**Connecticut Academy of Science and Engineering**

### MEMBERSHIP NOMINATION PREPARATION FORM

***Deadline for nominations: November 16, 2023, 4:00 PM ET***

* This form is provided to help you prepare your nomination. Once the information needed is gathered, enter the information into the online [Nomination Form.](https://ctcase.wufoo.com/forms/zcdgmi10bxfvga/)
* **You CANNOT save your work on the online nomination form and return to it later**. Please prepare nominations in advance using this Nomination Preparation Form.
* Monitor the word and character counts. If you exceed the word or character count, you will be unable to save the online Nomination Form.
* A CASE Member may serve as a Nominator for only one nomination and as a Reference (Member Reference or External Reference) for only one nomination. A CASE Member CANNOT be a Nominator and a Reference (Member Reference or External Reference) for the same nomination.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**NOMINEE CONTACT INFORMATION**

**Nominee First Name:** **Nominee Middle Initial:** **Nominee Last Name:**

**Academic Credential *(i.e. MD, PhD, PE, etc)*:**

**Position/Title:**

**Department (if applicable)**:

**Organization**:

**Nominee’s BUSINESS Address & Contact Information**

**Business Email:**

**Business Phone:**

**Street Address:**

**Address Line 2:**

**City:**

**State/Province/Region:**

**Postal/Zip Code:**

**Country:**

**Nominee’s Home Address (Number/Street, City, Zip):**

**Alternate Email Address (optional):**

**Home Phone**:

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Citation *(50 Words or less):***

**It is important that the CITATION be concise (50 words or less) and make the case *(see Academy Membership Criteria, specifically the Membership Bylaws Requirements, for criteria to be considered)* for why a nominee should be elected. Be sure to identify high impact and specific contributions of the nominee.** *A nominee’s accomplishments can be more fully described in the NARRATIVE section of the Nomination. See sample citations included in the Call for Nominations.*

**National Academies** (*Indicate if the Nominee is an elected member of any of the following National Academies with election year noted:* NAS, NAE, NAM):

**Professional Area(s)** *(i.e. areas of expertise; 50 Words or less):*

**NOMINATOR & REFERENCE INFORMATION**

***Note: A CASE Member may serve as a Nominator for only one nomination and as a Reference (Member Reference or External Reference) for only one nomination. A CASE Member cannot be a Nominator and a Reference for the same nomination***

**Nominator***(CASE Member Nominator Required; the nominator DOES NOT submit a letter of support)****:***

Name/Title/Organization:

Nominator Email:

Nominator Phone:

**REFERENCES**

* **Member Reference** *(CASE Member Reference Required, apart from the Nominator)*

Member Reference Letter of Support (400-word limit) is REQUIRED. The letter must be uploaded to the on-line nomination form. The CASE Member Reference should clearly identify which or both of the following criteria for Academy membership make this individual qualified and briefly explain why: 1) Scientific distinction achieved through significant original contributions in theory or applications AND/OR 2) Unusual accomplishments in the pioneering of new and developing fields of applied science and technology. **A member serving as a reference must be different from the member serving as the nominator.**

**Member Reference Name/Title/Organization:**

**Member Reference Email:**

**Member Reference Phone:**

* **EXTERNAL REFERENCE & Letter of Support** *(External Reference is optional but preferred)*

If an external reference is provided, a letter of support is required. The letter of support must clearly identify which or both of the following criteria for Academy membership make this individual qualified and briefly explain why: 1) Scientific distinction achieved through significant original contributions in theory or applications AND/OR 2) Unusual accomplishments in the pioneering of new and developing fields of applied science and technology. This reference is an individual external to the nominee’s organization/company. The External Reference may be, but does not need to be, a CASE Member, but it cannot be the Nominator above. While an external reference is optional, its inclusion may positively enhance the strength of the nomination package during the assessment by the membership committee. The External Reference Letter of Support (400-word limit) must be uploaded to the online Nomination Form.

**External Reference Name/Title/Organization:**

**External Reference Email:**

**External Reference Phone:**

**External Reference Background:**

**Brief Statement on the External Reference’s background/stature to provide context for the required Letter of Support:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**NOMINEE ADDITIONAL biographical summary**

***(All sections must be completed for processing a Nomination. If a Section does not apply to the Nominee, enter N/A in the space provided).***

This information is used to highlight and summarize the Nominee’s major activities and accomplishments.

**Degrees** *(institution, date, degree, major; list in chronological order – 1st to last degree conferred)*:

**Principal Publications and/or Patents** *(List no more than 5 and include dates of each publication or patent. Provide a brief summary of the importance of each publication or patent listed to provide added-value for consideration of the Nominee. If none, please note N/A)*

*2,800 Characters Max (about 450 words)*:

**Honors and Awards** *(List no more than 8. If none, note N/A)*

*2,800 Characters Max (about 450 words)*:

**Public Service** *(List no more than 8. If none, note N/A)*

*2,800 Characters Max (about 450 words)*:

**Professional Society Memberships** (*List no more than 8. If none, note N/A*)

*2,800 Characters Max (about 450 words)*:

**Narrative:** *In addition to the* ***CITATION****, please include an additional 200 - 400 words (2,900 characters max) statement setting forth objectively the nominee's principal contributions to science or engineering. This information will be used by the membership committee in their review of the nominee.*

Clearly Identify in your narrative which or both of the following criteria for Academy membership make your nominee qualified and briefly explain why:

* Scientific distinction achieved through significant original contributions in theory or applications;
* Unusual accomplishments in the pioneering of new and developing fields of applied science and technology.

**ATTACHMENTS**

*The online form will provide places to attach 1 or 2 letters of support and the nominee’s CV.*

*REMINDER: A member nomination is required, and a Letter of Support from the Member Reference also REQUIRED.*

*An external reference is OPTIONAL but PREFFERED. If provided, a Letter of Support from the External Reference is REQUIRED. A CASE Member cannot be a Nominator and a Reference (either external or member reference) for the same nomination.*

**Curriculum Vitae/Resume**

Please attach either a Word or PDF version of the nominee’s CV to the Online Form.

*The CV should include the following:*

* Professional positions: Institutions & dates, with all positions/dates at each institution.
* Education: All undergraduate and graduate degrees, institutions and year conferred
* Post-doctoral fellowships and/or Visiting professorships
* Bibliography of publications by the candidate.