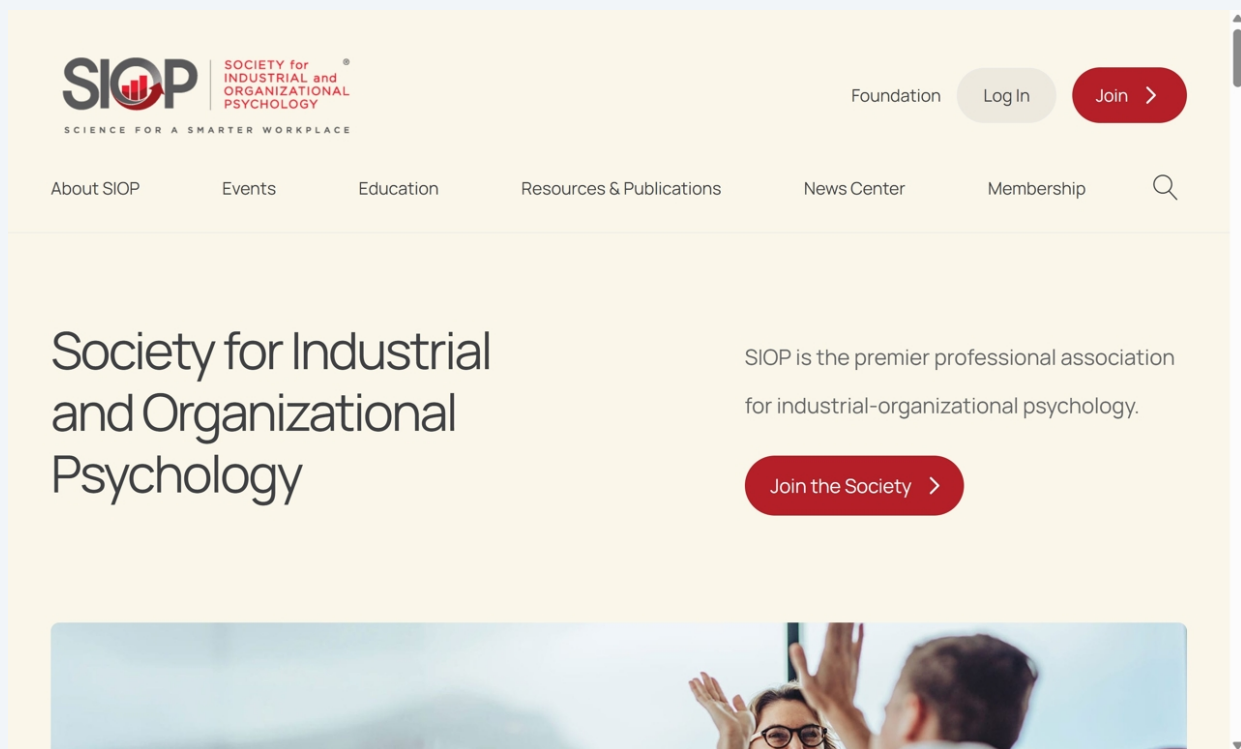


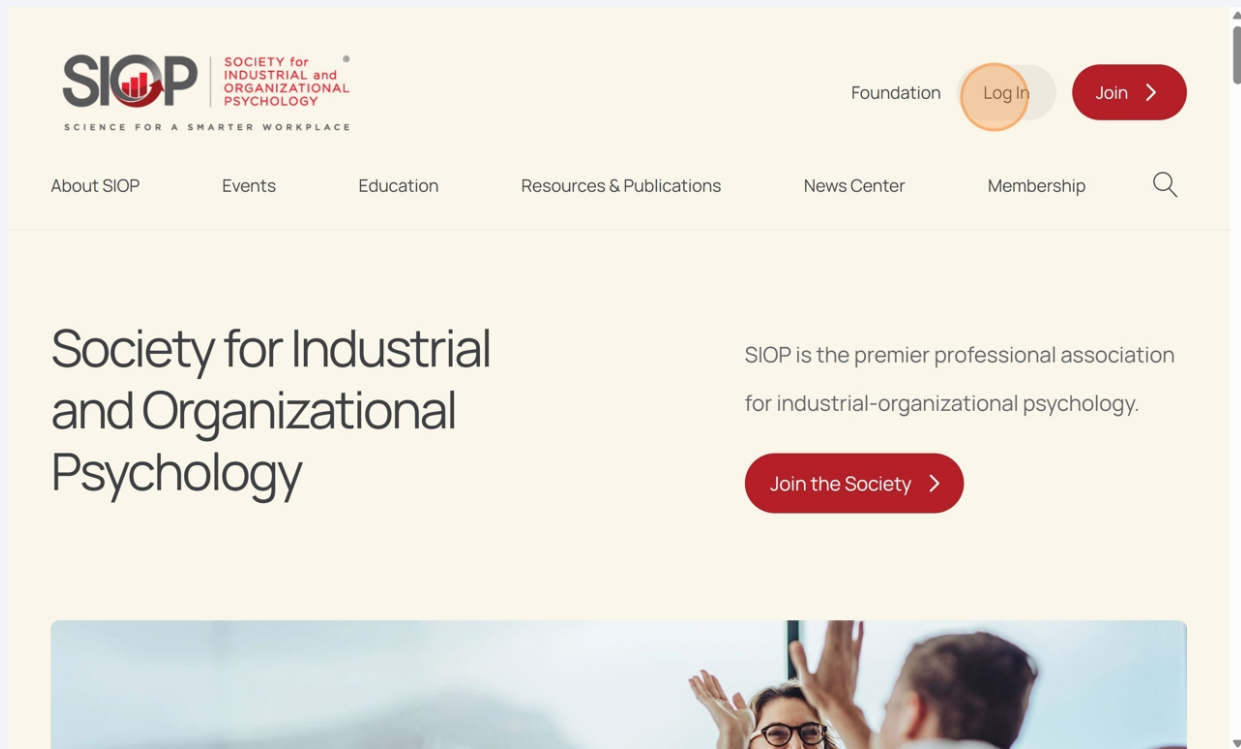
# How to Nominate for a SIOP Award [Distinguished Recognition]

