

[Fellows] How to Nominate Someone for SIOP Fellowship: a step-by-step tutorial

1

Navigate to <https://portal.siop.org/> Log in using your username and password to access your personal snapshot.

NOTE: You must be a current member [Fellow or Retired Fellow] to nominate.

Personal Snapshot

View your latest notifications and snapshots of your profile.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Election Nominations


My Nominations

My Booth Space

Advertisement Interest Form

Exhibitor Interest Form

Assigned Award Nomination Reviews

Principal

Personal

Summary of your personal contact information.

Full Name

SIOP Id

Job Title

Account Phone

Mobile

Email

Mailing Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code

Mailing Country

United States

Membership

Summary of your current membership.

Member

Yes

Checkout

You currently have items in your cart.

Checkout

2

Once logged into your personal snapshot navigate the left hand panel and click the hyperlink labeled "My Awards".

Personal Snapshot

View your latest notifications and snapshots of your profile.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Election Nominations


My Nominations

My Booth Space

Advertisement Interest Form

Exhibitor Interest Form

Assigned Award Nomination Reviews



Principal

Personal

Summary of your personal contact information.

Full Name

SIOP Id

Job Title

Account Phone

Mobile

Email

Mailing Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code

Mailing Country

United States

Membership

Summary of your current membership.

Member

Yes

Checkout

You currently have items in your cart.

Checkout

- 3 To begin the Fellowship submission process, Click the **Nominate** button.

My Awards

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Election Nominations

My Nominations

My Booth Space

Advertisement

My Awards

Award Name	Award Type	Award Year	Result	Additional Comments
Award - 000362	Distinguished Service Contributions Award	2004		

You do not have any pending post-winning tasks.

Nominate

Submitted Nominations

Award Type Name	Nomination Names	Submitted Date	Status	
Distinguished Service Contributions Award		1/1/1900	Submitted	View Nomination
Distinguished Professional Practice Contributions Award		7/15/2016	Submitted	View Nomination

- 4 Once selected, a drop down menu will appear. Use the drop down arrow to select which type of award you would like to nominate for. Select the "**Fellowship**" option. Then click **Next**.

Personal Snapshot Upcoming Events Checkout Donate Now Log Out

Award Nomination

Submit an application by filling out below form.

Personal Snapshot

My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

Award Type Selection :

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

* Award Types

Fellowship

Next

5

In between each each step, you will need to click the blue **Next** button to progress through the submission process. Please keep the web browser tab open until you reach the end and progress through each choice/file upload. All uploads will not be complete until you click **Submit** on the final page.

6

Upon Next, a drop down menu will appear. Use the drop down arrow to select the "**Someone Else**" option to move to the next step in your submission process. Then click **Next**.

The screenshot shows a web form titled "Award Nomination" with the subtitle "Submit an application by filling out below form." The form contains a required field labeled "*Who Is Being Nominated?" with a dropdown menu. The dropdown menu is open, showing the selected option "Someone Else". To the right of the dropdown menu is a blue circle with a white arrow pointing down. Below the dropdown menu are two buttons: "Previous" and "Next".

7

On the next page confirm the contact details for the nominator. If all is correct, 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
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations
My Nominations

Your Contact Details:

First Name
Last Name
Title : Principal
Phone :
Email :
Primary Affiliation :

8

Click the blue **"Add Additional Nominee"** button to search the database for the SIOP member you wish to nominate.

Award Nomination

Submit an application by filling out below form.

Personal Snapshot
My Profile
Security & Login
My Payment Methods
My Scheduled Payments
My Registrations
My Committees
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations
My Nominations

Nominees:

Here is the list of individuals who you are nominating for **Fellowship**.

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.

First Name	Last Name	Email
No items to display.		

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

9

Once you found the person from the list. Click "**Add Additional Author**" to move to the next step in the nomination.

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

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Election Nominations

My Nominations

Select Nominee :

* Search For Nominee :

☐ Do not find Author?

Previous

Add Additional Author

10

The nominee should appear with name (first and last) and email. Confirm they are correct and 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
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations
My Nominations

Nominees:
Here is the list of individuals who you are nominating for **Fellowship**.

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

[+ Add Additional Nominee](#)

If you do not wish to add more nominees, please click on [Next](#) to proceed with your nomination.

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

11

In 2025, a new selection criteria was added to represent the **primary area of impact** of the nominee's contributions. Select them from this drop down pick list.

Award Nomination

Submit an application by filling out below form.

Snapshot
My Profile
Security & Login
Payment Methods
Scheduled Payments
Registrations
Committees
Join a Committee
Committee Roster
Member Directory
Awards
Donation History
Orders
Election Nominations
Nominations

[Learn more](#) about this specific criteria.

Which of the following best represents the primary area of impact of the nominee's contributions?

