which may cover multiple patents.
- Inventors of the same patent can be nominated individually for Patent recognition.
- Patent recognition 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 II – Patent Search](#)
 - If a patent is not searchable in either database but meets the requirements below, provide an attachment with supplemental evidence of the required information listed in the nomination checklist.
 - Please contact 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](#)

- Demographic Survey
- Professional **Headshot** Photo
- Required Patent Information:
 - The Patent Number
 - The Title of the Invention
 - Inventor Name (Only list SWE member applying for the recognition)
 - 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*

Unique link
for each recognition

2. Check if the intended recognition link was selected

The screenshot shows the SmarterSelect interface for the Society of Women Engineers (SWE) FY24 Patent Recognition program. The header includes the SmarterSelect logo and a Login link. The main content area features the program title, a deadline, a preview button, and an apply button. A yellow box highlights the program title, and a yellow arrow points to it from the text 'Recognition Name' on the right.

Smarter Select Login ▾

Society of Women Engineers FY24 Patent Recognition ← **Recognition Name**

PROGRAM DEADLINE: June 15, 2024 at 11:59 PM CDT (Midnight)

[Preview](#)

[Apply](#) or Already have an application started? [Sign In](#)

3. Preview an application


Smarter  Select Login ▾

Society of Women Engineers FY24 Patent Recognition
PROGRAM DEADLINE: June 15, 2024 at 11:59 PM CDT (Midnight)

[Preview](#) ← **Preview**

[Apply](#) or Already have an application started? [Sign In](#)

4. Start a new application

Smarter  Select Login ▾

Society of Women Engineers FY24 Patent Recognition

PROGRAM DEADLINE: June 15, 2024 at 11:59 PM CDT (Midnight)

[Preview](#)

[Apply](#) or Already have an application started? [Sign In](#)

- Create a username & password in SmarterSelect.
 - If you created one before, use it again.
- Each application has a unique Application ID.
- **For nominators:** Use the correct Application ID if you nominate for multiple application submissions.
- Note: Please ensure that there is only one application per nominee.

5. Complete the Nominee Information

Application

Nominee Information

By providing the contact information below, your nominee will receive a link to complete their publication, contact, and demographic information.

For teams or companies, provide the contact information for one leadership member. It is recommended to use a personal email address to avoid firewall issues. Please follow up with your nominee once this request is sent as the application cannot be considered complete without it.

Thank you for your participation in the SWE Award and Recognition program and your support of our continuous improvement goals! If you have any questions, contact awards@swe.org.

Nominee First Name *

Nominee Last Name *

Nominee Email *

5. Complete the Nominee Information (cont.)

The screenshot shows a nomination application form with a confirmation dialog box overlaid. The dialog box is titled "Confirmation" and contains the text: "A recommendation or information request will now be sent to Please notify the recipient about this request." Below the text are "OK" and "Cancel" buttons. In the background, the form has a "Save" button highlighted with a white box and a white arrow pointing to it. The text "Save the application" is written in white over the arrow. Other visible text on the form includes "5. I will retain documentation for the application should SWE inquire or require verification.", "I Agree", "The submission of the package is you", "You will receive a notification that th", "received confirmation by the deadlin", "the deadline), email awards@swe.or", "You must click the Submit button below to complete this form.", and "Submit".

- Enters the nominee's email address.
- Click "Save" at the end of the application. Request to send an email to the nominee shows up.
- Click "OK" to confirm the request.
- Go back to the application form to complete the rest of the application.

5. Complete the Nominee Information (cont.)

Nominee Information

Request Status

Pending

Nominee has NOT completed their information.

Resend Request

Request Sent

01 02 2024 12:51 PM

Request Received

Pending



Your application will not be considered complete until this Information or Recommendation Request is received from the Contact.

Application

Nominee Information

Request Status

Received

Nominee has completed their information.

Request Sent

01 02 2024 12:51 PM

Request Received

01 02 2024 03:07 PM

- Once the information is completed by the nominee, the nominators will see the status change in the application form.