This guide provides a step-by-step process for nominating someone for a SIOP award (in this example the Distinguished Service Contributions Award), ensuring that you don't miss any crucial steps. By following the detailed instructions, you can easily navigate the nomination system and successfully submit your nomination. Awards recognize deserving individuals in the field, promote their contributions, and foster a culture of appreciation within the professional SIOP community.

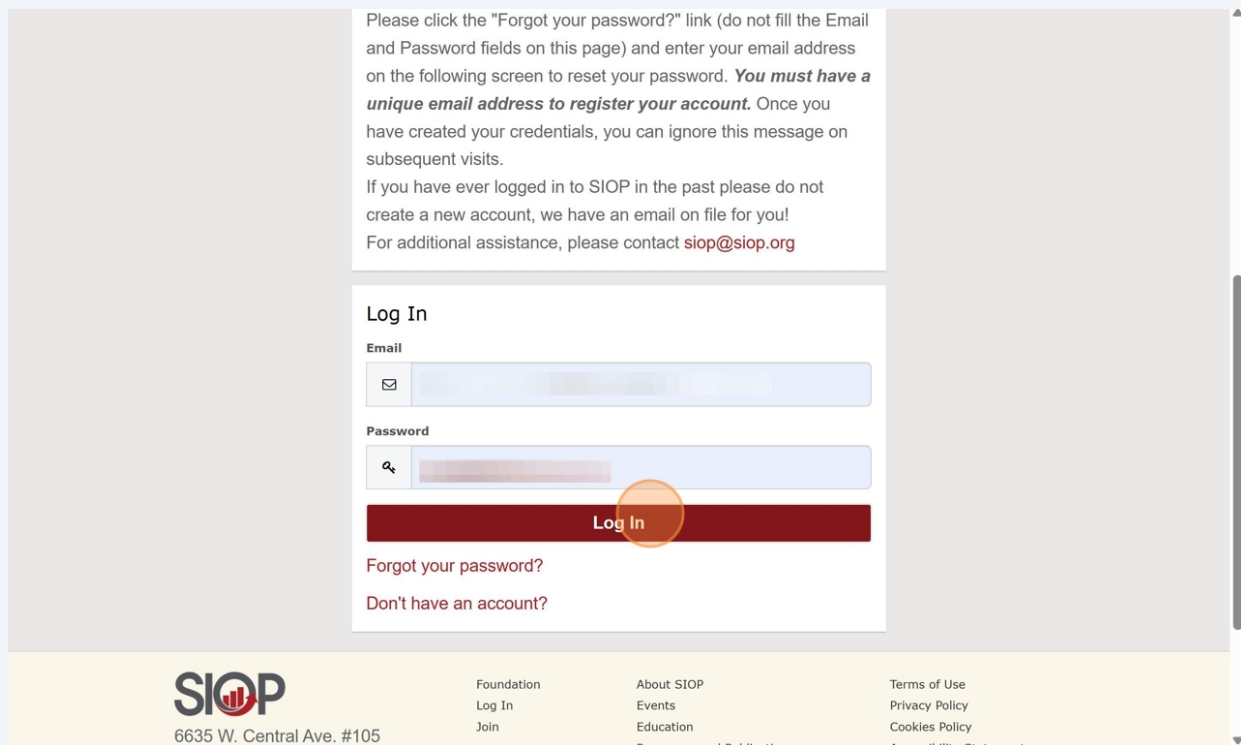
1 Navigate to <https://www.siop.org/>



## 2 Click "Log In"

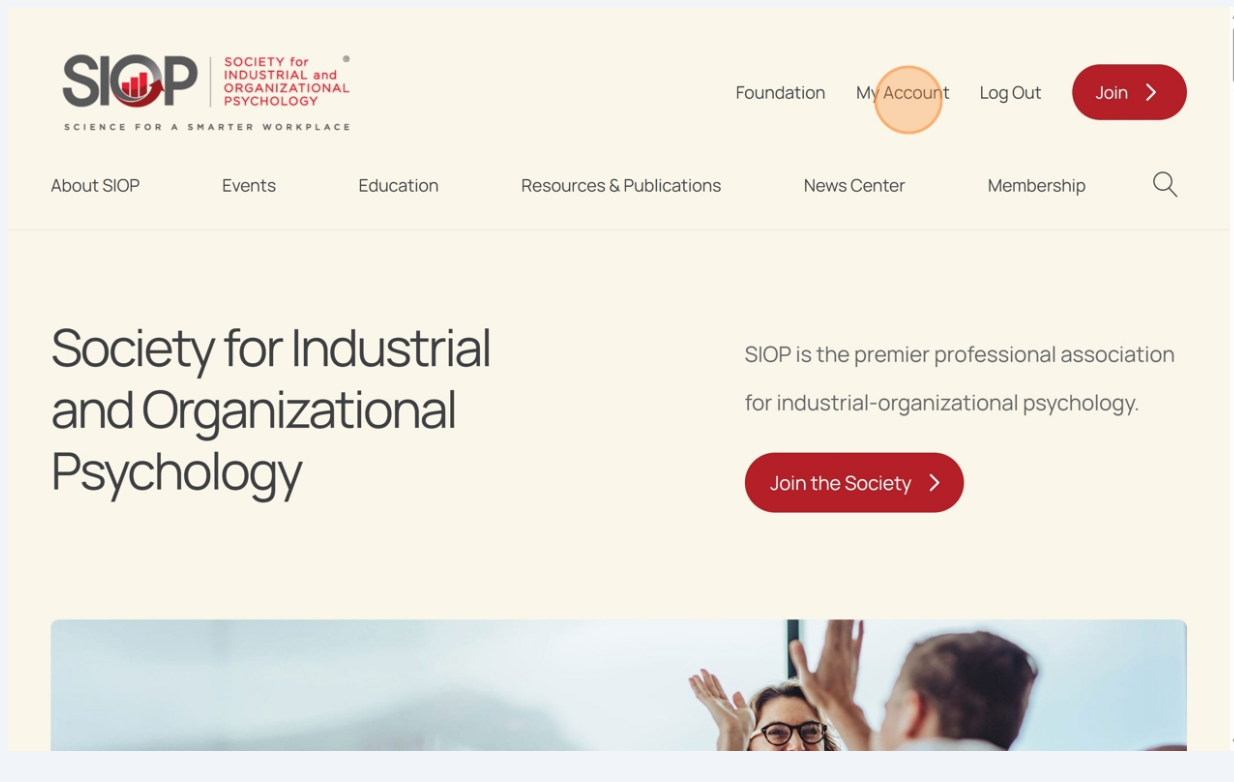


## 3 Insert your username and password and Click the **Log In** button.

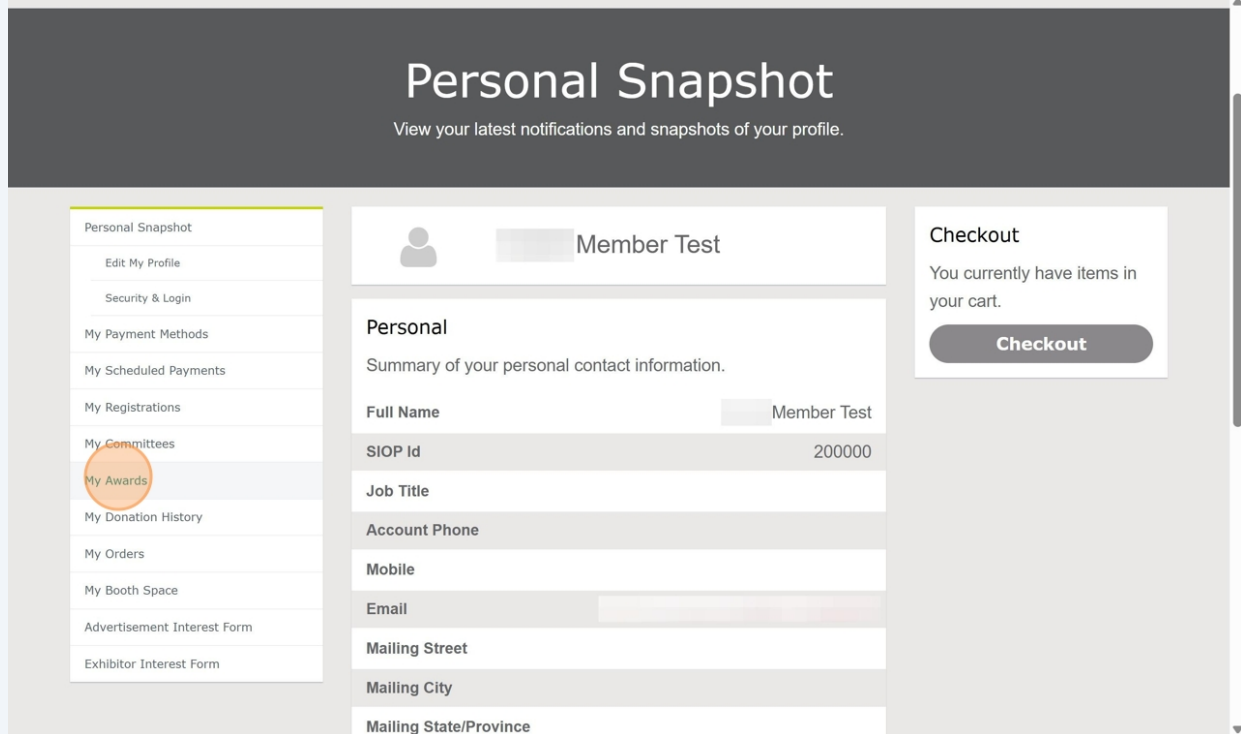


4

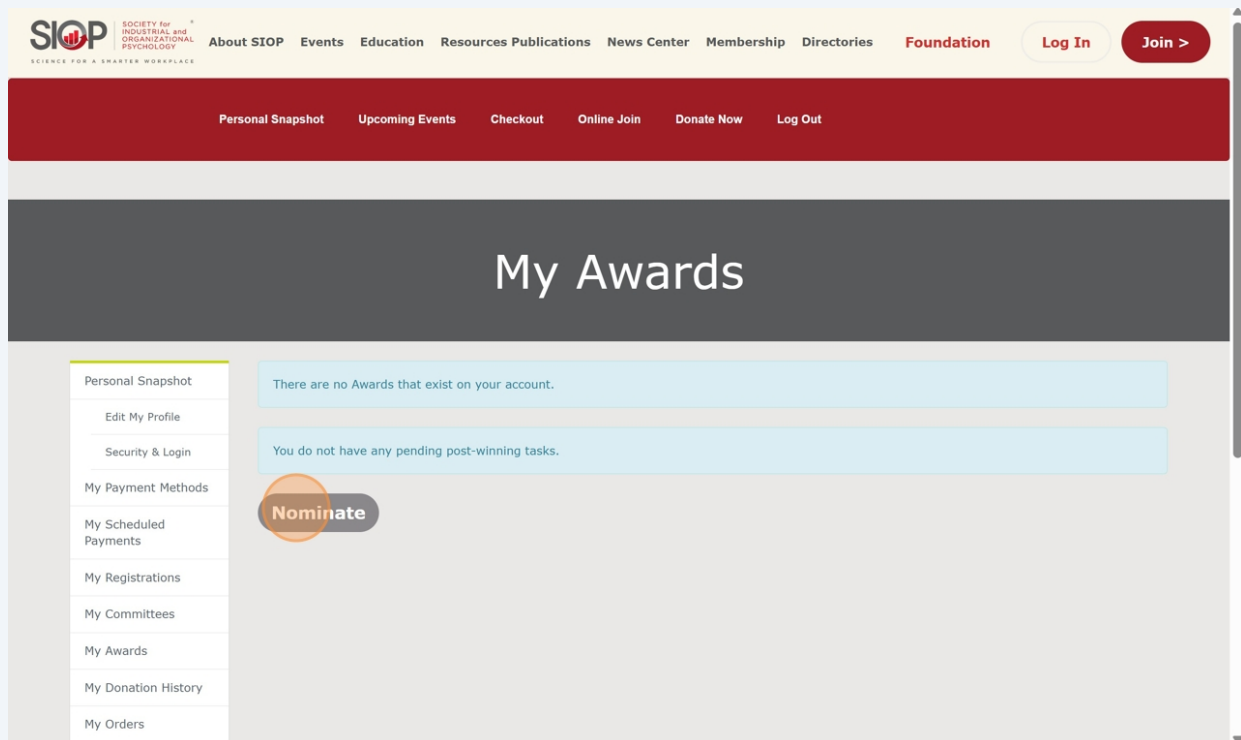
Click **My Account** to visit your member portal to access the awards nomination process.



