*Engineering Institute of Canada*

*Honours, Awards and Fellowships Program*

2024 AWARDS NOMINATION - RULES and FORM

# *Note: Nominations must be received by midnight, 15th November, 2023, for awards and fellowships to be conferred in Spring 2024.*

**Instructions for Nominators:**

1. Nominations reflecting the gender and ethnic diversity of the Canadian engineering community are being sought from EIC constituent societies or their members to recognize outstanding individuals that are most deserving of receiving a senior award or fellowship of the EIC. Members cannot nominate themselves – they must be nominated by their peers. Note that nominations of CDA or CGS members must be pre-approved by the respective society. All nominations must strictly adhere to the rules and use the form herein prescribed. Nominations that deviate from such rules/form will be rejected.
2. **Nominators must be members in good standing of an EIC Constituent Society**. As **nominator**, identify a member in good standing of an EIC Constituent Society (see rule #6) as your candidate/nominee for an EIC Fellowship or Award. Discreetly securing a copy of his/her resume/curriculum vitae (CV) is encouraged, but not essential. If at all possible, the nominee should not know that he or she is being nominated. For details on each award’s terms of reference, refer to EIC’s web page: <https://eic-ici.ca/honours_awards/>.
3. Identify two or three supporters (other than the Nominator) who know the nominee’s accomplishments well. **Supporters need not be members of an EIC Constituent Society**. Send them the nominee’s CV (if available) and seek their agreement to serve as **supporters** of the nominee in the form of a letter. These letters should: indicate supporter’s e-mail address and position title, not exceed 2 pages in length and convey the supporter’s knowledge, experience and personal interaction with the nominee.
4. Complete this Nomination Form in its entirety, including a 150 to 200-word bio/citation which must be included in the space provided. To review previous citations, go to <https://eic-ici.ca/honours_awards/> and click on the relevant award, then on Citation where it appears next to a recipient of interest. The citation should ideally describe the **importance and impact of the nominee's accomplishments**.
5. **Excluding this cover page, the length of the Nomination Form is four (4) pages and must not be altered in length or font size.** The selection committee is less interested in the quantity of someone’s work than it is in its quality as measured by the impact of the work on the profession and society.
6. **Except for the Honorary Member category, EIC recognition is reserved for members in good standing of Constituent Societies of the EIC.** In the case of CSCE and CSME, members must also be a fellow of that society to be eligible for an EIC fellowship nomination. As regards Honorary members, nominees need not be engineers, though engineers are not excluded.
7. Once the ‘dossier’ is complete, please e-mail to ggosselin.eic@gmail.com prior to end of day 15 November (midnight). The support letters may be sent in MS-WORD or unlocked PDF documents (e-signing sometimes locks the file). It is best if the nomination form is also sent in WORD – not scanned).
8. In summary, the complete Nomination Package must be received by **midnight 15 November 2023** and include the following documents (please do not submit resumes/CVs):
* The completed Nomination Form, including a citation; and
* A minimum of two (2) / maximum of three (3) letters of support.

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NOMINATION FORM (must not exceed 4 pages)

**Nomination for** (check one)**:**

 **Sir John Kennedy Medal [ ]**

 **Julian C. Smith Medal [ ]**

 **K.Y. Lo Medal [ ]**

 **John B. Stirling Medal [ ]**

 **Canadian Pacific Railway Engineering Medal [ ]**

 **Honorary Member [ ]**

 **EIC Fellow [ ]**

## Information concerning the Nominee:

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Member Society** | **Membership #** |
|  |  |  |

|  |  |
| --- | --- |
| **Address** | **Communications** |
| **Street (and Number):** |  | **Tel #:** |  |
| **City:** |  | **Cell #:** |  |
| **Province:** |  | **E-mail:** |  |
| **Postal Code:** |  |  |  |

|  |
| --- |
| **Education** (list most recent degree first) |
| **Degree** | **Year** | **Institution** |
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| **Work History** (list most recent employment first) |
| **Company/Institution** | **Title/Position** | **Years** |
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NOMINATION FORM (cont’d)

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| --- |
| **Honours and Awards** (list most recent award first) |
| **Award/Honour** | **Awarded by** | **Year** |
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| **Most Notable Career Achievements and their Significance()may include professional/volunteer activity)** (please describe briefly in the space provided) |
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| --- | --- |
| **Professional Activities** | **Year(s)** |
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**NOMINATION FORM (cont’d)**

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| --- |
| 150-200 word Citation (including bio info) |
|  |

## Information concerning the Nominator:

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Member Society** | **Membership #** |
|  |  |  |
| **Address** | **Communications** |
| **Street (and Number):** |  | **Tel #:** |  |
| **City:** |  | **Cell #:** |  |
| **Province:** |  | **E-mail:** |  |
| **Postal Code:** |  |  |  |

NOMINATION FORM (cont’d)

## Information concerning Supporters:

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Title/Position** | **Contact Info** |
|  |  | **e-mail:** **Tel :**  |
|  |  | **e-mail:** **Tel :**  |
|  |  | **e-mail:** **Tel :**  |

**Attachments**

1. Attach a minimum of 2 and a maximum of 3 **Letters of Support.** The Nominator may append a cover letter, but letters from 2 or 3 other supporters must be submitted. If sending pdf letters, please make sure they are unlocked and allow for copying/extraction.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you may use a digital signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B.** Your signature means you have read the resume, compared it to the criteria for the Medal, Award or Fellowship, and vouches that the written citation accurately reflects the curriculum vitae. If you are not sure, please contact Exec Dir Gosselin for assistance prior to submission.

Send nomination package and attachments to: **Guy Gosselin, FEIC, FCSCE, P.Eng.**Executive Director,
Engineering Institute of Canada

**By e-mail (preferred):** ggosselin.eic@gmail.com (Tel: 613-796-4750)