6. Complete the Nominator Information

Nominator Contact Information

Nominator Name *

Nominator Phone *

 - - +

Nominator Email *

Nominator Mailing Address Line 1 *

Nominator Mailing Address Line 2

Nominator Mailing Address City *

Nominator Mailing Address State *

Nominator Mailing Address Postal or Zip Code *

Make sure the information is current and correct.

7. Complete the Nominee Qualifications

Complete this information **if required** for the selected recognition:

- **SWE Membership**
 - If unknown, log into SWE portal or email membership@swe.org

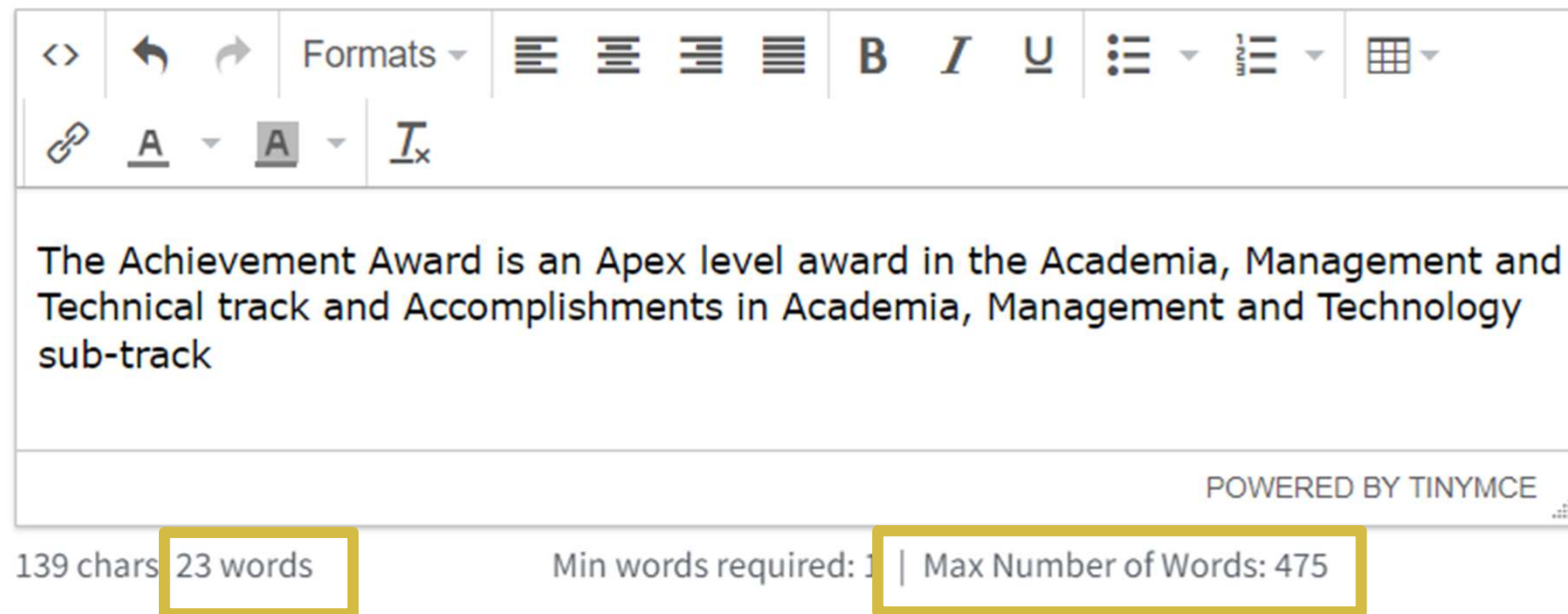
Nominee Qualification

Is the nominee a SWE member? For teams and companies, please select Not Applicable. *

- Yes
- No
- Not Applicable

8. Complete the Formal Statement or Report, if required

- Formal statement or reports must be pasted into text boxes.
- Paste text into a text box by:
 - Ctrl_C to copy a text from a text document (Word, etc).
 - Ctrt_V to paste it into the SmarterSelect text box.
- Copy plain text from a text document to SmarterSelect.
- Use SmarterSelect tool for formatting.