5 When viewing your Personal Snapshot, click **"My Awards"**



6 To access the available awards and select a nominee, click **"Nominate"**.



7

For this example, we selected the "**Distinguished Service Contributions Award**" option from the drop down picklist using the right-hand arrows. Then click "**Next**" to move to the next step.

**Award Nomination**

Submit an application by filling out below form.

**Award Type Selection :**

Select the award type that you would like to nominate for.

\*Award Types

Distinguished Service Contributions Award

Next

8

You will have the option (if applicable) to self-nominate or nominate another member for the award. In this example we selected the nominate "**Someone Else**" option using the drop down picklist using the right-hand arrows. Then click "**Next**" to move to the next step.

The screenshot shows a web interface for an 'Award Nomination'. The title 'Award Nomination' is centered at the top in a large, white font on a dark grey background. Below the title, a subtitle reads 'Submit an application by filling out below form.' On the left side, there is a vertical sidebar menu with various options: 'Personal Snapshot', 'Edit My Profile', 'Security & Login', 'My Payment Methods', 'My Scheduled Payments', 'My Registrations', 'My Committees', 'Committee Roster', 'Member Directory', 'My Awards', 'My Donation History', 'My Orders', and 'Committee Join'. The main content area contains a form with a section titled '\*Who Is Being Nominated?'. This section has a dropdown menu with 'Someone Else' selected. To the right of the dropdown, there are two buttons: 'Previous' and 'Next'. A red circle highlights the dropdown menu, and a red arrow points to the 'Next' button.

