FELLOW ENDORSEMENT
E-MAIL HELP GUIDE
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1. **ELIGIBLE ENDORSEMENT**

Eligibility: Any person, including non-IEEE members may serve as an Endorsement.

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 Endorsements.

2. **GENERAL INFORMATION**

**Browsers**

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

**Deadline**

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

**Saving an Endorsement Form**

An endorsement form cannot be saved in draft mode.

**Printing the Endorsement Form**

The endorsement form must be printed prior to submission.
3. **COMPONENTS OF THE ENDORSEMENT FORM**

**NOMINATION INFORMATION**

Nominee Name: T
Nominator Name: 

The above information will be populated on the form.

**ENDORSER CONTACT INFORMATION**

Name/Organization: 
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**

Why is the nominee’s achievements extraordinary and how has it had a significant impact on the profession or society?

**ENDORSER CREDENTIALS**

Provide a brief listing of your credentials and your industry or academic affiliations.
4. **STEPS TO COMPLETING AN ENDORSEMENT FORM**

- After you click on the link in the e-mail, a form will appear (see Example 2).
- Click on “Accept” or “Decline”.
- If you accept the request, the endorsement form will appear. It must be completed once it is launched. The system will not allow you to save the form in draft mode. If you sign out of the system and decide to complete the form at a later time, you will need to accept the request again.
- If you need to refer to the help guide, click the help icon (?) at the top of the page.
- If you want to view the nomination form, click “View Nomination” then click the print icon at the top of the page, if you want a hard copy.
- If you want to print the endorsement form, click the print icon at the top of the page.
- Submit the form

**Example 2**

**Endorsement Request – Accept/Decline**

Please accept or decline this reference request below.

Endorsement requested for nominee:

By Nominator:

Your Name:

Your Member #:

| Name of Nominee
| Name of Nominator
| Name of Reference
| Reference Member #

☐ Accept  ☐ Decline