

## Recommendations for Completing the Awards Criteria Section

WIA highly recommends that the nominator take the time to review the specific criteria for the award and draft a nomination that provides responses to each of the specific level of criteria. For example, for the Outstanding Achievement Award, the criteria is as follows:

- *Noteworthy, proven, technical or scientific achievement on or contributions to a single aerospace project or program that represents a breakthrough or milestone in the aerospace field.*
  - *The achievement or contribution should have been made during the 18 months preceding the nomination period.*
- *Commitment to professional growth.*
- *Service as a role model or mentor that shows dedication to the advancement of women in aerospace.*

A successful nomination will include a written statement that addresses accomplishments for each of these bullet points of the criteria. The following is a sample nomination, addressing the bulleted criteria points:

*Example:*

***Noteworthy, proven, technical or scientific achievement on or contributions to a single aerospace project or program that represents a breakthrough or milestone in the aerospace field.***

*Jane Smith is being nominated for this award due to the work she performed on \_\_\_\_\_ project that took place during the time period of June 2018 – March 2019. The project involved: \_\_\_\_\_ and her role was \_\_\_\_\_.*

***Commitment to professional growth***

*Ms. Smith continues to challenge herself professionally, with her most recent dedication in this area being:*

***Service as a role model or mentor that shows dedication to the advancement of women in aerospace.***

*A key reason for why we believe Ms. Smith should be nominated for this award is due to her:*

*The nominator should feel empowered to have full creative authority to write as much as he/she wishes to write regarding this nomination, provided the nominations stays within the **5 page limit**. Adding an introductory, closing statement or other creative pieces are welcomed. This recommendation should be used as a guideline to ensure the most important pieces of the criteria are captured in the award nomination.*

*It is strongly encouraged for nominations to include letters of recommendation. Letters of recommendation do not count toward the 5 page limit. Nominees can include up to three letters – all no longer than 1 page each. When choosing individuals to write the letter of recommendation, it is encouraged to find individuals who are outside the member firm/agency in which the individual works. We recommend only 1 from the firm/agency and then the other 2 should be outside references.*

*To help you through the nomination process, here are steps to complete the nomination:*

1. Enter your information as the Nominator (required)

2. Enter the Nominee's information (*required*)
3. Select an Award
4. Enter a citation exactly how it should appear on the award (*required - limit 180 characters*)
5. Provide a high-resolution Photo of the Nominee in JPeg format (*required*)
6. Provide a copy of the Nominee's resume or bio as either a PDF or formatted text (*required - limit 3 pages*)
7. For each specific Award, enter the Nominee's qualifications, as it relates to the award criteria, as either a PDF or formatted text (*required - limit 5 pages*)
8. For each specific Award, provide an optional letter of recommendation either a PDF or formatted text (*optional - limit 3 pages all-together*)

As a guide, the criteria for all awards are as follows:

#### **The Outstanding Achievement Award**

- Noteworthy, proven, technical or scientific achievement on or contributions to a single aerospace project or program that represents a breakthrough or milestone in the aerospace field.
- The achievement or contribution should have been made during the 18 months preceding the nomination period.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

#### **The Lifetime Achievement Award**

- Noteworthy contributions to aerospace during a career spanning at least 25 years.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

#### **The Leadership Award**

- Demonstration of exemplary leadership abilities that enable others to succeed in the aerospace field.
- Leadership of noteworthy contributions to the aerospace field on a single project over several years or during a career.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

#### **The Aerospace Educator Award**

- Excellence as a full-time educator teaching aerospace topics (at least in part) at the K-12, collegiate, or graduate levels.
- Motivation of students to excel in aerospace-related educational endeavors.
- Service to colleagues and community.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

#### **The Aerospace Awareness Award**

- Excellence in outreach and building public awareness of aerospace programs and developments.
- Innovative approaches to increasing public understanding of aerospace development and activities.
- Commitment to advancing and defining the roles that aerospace plays in all aspects of society.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

#### **The Initiative-Inspiration-Impact Award**

- An individual in her early career, who consistently surpasses expectations from a technical, interpersonal, and management (if applicable) perspective.
- The achievement or contribution should have been made during the 24 months preceding the nomination period.
- Noteworthy contributions to the aerospace industry during a career spanning fewer than 10 years.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

**We recommend submitting your nomination as a pdf.**

PDFs to be submitted as one of the following versions:

- Acrobat 5 (PDF 1.4)
- Acrobat 4 (PDF 1.3)

**Please feel free to call the WIA Headquarters Office with questions**  
[Info@womeninaerospace.org](mailto:Info@womeninaerospace.org) 202-547-0229

**Deadline for Award Nominations: June 19, 2019**  
**Final Day to Make Changes in System: June 24, 2019**