9

The page will appear with your contact information for reference in the text area. This is to confirm that you are the "*Nominator*". The choose a separate "*Nominee*", Click "**Next**"

10

To select your nominee, click "**Add Additional Nominee**"

11

Type in the name of your nominee. They should appear in the search box below. Scroll down and click the purple box to the left of the name of your nominee.

*NOTE: If you cannot find your nominee click the box "Do not find Author?" and follow the prompts. Then click "**Add Additional Author**" (even if there are not additional authors or nominees) to move to the next step.*

## Award Nomination

Submit an application by filling out below form.

[Personal Snapshot](#)  
[Edit My Profile](#)  
[Security & Login](#)  
[My Payment Methods](#)  
[My Scheduled Payments](#)  
[My Registrations](#)  
[My Committees](#)  
[Committee Roster](#)  
[Member Directory](#)  
[My Awards](#)  
[My Donation History](#)  
[My Orders](#)  
[Committee Join Requests](#)

**Select Nominee :**

**\* Search For Nominee :**

Ada Lovelace  
adalove@lovelace.au

☐ Do not find Author?

[Previous](#) [Add Additional Author](#)



12

Ensure that the name and email which appears under "Nominees" is accurate and reflects your selection. Once confirmed, click "**Next**" to go to the next step.

**Award Nomination**

Submit an application by filling out below form.

**Nominees:**

Here is the list of individuals who you are nominating for **Distinguished Service Contributions Award**.

For submissions that have multiple nominees, please click on "Add Additional Nominee" to add names. It is strongly recommended that all participants create a siop.org account if they don't already have one.

Nominees:  
1 of 1 item

First Name	Last Name	Email
Ada	Lovelace	adalove@lovelace.au

+ Add Additional Nominee

If you do not wish to add more nominees, please click on /Next to proceed with your nomination.

Previous Next

13

The next few steps require specific documents to be uploaded for designated award nominations. **NOTE: types of files that are eligible for upload include: PDF, Doc, PNG, GIF, JPG.** Documentation upload file size is restricted to 3MB

NOTE: You must first learn all specified documents with the information listed on the awards page under eligibility and criteria. Many of the documents differ by award.

14

This award requires 3 (minimum) "*Letters of Nomination*". Click "**Upload Files**" to add files from your computer or device to the nomination.

The screenshot shows the 'Award Nomination' page. The header is dark grey with the title 'Award Nomination' and the instruction 'Submit an application by filling out below form.' Below the header is a sidebar with a list of links: Personal Snapshot, Edit My Profile, Security & Login, My Payment Methods, My Scheduled Payments, My Registrations, My Committees, Committee Roster, Member Directory, My Awards, My Donation History, My Orders, and Committee Join Requests. The main content area is titled 'Letter Of Nomination:' and contains the text 'Please upload the "Letter Of Nomination" to proceed.' Below this text is a section labeled 'Upload a file' with a dashed border. Inside this section, the text 'Upload Files' is highlighted by an orange circle, and there is also a link 'Or drop files'. Below the upload section is a blue button labeled 'Previous'.

15

When you select the file from your device and the file name appears below in **green**, you will know that it has been added. Click "**Upload**" to complete the upload process

The screenshot shows the 'Award Nomination' page, similar to the previous one. The sidebar and header are the same. In the 'Letter Of Nomination:' section, the text 'Please upload the "Letter Of Nomination" to proceed.' is present. Below this, the 'Upload a file' section now shows the file 'Letter of Nomination.docx' in green text. Below the file name is an orange circle with the word 'Upload' inside it, which is highlighted by an orange circle. Below the upload section is a blue button labeled 'Previous'.

16

Click "**Next**" to move on to the next page of the nomination.

**Award Nomination**

Submit an application by filling out below form.

**Letter Of Nomination:**

Please upload the "Letter Of Nomination" to proceed.

File uploaded successfully.

