



Honoring Excellence

2022-2023 IFT Achievement Awards Nominee Guide

Eligibility per the IFT Awards Program Policy

To be eligible to receive an IFT Achievement Award, a nominee must be a non-student IFT member in good standing.

To be eligible to receive an IFT Achievement Award, a nominee must not have received another IFT Achievement Award within the previous 3 years. An individual may not receive the same award or prize more than once or receive more than one award in the same year. These restrictions do not apply to designation as an IFT Fellow, to receipt of the Collaborative Research Grant in honor of Marcel Loncin, or to Achievement Award winners with multiple recipients (i.e., commercialization teams). When preparing the award submission, review the award eligibility and criteria carefully. For ease of jury scoring and deliberation, make every effort to tailor the nomination to the specific award.

Best Practices for Nominations

- Provide specific examples that speak to the award criteria and the types of achievements meant to be recognized.
- Make sure the nominee CV/resume (*when required*):
 - Is structured to emphasize the accomplishments that address the award criteria
 - Follows the required format: maximum 5 pages, no less than 10-point font, 1-inch (2.5-cm) margins

Best Practices for Nominee Support Letters of Reference

- Select individuals who can share specific examples related to the criteria for the award
- Ask the referees to review the award eligibility and criteria carefully
- Provide the referee with page length, font, and border size requirements for the letter: maximum 1 page, no less than 10-point font, 1-inch (2.5-cm) margins

A list of FAQs is available [here](#).