The screenshot shows a SmarterSelect text editor interface. The text area contains the following text: "The Achievement Award is an Apex level award in the Academia, Management and Technical track and Accomplishments in Academia, Management and Technology sub-track". Below the text area, the character count is 139 chars and the word count is 23 words. The word count is highlighted with a yellow box. To the right, the minimum words required is 1 and the maximum number of words is 475, also highlighted with a yellow box. The editor is powered by TinyMCE.

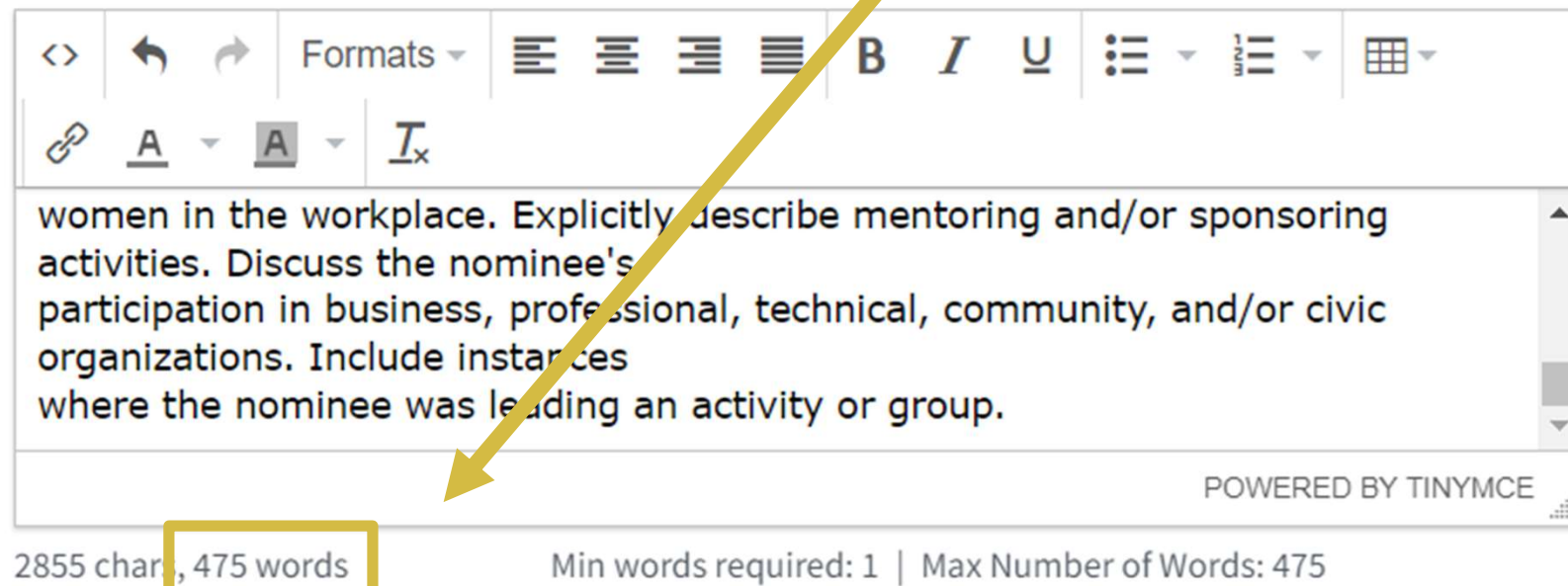
Actual Word Count

Maximum Word Count

8. Complete the Formal Statement or Report, if required

- Word count is slightly different between Word and SmarterSelect.
- **Scroll down to the end of the text box to check if any words get cut off.**

If the maximum word count is exceeded, the Actual Word Count box will not show the actual word count anymore. Instead, it will show the maximum word count.



The screenshot shows a text editor interface with a toolbar at the top containing icons for undo, redo, formats, alignment, bold, italic, underline, list, and table. Below the toolbar is a text area with the following text: "women in the workplace. Explicitly describe mentoring and/or sponsoring activities. Discuss the nominee's participation in business, professional, technical, community, and/or civic organizations. Include instances where the nominee was leading an activity or group." At the bottom of the text area, it says "POWERED BY TINYMCE". Below the text area is a status bar showing "2855 char, 475 words" (the "475 words" is highlighted with a yellow box), "Min words required: 1 | Max Number of Words: 475". A yellow arrow points from the text box above to the "475 words" in the status bar.