Upload a file

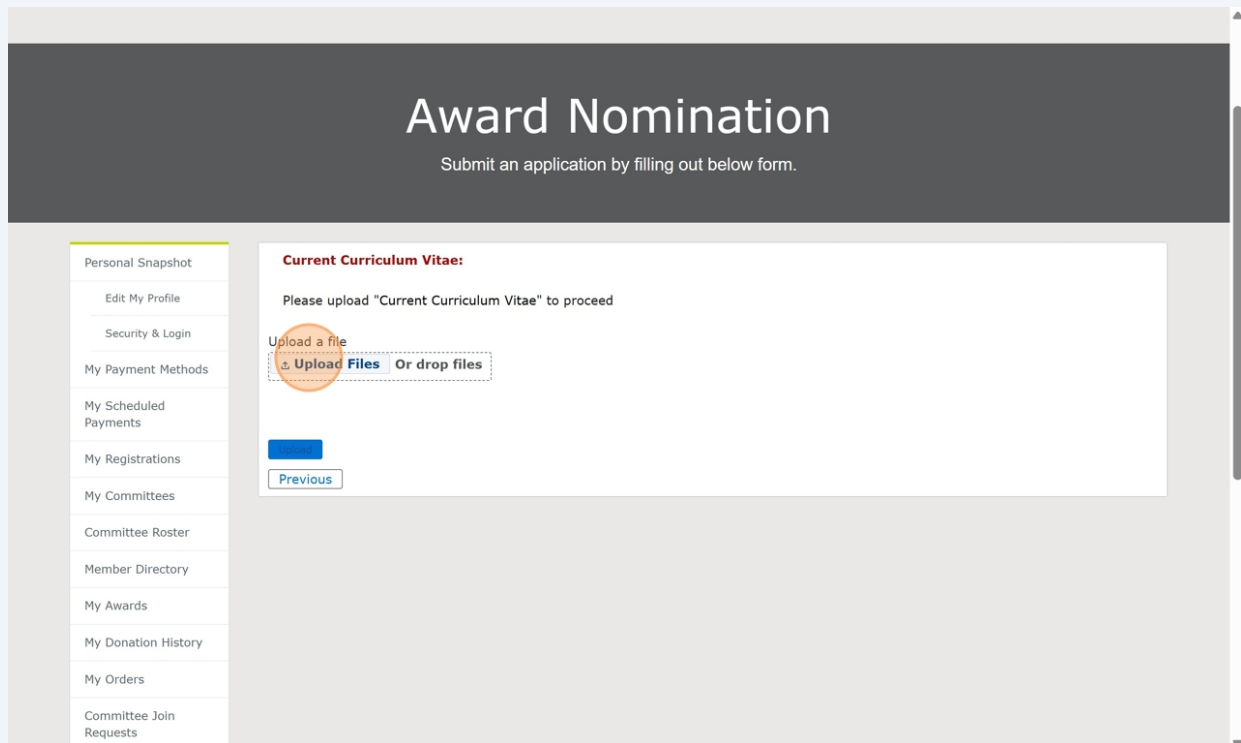
[Upload Files](#) Or drop files

Letter of Nomination.docx

[Previous](#) [Next](#)

17

This award requires a "*Current Curriculum Vitae*". Click "**Upload Files**" to add files from your computer or device to the nomination.



**Award Nomination**

Submit an application by filling out below form.

**Current Curriculum Vitae:**

Please upload "Current Curriculum Vitae" to proceed

Upload a file

[Upload Files](#) Or drop files

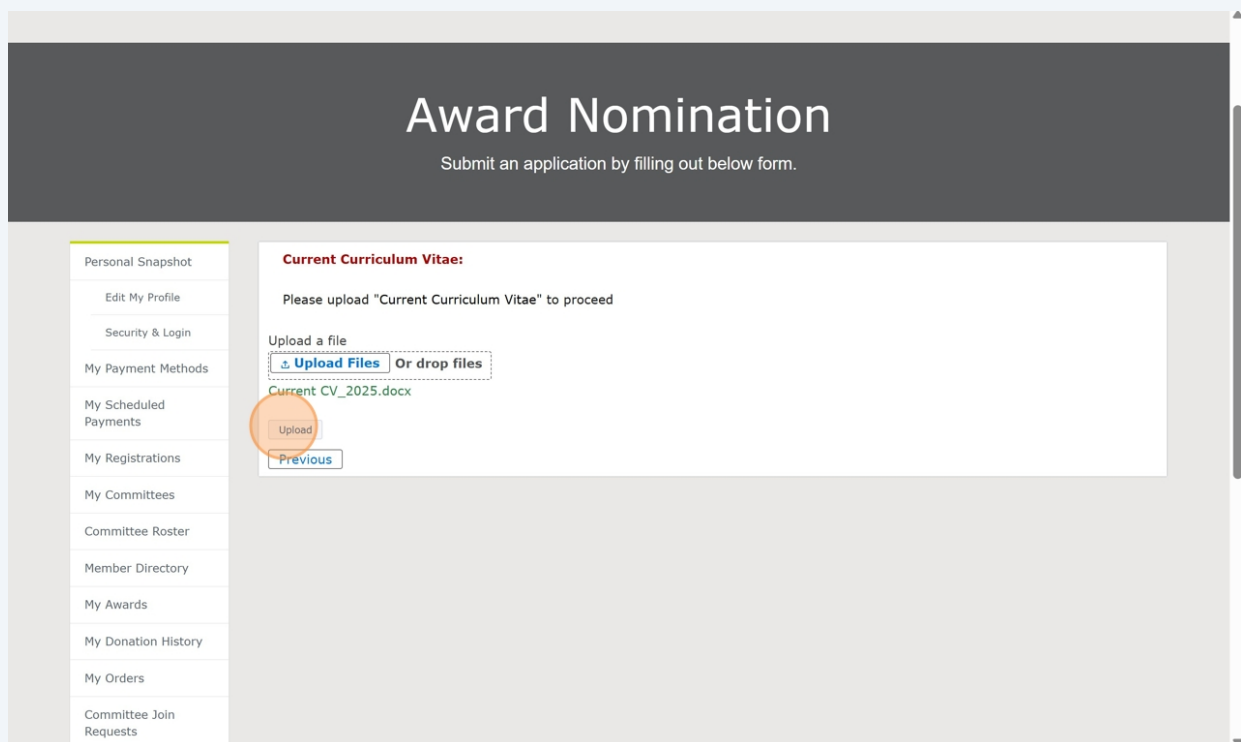
[Previous](#)

**Personal Snapshot**

- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Committee Roster
- Member Directory
- My Awards
- My Donation History
- My Orders
- Committee Join Requests

18

When you select the file from your device and the file name appears below in **green**, you will know that it has been added. Click "**Upload**" to complete the upload process.



