FY24 SWE Recognition Program
Nominator and Nominee Training

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About this 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

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Linkage to the SWE Mission

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/

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

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.
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.
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

“RECOGNITION” acknowledge additional achievements by SWE members or groups

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

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

SWE Awards Program

SWE Recognition Program
# SWE’S NEW AWARDS AND RECOGNITION PROGRAM

## New Program Structure by Track

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<tr>
<th>Leadership Track</th>
<th>APEX</th>
<th>ASCENT</th>
<th>RECOGNITION</th>
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| **ACADEMIA, MANAGEMENT, TECHNICAL** | ● Achievement *
● Distinguished Engineering Educator *
● Entrepreneur *
● Resnik Challenger Medal
● Suzanne Jenniches Upward Mobility * | ● Patent Recognition $
● Distinguished Engineering Educator *
● Entrepreneur *
● Emerging Engineering Educator *
● Rising Technical Contributor * | ● Patent Recognition $
● Distinguished Engineering Educator *
● Entrepreneur *
● Emerging Engineering Educator *
● Rising Technical Contributor * |
| **ADVOCACY** | ● Advocating Women in Engineering *
● Spark
● Rodney D. Chipp (Individual) * | ● Engaged Advocate **^$
● Ignite **^$
● Engaged Ally **^$
● Emerging Advocate **^$
● Catalyst **^$
● Emerging Ally **^$
● Employer Champion **^$ | ● Diversity, Equity, Inclusion, & Belonging Program (Company) **^$
● Diversity, Equity, Inclusion & Belonging Program (Individual) **^$ |
| **SWE** | ● Distinguished Service $
● Fellow Grade **$ | ● Distinguished Engineer+**$
● Distinguished New Engineer $
● Outstanding Graduate Student Member +**$
● Outstanding Collegiate Member +**$
● Rising Collegiate Star +**$
● Outstanding Counselor **$
● Outstanding Faculty Advisor * | ● Distinguished Service $
● Fellow Grade **$
● Motorola Foundation Multicultural (Professional)
● The Boeing Company Multicultural (Collegiate)
● Mission *
● Membership Growth
● Membership Retention |

+ = New Award  
* = Criteria Changes  
^ = Name Change  
$ = SWE Membership Required
Patent recognition recognizes SWE members who have been granted a patent within the previous three years from December 31\textsuperscript{st} 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.
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.
The SWE Leadership Track has recognitions for both SWE Groups (in purple)...

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

The Motorola Foundation Multicultural recognition is presented to a professional 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.

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'S NEW RECOGNITION PROGRAM

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.
## Roles Responsibilities

### In the process of applying for a SWE Recognition

**Nominator***  
- 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.

**Nominee**  
- 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.
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.

**Patent Recognition**

*Only SWE Members are eligible for this recognition.*

**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 16, 2024.

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

**Additional Information**

- The candidate may only receive one Patent recognition per patent.
- The candidate may only receive one Patent recognition per year, which may cover multiple patents.
- Inventions of the same patent cannot be nominated individually for Patent recognition.
- Patent recognition may be revoked in conjunction with any other SWE awards.
  - The examples in the Appendix E: Patent Searching.
  - 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 shall be by the Awards and Recognition Committee.

**Nomination 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)
  - Issued Date of Patent within the previous three years
- Appendix (Optional):
  - Certify: Only required if a patent cannot be found on USPTO Public Patent Application Information Retrieval or Google Patent or additional information is needed (e.g., Certificates of Correction issued to add the number as an Inventor). The appendix must contain evidence of all the required information listed above.
  - The appendix must be saved as a pdf file and uploaded to the submission form.
  - Recommended File Name: Patent_Forename_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.

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

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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.
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.

*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.

*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

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<td><strong>Nominee information</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Nominator information</strong></td>
<td>Make sure the contact information is correct.</td>
</tr>
<tr>
<td><strong>Formal Statement or Reports</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Professional Headshot</strong></td>
<td>Verify the image meets the specified requirements</td>
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*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

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

Patent 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 nominees 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.
- Inventions of the same patent can be nominated individually for Patent recognition.
- Patent recognition may be received in conjunction with any other SWE Awards.
  - See examples in the Appendix I - Patent Search.
  - If a patent is not searchable in the database but meets the requirements below, provide an attachment with supplementary evidence of the required information listed in the nomination checklist.
  - Please contact sweadmin@usty.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.

NONIATION 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 (e.g., Certificate of Correction issued to add the nominee as an inventor). The appendix must contain evidence of all the required information listed above.
- The appendix must be saved as a pdf file and uploaded to the submission form.
- Recommended File Name: Patent_FirstName_LastName_Appendix.pdf
2. Check if the intended recognition link was selected
3. Preview an application

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
4. Start a new application

- 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.)

- 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 has NOT completed their information.

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

Nominee has completed their information.
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
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.

![Text box example]

The Achievement Award is an Apex level award in the Academia, Management and Technical track and Accomplishments in Academia, Management and Technology sub-track

Actual Word Count: 23 words
Min words required: 1
Max Number of Words: 475
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.
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. *

Select File

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

No file attached

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

- 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
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.

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

a. Will show incomplete if the submit button has not been selected.

b. 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.

c. Will show as submitted if the submit button has been hit and all required recommenders and nominee have completed their portions.
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

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.