Actual Word Count

9. Upload nominee's Professional Headshot*

Upload a Professional Headshot Photo

A headshot photo will be used for SWE publications. It is not available to judges.

Meet the following requirements:

- Professional headshot photos are preferred. Headshot photos should include head and partial shoulders.
- Images need to be a minimum 300 dpi and in color. To confirm, go to the photo's Properties, on the Details tab under Image the Horizontal and Vertical resolutions should be a minimum 300 dpi. (JPG only and a minimum of 1MB in size.)
- Required filename: AwardName_NomineeFirstName_NomineeLastName_Headshot.jpg

Upload the professional headshot photo into the award submission form.

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



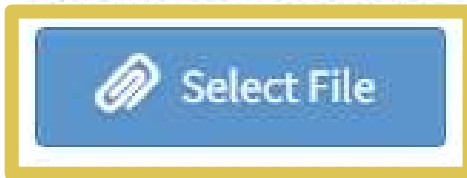
Maximum File Size: 10MB , Accepted file types: .jpg

No file attached

***For organization nominees, an organization logo should be submitted.**

10. Upload Other Required Documents, as required

A supporting document is required if a patent cannot be found on USPTO Public Patent Application Information Retrieval or Google Patent. Examples of additional information could be Certificate of Correction Issued to add the nominee as an Inventor or a link to an international patent, etc. The appendix must contain evidence of all the required information listed in the award packet.