**Award Nomination**

Submit an application by filling out below form.

**Current Curriculum Vitae:**

Please upload "Current Curriculum Vitae" to proceed

Upload a file

[Upload Files](#) Or drop files

Current CV\_2025.docx

[Upload](#)

[Previous](#)

**Personal Snapshot**

- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Committee Roster
- Member Directory
- My Awards
- My Donation History
- My Orders
- Committee Join Requests

19 Click "**Next**"

The screenshot shows a web application interface for an 'Award Nomination'. At the top, a dark grey header contains the title 'Award Nomination' and the instruction 'Submit an application by filling out below form.' Below the header is a sidebar menu on the left with various user profile options. The main content area is titled 'Current Curriculum Vitae:' and contains a message 'Please upload "Current Curriculum Vitae" to proceed'. A text box shows 'File uploaded successfully.' Below this, there is a section 'Upload a file' with a dashed box containing the text 'Upload Files' and 'Or drop files'. A file named 'Current CV\_2025.docx' is listed below. At the bottom of the main content area, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with an orange circle.

**Award Nomination**  
Submit an application by filling out below form.

**Current Curriculum Vitae:**

Please upload "Current Curriculum Vitae" to proceed

File uploaded successfully.

Upload a file

Upload Files Or drop files

Current CV\_2025.docx

Previous Next

20 Continue following these steps to process any additional documentation uploads for the specific award requirements.

## 21 Letter of Support 1

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 1 :**

Please upload "Letter of Support 1" before proceeding. It is must to upload "Letter of Support 1" .

Upload a file

Upload Files

Or drop files

Previous

## 22 Click "Upload"

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 1 :**

Please upload "Letter of Support 1" before proceeding. It is must to upload "Letter of Support 1" .

Upload a file

Upload Files

Or drop files

Letter of Support\_FULL NAME.docx

Upload

Previous

## 23 Click "Next"

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 1 :**

Please upload "Letter of Support 1" before proceeding. It is must to upload "Letter of Support 1" .

File uploaded successfully.

Upload a file

Upload Files

Or drop files

Letter of Support\_FULL NAME.docx

Previous

Next

## 24 Letter of Support 2

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 2 :**

Please upload "Letter of Support 2" before proceeding. It is must to upload "Letter of Support 2" .

Upload a file

Upload Files

Or drop files

Previous

## 25 Click "Upload"

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 2 :**

Please upload "Letter of Support 2" before proceeding. It is must to upload "Letter of Support 2" .

Upload a file

Upload Files

Or drop files

Letter of Support\_FULL NAME.pdf

Upload

Previous



## 26 Click "Next"

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 2 :**

Please upload "Letter of Support 2" before proceeding. It is must to upload "Letter of Support 2" .

File uploaded successfully.

Upload a file

Upload Files

Or drop files

Letter of Support\_FULL NAME.pdf

Previous

Next

## 27 Letter of Support 3

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 3 :**

Please upload "Letter of Support 3" before proceeding. It is must to upload "Letter of Support 3" .

Upload a file

Upload Files

Or drop files

Previous

## 28 Click "Upload"

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 3 :**

Please upload "Letter of Support 3" before proceeding. It is must to upload "Letter of Support 3" .

Upload a file

Upload Files

Or drop files

Letter of Support\_FULL NAME.pdf

Upload

Previous

## 29 Click "Next"

# Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Letter of Support 3 :**

Please upload "Letter of Support 3" before proceeding. It is must to upload "Letter of Support 3" .

File uploaded successfully.

Upload a file

Upload Files

Or drop files

Letter of Support\_FULL NAME.pdf

Previous

Next

## 30 Any additional supporting documentation or letter(s)

**Award Nomination**

Submit an application by filling out below form.

**Additional Supporting Documentation/Letter :**

Please upload "Additional Supporting Documentation/Letter" before proceeding.

Upload a file

Upload Files Or drop files

Previous Next

## 31 Click "Upload"

**Award Nomination**

Submit an application by filling out below form.

**Additional Supporting Documentation/Letter :**

Please upload "Additional Supporting Documentation/Letter" before proceeding.

Upload a file

Upload Files Or drop files

Additional Letter of Support\_NAME.docx

Upload

Previous Next

## 32 Click "Next"

**Award Nomination**  
Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

**Additional Supporting Documentation/Letter :**

Please upload "Additional Supporting Documentation/Letter" before proceeding.

File uploaded successfully.

Upload a file

[Upload Files](#) Or drop files

Additional Letter of Support\_NAME.docx

[Previous](#) [Next](#)

33

Answer the SIOP Anti-Harassment Policy question by selecting, either the **"Yes"** or **"No"** option.

