

**NEW AWARD / LECTURESHIP PROPOSAL**

|  |  |
| --- | --- |
| Date: |  |
| Name of the Award/Lecture: |  |
| Is this an Award or Lecture? |  |
| Is there an AIAA similar award/lecture already existing? |  |
| Committee Responsible: |  |
| Technical Group: |  |

**Approvals:**

|  |  |
| --- | --- |
| Technical Group Director Approval: |  |
| Date: |  |
|  |  |
| Technical Activities Chief Approval: |  |
| Date: |  |
|  |  |
| Honors and Awards Committee Approval: |  |
| Date: |  |
|  |  |
| Board of Trustees Approval Date: |  |

**Charter**

**Scope:**

**Background:**

(Present some evidence exists that there is a need for an award in this technical area. A wealth of innovative, unrecognized contributions, or deserving individuals with no forum for recognition, or substantial literature in the technical specialty area, or other types of evidence.)

**Constituency:**

(Involves 500 AIAA members or more - as evidenced by 1st, 2nd, or 3rd choice of technical interest area.

Primary (1st) technical interest area of at least 100 AIAA members.)

**Administration:**

The administration of the XX Award resides at AIAA Headquarters.

**Frequency:**

**Candidate Qualifications:**

* AIAA membership is not required.
* In general, the nominee must not be a current member of the responsible committees.
* Current standing members of the AIAA Board of Trustees or Council of Directors are not eligible for AIAA national or technical awards. They may be considered once their terms have ended.
* AIAA service/participation may be a discriminator between otherwise equal candidates.
* Individual or Team?

**Type of Accomplishment:**

(i.e., lifetime or recent – X years)

**Selection Committee:**

**(**Describe the makeup of the selection committee and how it is formed, including the chair. )

The Awards and Honors Subcommittee of the AIAA XX Committee shall be responsible for the selection of the AIAA XX awardees. The committee is to submit the selected award with supporting documents to the AIAA Group Director for final approval.

**Named Award:**

**(**Written permission from an authority (family) must be obtained to name an award.)

**Honorarium or Endowment:**

# Judging Nominations

All nomination packages are to be submitted to the AIAA Headquarters by COB of the Award Deadline. Upon validating the nominations for accuracy and member related qualifications, AIAA will distribute the nominations to the committee for review and to select a winner.

All nomination submissions and selection processes are to follow the AIAA Honors and Award policy and processes, as noted on AIAA Webpage: <https://www.aiaa.org/home/get-involved/honors-awards/awards/call-for-awards-nominations/Awards-FAQ>

**Deadlines:**

Nomination Deadline:

Committee Review Period (3 months after the nomination deadline):

Group Director (3 months after the nomination deadline):

**Award Presentation Venue:**

**Award Notification:**

Upon the approval of the Group Director, AIAA will notify all candidates. For those not awarded, their nominations will be carried over to the next year for another review for a maximum of 3 years (original year plus 2 years of carry over, for annual awards).

**Criteria:**

The following criteria form the basis for evaluating nominations for this award

XXX

Below is a scoring/grading criteria table:

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Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

XX Committee Chair