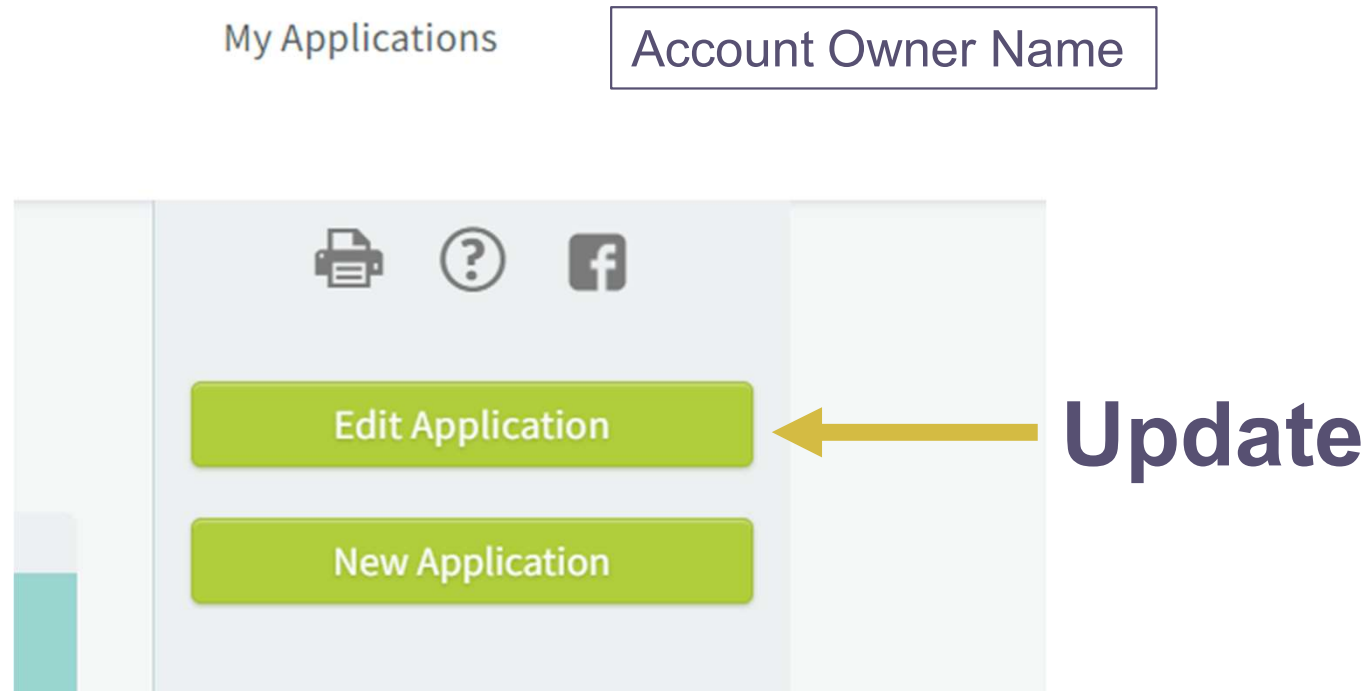


Maximum File Size: 10MB , Accepted file types: pdf

- Click "Select File"

11. Make Edits (if needed)

- Click the application you'd like to edit
- Choose “Update Application” option



12. Submit the Application

- Read the Nominator Confirmation Statement
- Confirm “I Agree”
- Submit

Double check the name of the intended recognition

Confirmation

Check below if you agree with these points:

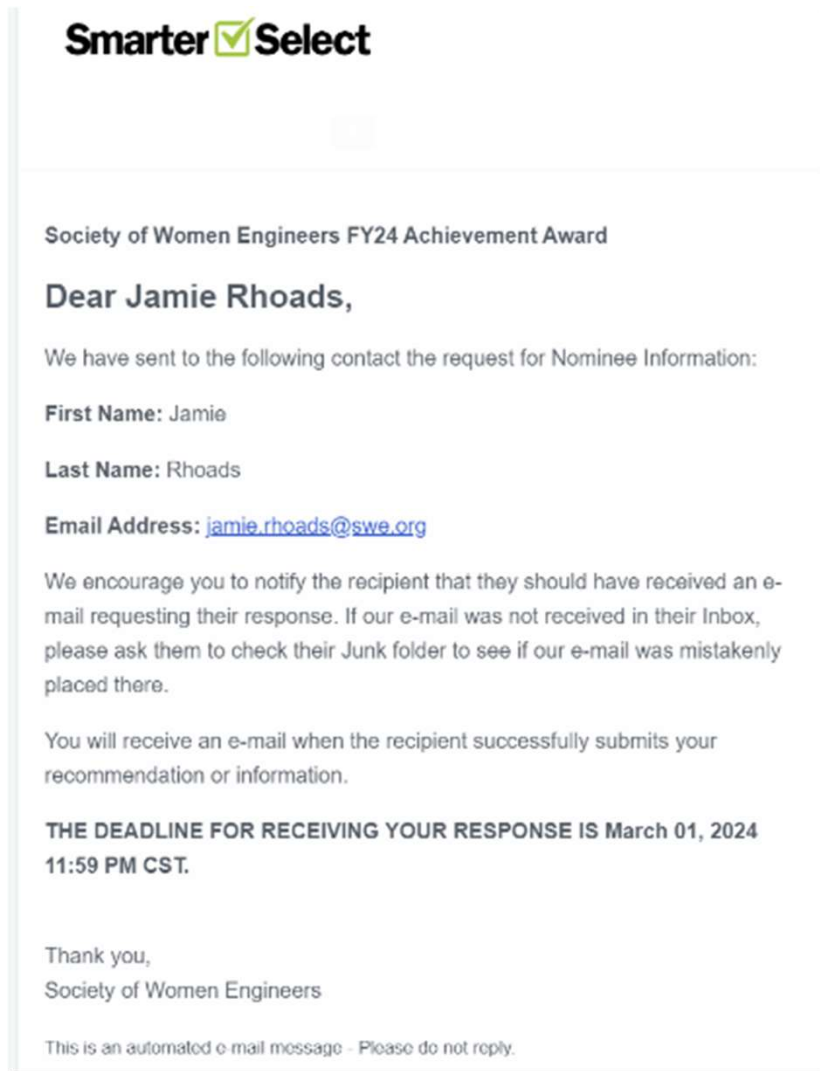
1. This package was developed for the Society of Women Engineers **Patent Recognition Award** Application.
2. This package is complete and accurate to the best of my knowledge.
3. Supporting letters were written by the authors whose names and contact information were provided.
4. No proprietary information was included in the package.
5. I will retain documentation for the application should SWE inquire or require verification. *

I Agree

Note
The submission of package is your signature.
You will receive an e-mail confirmation upon submitting your application.