The screenshot shows a web form titled "Award Nomination" with the instruction "Submit an application by filling out below form." On the left is a sidebar menu with items: Personal Snapshot, Edit My Profile, Security & Login, My Payment Methods, My Scheduled Payments, My Registrations, My Committees, Committee Roster, Member Directory, My Awards, My Donation History, My Orders, and Committee Join Requests. The main content area contains a section titled "SIOP Anti-Harassment Policy:" with the question: "\*Has this nominee been subject to an investigation or been determined to be at fault for violating the SIOP Anti-Harassment Policy?". Below the question is a text input field containing the word "No". To the right of the input field are two buttons: "Previous" and "Next". An orange circle highlights the "Next" button.

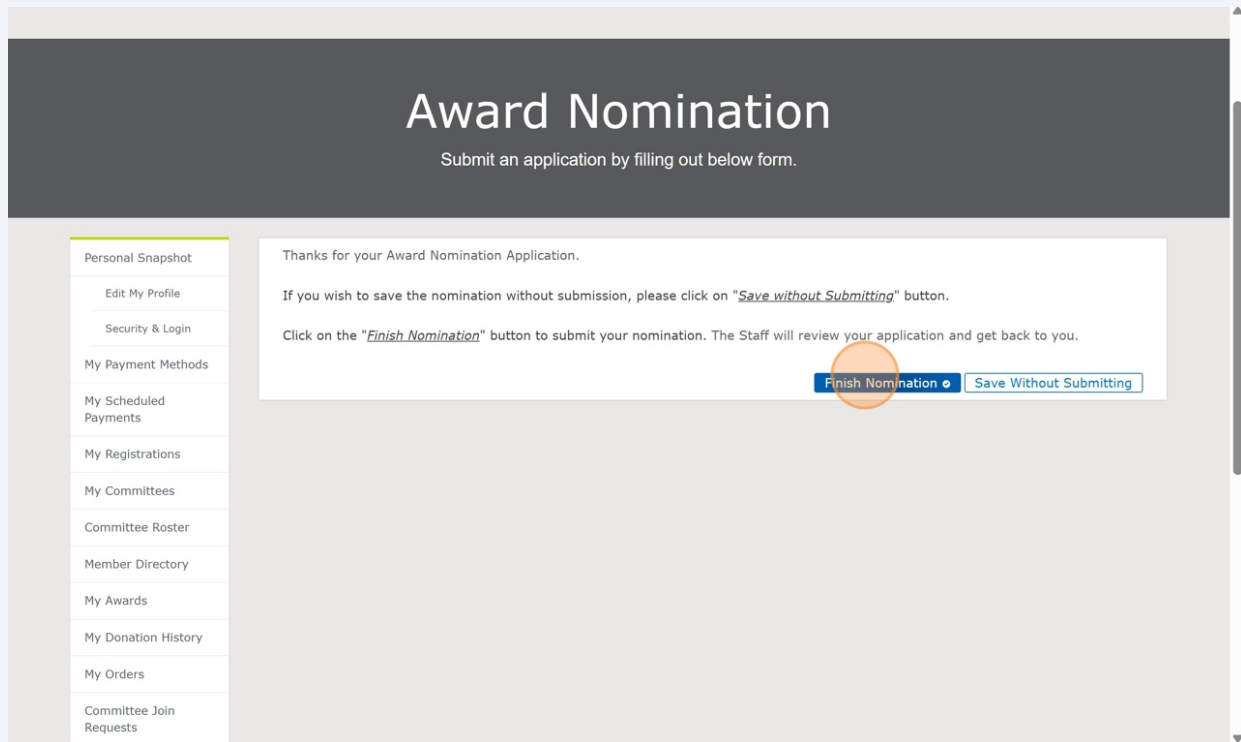
34

Click **"Next"** to access the final step of your nomination.

This screenshot is identical to the one above, showing the "Award Nomination" form. The "Next" button is highlighted with an orange circle.

**35** To complete the nomination, click "**Finish Nomination**".

*NOTE: you may click "**Save without Submitting**" and you will need to come back and finish the nomination before the deadline for it to be valid.*



The screenshot shows a web interface for 'Award Nomination'. At the top, a dark grey header contains the title 'Award Nomination' and the instruction 'Submit an application by filling out below form.' Below this is a light grey sidebar with a list of menu items: 'Personal Snapshot' (highlighted), 'Edit My Profile', 'Security & Login', 'My Payment Methods', 'My Scheduled Payments', 'My Registrations', 'My Committees', 'Committee Roster', 'Member Directory', 'My Awards', 'My Donation History', 'My Orders', and 'Committee Join Requests'. The main content area has a white background and contains the following text: 'Thanks for your Award Nomination Application.', 'If you wish to save the nomination without submission, please click on "Save without Submitting" button.', and 'Click on the "Finish Nomination" button to submit your nomination. The Staff will review your application and get back to you.' At the bottom right of this text are two buttons: 'Finish Nomination' (highlighted with an orange circle) and 'Save Without Submitting'.

**36** For additional support or questions about this process, please contact Awards Committee liaison, Heather Flattery, at [hflattery@siop.org](mailto:hflattery@siop.org) or the Business Process Manager, Scott Case at [scase@siop.org](mailto:scase@siop.org). Thank you for your interest in submitting a nomination for the SIOP/SIOP Foundation Award Recognition Program.