FELLOW REFERENCE
HELP GUIDE
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1. **ELIGIBLE REFERENCES**

Eligibility: A Reference must be an eligible IEEE Fellow or Life Fellow (Note: waiver is noted below for Region 9) in good standing. As defined in IEEE Bylaw I-104.14.2a “when applied to an IEEE member, the term member in good standing shall mean an IEEE member of any grade who is not under suspension” and 104.14.1.c “Meet the monetary obligations required for membership such as the payment of dues and applicable assessments. In addition, Life Members shall be obligated to confirm annually the desire to continue to receive services and publications(s) to which they are entitled”.

Non-eligibility: Members of the IEEE BoD, members of the IEEE Fellow Committee, the IEEE Society/Technical Council Fellow Evaluating Committee Chairs or members who are reviewing the nomination or IEEE Staff may not serve as References.

**Note:** References shall be accepted if a reference is an IEEE Senior Member or IEEE Life Senior Member from Region 9 in good standing and the nominee they are serving as a reference for resides in Region 9.

2. **GENERAL INFORMATION**

**Browsers**

The IEEE Fellow Online Nomination Process is supported by the following browsers:

- IE: 9, 10
- Chrome: Latest version
- Firefox/Safari: Latest 2 versions

**Accessing the Fellow Nomination System**

To access the Fellow Nomination System, an IEEE Primary Account must be used.

If you need assistance, contact the IEEE Support Center. You can reach the Global Offices directly on-line at: [www.ieee.org/contactcenter](http://www.ieee.org/contactcenter) or by telephone at: **1.732.981.0060** Worldwide, **1.800.678.4333** US & Canada.

**Deadline**

Reference forms must be received by March 01 (11:59 EST). NO EXCEPTIONS WILL BE MADE.

**Changes to a Reference Form**

Modifications will be permitted up to the deadline of March 01 but once a reference form is submitted, no changes are permitted.

**Printing the Reference Form**
The Reference form can be printed up to the deadline of March 01 but once a reference form is submitted, you will not be able to print the form.

3. COMPONENTS OF THE REFERENCE FORM

NOMINATION INFORMATION

Nominee Name:
Nominator Name:

The above information will be populated on the form.

REFERENCE CONTACT INFORMATION

Name:
E-mail:
City:
State:
Country:

The above information will be populated on the form.

RELATIONSHIP

Describe your relationship to the nominee and how, you, PERSONALLY, became aware of the importance of his/her extraordinary accomplishments and their impact to society.

ACHIEVEMENTS

On the basis of your personal knowledge of the work of the nominee, please indicate whether or not, in your judgment, the nominee meets the requirements for Fellow grade. What distinguishes his/her contribution from the norm? Explain from your perspective (not copied from the nomination form), the impact on professional knowledge, widely used technologies, or industry processes, products, and services of at least one outstanding contribution made by the nominee. How does the nominee’s accomplishment compare with those other Fellows with whom you are familiar (not naming individuals)? Has the nominee’s contribution made a significant difference to society, and, if so, how?

CREDENTIALS

Provide a brief listing of your own credentials

CATEGORY

Identify the category in which the nominee has made a significant contribution that would qualify him/her for Fellow grade.

QUALIFICATION
Indicate the nominee’s level of qualification for Fellow grade.

4. **HOME PAGE**

The Home Page is a landing page for references. After you log into your IEEE Primary Account, a home page will be created specifically for you. The page will display two sections. An “Open Activities” section and a “Closed Activities” section (see Example 1). Each section includes the following columns: Role (responsibility of a member), Class (the year the nomination will be conferred), Created (date the form was initiated), Name/Description (name of nominee), Status (stage of the form) and Action (an act that needs to be completed). A help icon (?) will appear next to the role name, if you need to refer to the help guide.

**Example 1**

Home Page  

Whoever@ieee.org/Sign Out

**Open Activities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
</table>

**Closed Activities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
</table>
5. **ACCEPTING OR DECLINING A REQUEST**

- After you click the link in the e-mail, you will be prompted to log in with your IEEE Primary Account.
- Your “Home Page” will appear.
- Look at the “Open Activities” Section (See Example 2).
  - When a nominator lists you as a potential reference on a nomination form, the below action will appear.
    - “Accept/Decline Reference Request”. Clicking on this action will allow you to either accept or decline the request. (See Example 2a).
  - If you decline the request, click on “decline” and then log out of the system.
  - If you accept the request, click on “accept”. A reference form will appear. You can complete and submit the form or you can save it as a draft and complete it at a later date.
  - If you want to view the nomination form, click “View Nomination” at the top of the page.
  - If you want to print the reference form, click the print icon at the top of the page.
  - After you have submitted the reference form, the item will be removed from the “Open Activities” Section and moved to the “Closed Activities” Section. Note: an item in the closed activities section no longer requires any action but you will be permitted to view the item in PDF format.

**Example 2**

Home Page

![Home Page](image)

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>20xx</td>
<td>xx/xx/xxxx</td>
<td>Name of Nominee</td>
<td>New</td>
<td>Accept/Decline Reference Request</td>
</tr>
</tbody>
</table>

Whoever@ieee.org/Sign Out
Example 2a

Reference Request – Accept/Decline
Please accept or decline this reference request below.
Name of Nominee:
Name of Nominator:
Your Name:
Your Member #: 

_____Accept _____Decline

6. RETURNING TO COMPLETE A REFERENCE FORM

Note: you can return to your home page through the e-mail you received or through the Fellow Web Site at http://www.ieee.org/membership_services/membership/fellows/fellows_nomination.html.

- After you click the link in the e-mail or on the Fellow Web Site, you will be prompted to log in with your IEEE Primary Account.
- Your “Home Page” will appear.
- Look at the "Open Activities" Section. (See Example 3)
- Click on “View Reference”, to open the reference form.
- If you want to view the nomination form, click “View Nomination” at the top of the page.
- If you want to print the reference form, click the print icon at the top of the page.
- After you have submitted the reference form, the item will be removed from the “Open Activities” Section and moved to the “Closed Activities” Section. Note: an item in the closed activities section no longer requires any action but you will be permitted to view the item in PDF format.
Example 3

Open Activities

<table>
<thead>
<tr>
<th>Role</th>
<th>Class</th>
<th>Created</th>
<th>Name/Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(? ) Reference</td>
<td>20xx</td>
<td>xx/xx/xxxx</td>
<td>Name of Nominee</td>
<td>Accepted</td>
<td>View Reference</td>
</tr>
</tbody>
</table>

7. SIGNING OUT OF THE NOMINATION HOME PAGE

- Click on the “Sign Out” button at the top of your Home Page.
- You will be brought back to the IEEE Web Site.