



## FELLOWS AWARD NOMINATION—HELP GUIDE

Please use this help guide to assist you in gathering all the required information for your Fellows Award nomination.

**Nomination for our 2020 Wisconsin Academy Fellows Award will be accepted:**

**August 1 - September 30, 2019**

Online at [wisconsinacademy.org/nominate](https://wisconsinacademy.org/nominate)

### SAVE YOUR PROGRESS

New for 2019—all nominators will be required to register a login/password.

Your login will enable you to save and return to your nomination. If you plan to submit more than one nomination for consideration, you will only be able to prepare one nomination at a time.

#### REQUIRED FOR LOGIN:

- Username or e-mail address
- Password

### WHAT INFORMATION WILL YOU NEED?

*In addition to the contact information of the nominee and nominator(s)*

#### Support Materials

**\* Citation (250 characters max)**

Cite in one or two sentences the highlights of your nominee's contributions or qualifications that make them the ideal candidate to be selected as a Wisconsin Academy Fellow. For use in award materials.

**\* Nomination Statement (500 words max)**

Please tell us how this nominee exemplifies excellence within the sciences, arts, or letters. Include their significant contribution(s) to the state of Wisconsin or society at large.

**\* CV or Resume (3 page max)**

**\* Three (3) Letters of Recommendation**

#### Supplemental Materials (with brief descriptions)

Examples might include: Art work, Publications, Awards, Presentations, Recordings, etc.

**Up to four (4) work samples**

#### Web Links

Examples might include: nominee websites, YouTube content, articles, publications, blogs or journals, reviews, photos or work samples, etc.

**Up to four (4) web links**

### Fellow Nomination Follow-Up Survey

After you submit your nomination, please take a moment to complete our brief survey. Thank you!

If you have any questions about the nomination process or with completing the nomination form, please contact [fellows@wisconsinacademy.org](mailto:fellows@wisconsinacademy.org).



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### MATERIALS CHECK LIST

For your nomination to be considered please adhere to the page and documents size limits. Required information is noted by an asterisk (\*).

GENERAL INFORMATION	INFORMATION TYPE / FILE NAME	
<b>NOMINEE INFORMATION—Required</b>		<input checked="" type="checkbox"/>
* Nominee’s Full Name	Typed into online form	
* Date of Birth	Typed into online form	
* Current Mailing Address (either work or home)	Typed into online form	
* Phone number	Typed into online form	
* Email address	Typed into online form	
* Area of Discipline (Sciences, Arts, Letters or Other)	Typed into online form	
<b>NOMINATOR(S) INFORMATION—Required</b> Each nomination can support up-to five (5) nominators		<input checked="" type="checkbox"/>
* Your Full Name	Typed into online form	
* Current Mailing Address (either work or home)	Typed into online form	
* Phone number	Typed into online form	
* Email address	Typed into online form	

SUPPORT MATERIALS	INFORMATION TYPE / FILE NAME	
Please title your documents as listed below. Your nominee’s full name should replace the generic “NomineeName”.		
<b>REQUIRED MATERIALS—Accepted format: pdf   Please submit no more than 10 total pages</b>		<input checked="" type="checkbox"/>
* Citation (250 characters max)	Typed into online form	
* Nomination Statement (500 words max), 2 MB max	[NomineeName_FY20_NomStatement]	
* CV or Resume (3 page max), 2 MB max	[NomineeName_FY20_CV-Resume]	
* 1 <sup>st</sup> Letter of Recommendation, 2 MB max	[NomineeName_FY20_Recommendation1]	
* 2 <sup>nd</sup> Letter of Recommendation, 2 MB max	[NomineeName_FY20_Recommendation2]	
* 3 <sup>rd</sup> Letter of Recommendation, 2 MB max	[NomineeName_FY20_Recommendation3]	
<b>SUPPLEMENTAL MATERIALS—Accepted formats: pdf, jpg, mov, mp3, m4v, wav</b>		<input checked="" type="checkbox"/>
1 <sup>st</sup> Supplemental material	[NomineeName_FY20_Worksample1]	
2 <sup>nd</sup> Supplemental material	[NomineeName_FY20_Worksample2]	
3 <sup>rd</sup> Supplemental material	[NomineeName_FY20_Worksample3]	
4 <sup>th</sup> Supplemental material	[NomineeName_FY20_Worksample4]	
<b>WEB LINKS—You can also include up to four (4) separate web links</b>		

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