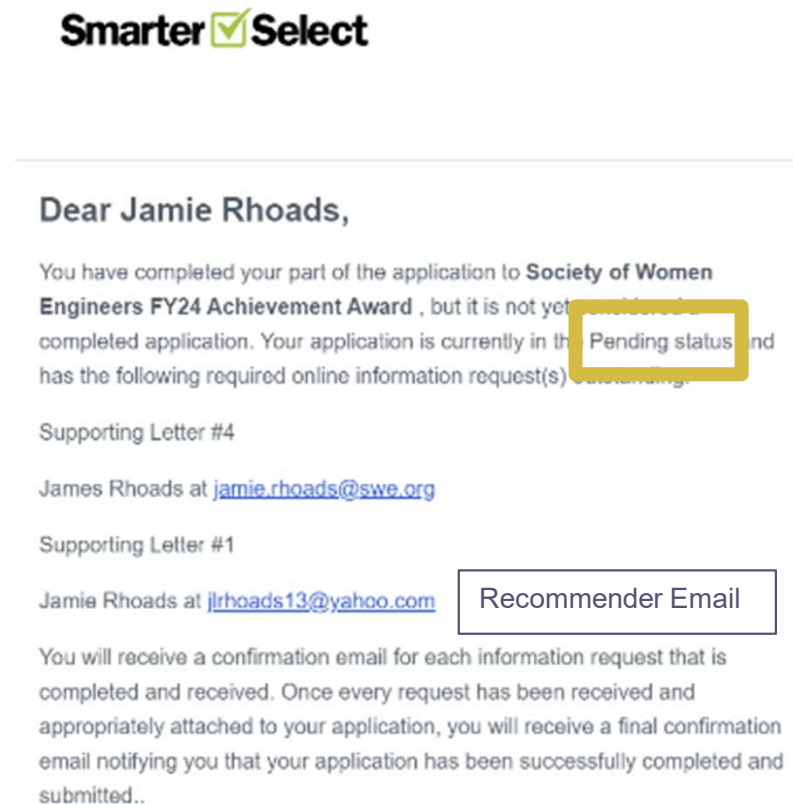
The Nominator will receive a notification that the application has been submitted via email. If the Nominator has not received confirmation by the deadline or within five (5) minutes of the deadline (if submitted at the deadline), email awards@swe.org immediately.

13. Monitor application status until it is fully completed



For every application, the nominator will receive emails for:

- Application created
- Information request sent to the nominee (seen at left)
- Information received from the nominee
- Application successfully submitted
- Application successfully completed



13. Monitor application status until it is fully completed

Nominators can view the status of their applications under My Applications.

Smarter  Select

My Applications

Jamie Rhoads ▾

There is a View Details button that will appear when you hover over the application.

- Will show incomplete if the submit button has not been selected.
- Will show submitted if the submit button has been hit, but the nominee or required recommenders have not completed their portion. Nominator will need to go into the application to see which ones are submitted or check their emails.
- Will show as submitted if the submit button has been hit and all required recommenders and nominee have completed their portions.

Incomplete
Status

Submitted
Status

Submitted
Status

13. Monitor application status until it is fully completed

Will show submitted if the submit button has been hit, but the nominee or required recommenders have not completed their portion.

Nominee Information

Request Status

Pending

Resend Request

Request Sent

01 02 2024 12:51 PM

Request Received

Pending



Your application will not be considered complete until this Information or Recommendation Request is received from the Contact.

14. Final Confirmation

Final email from SmarterSelect will confirm that all items have been received prior to the deadline:

Dear Jamie Rhoads,

Thank you.

You have successfully submitted your application for the following:

Society of Women Engineers FY24 Achievement Award

Your confirmation code is 04390277.

Thank you,
Society of Women Engineers

This is an automated e-mail message - Please do not reply.

For assistance, please contact Society of Women Engineers at HQ@swe.org.