Service

Nominee's Resume:

Please upload Nominee's Resume before proceeding. You must click Upload to continue to the next page.

Upload a file

[Upload Files](#) Or drop files

[Upload](#)

[Previous](#)

12

Next, you will need to add additional files to complete your nomination. For the nominee resume, click **Upload Files**.

Award Nomination
Submit an application by filling out below form.

[Learn more](#) about this specific criteria.

Which of the following best represents the primary area of impact of the nominee's contributions?
Service

Nominee's Resume:

Please upload Nominee's Resume before proceeding. You must click Upload to continue to the next page.

Upload a file
 Or drop files

13

Once you have selected the file from your computer, it will populate with the file name in green text. Then you must select **"Upload"**.

Award Nomination
Submit an application by filling out below form.

[Learn more](#) about this specific criteria.

Which of the following best represents the primary area of impact of the nominee's contributions?
Service

Nominee's Resume:

Please upload Nominee's Resume before proceeding. You must click Upload to continue to the next page.

Upload a file
 Or drop files

Current CV_2025.docx

14

At this time two things will occur. 1) the popup will illustrate "File Uploaded Successfully" and 2) the "**Next**" button will appear.

Click "**Next**" to move to the next page and upload the next file.

Award Nomination

Submit an application by filling out below form.

[Learn more](#) about this specific criteria.

Which of the following best represents the primary area of impact of the nominee's contributions?

Service

Nominee's Resume:

Please upload Nominee's Resume before proceeding. You must click Upload to continue to the next page.

File uploaded successfully.

Upload a file

[Upload Files](#) Or drop files

Current CV_2025.docx

Upload

Previous

Next

15

For the Nominee Bio. Proceed to follow the similar instructions first by selecting **Upload Files**.

Award Nomination

Submit an application by filling out below form.

Nominee's Bio:

Please upload Nominee's Bio before proceeding. You must click upload to continue to the next page. 1-page maximum.

Upload a file

[Upload Files](#) Or drop files

Previous

16

It will appear in green text to let you know that the file has been uploaded. Finalize this by clicking "**Upload**" so that the next button will appear.

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
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations
My Nominations

Nominee's Bio:

Please upload Nominee's Bio before proceeding. You must click upload to continue to the next page. 1-page maximum.

Upload a file

Upload Files Or drop files

Fellows Bio.docx

Upload
Previous

17

Move on to the next file by clicking the next button.

Award Nomination

Submit an application by filling out below form.

Personal Snapshot
My Profile
Security & Login
My Payment Methods
My Scheduled Payments
My Registrations
My Committees
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations
My Nominations

Nominee's Bio:

Please upload Nominee's Bio before proceeding. You must click upload to continue to the next page. 1-page maximum.

File uploaded successfully.

Upload a file

Upload Files Or drop files

Fellows Bio.docx

Upload
Previous
Next

18 For nominee self statement, click **Upload Files**.

Award Nomination
Submit an application by filling out below form.

Nominee's Self Statement:
A nominee self-statement (3 page max) to express a detailed outline of accomplishments and professional impact in I-O. You must click upload to continue to the next page

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
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations

19 Then click "**Upload**" again to finalize this step.

Award Nomination
Submit an application by filling out below form.

Nominee's Self Statement:
A nominee self-statement (3 page max) to express a detailed outline of accomplishments and professional impact in I-O. You must click upload to continue to the next page

Upload a file
[Upload Files](#) Or drop files
Fellows Self Statement.docx

[Upload](#)
[Previous](#)

Personal Snapshot
Edit My Profile
Security & Login
My Payment Methods
My Scheduled Payments
My Registrations
My Committees
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations
My Nominations

20 Then click **Next**.

Award Nomination

Submit an application by filling out below form.

Personal Snapshot

My Profile

Security & Login

Payment Methods

Scheduled Payments

My Registrations

My Committees

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Election Nominations

My Nominations

Nominee's Self Statement:

A nominee self-statement (3 page max) to express a detailed outline of accomplishments and professional impact in I-O.
You must click upload to continue to the next page

File uploaded successfully.

Upload a file

[Upload Files](#) Or drop files

Fellows Self Statement.docx

Upload

Previous

Next

21 **NOTE: If you go back using the previous button.**

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

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Election Nominations

My Nominations

Nomination Letter:

Please upload a nomination letter(2-Page max) written by nominator.
You must click upload to continue to the next page

Upload a file

[Upload Files](#) Or drop files

Previous

22

You will notice that the green text of the file name type will no longer appear. This does not mean that it wasn't included or uploaded as a part of your package. It just does not reappear in this file name. In this case, you will need to re upload something in order to move to the next page because the next button no longer appears.

This is a critical function we are working on improving currently. Thank you for your patience as we improve this system.

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

Join a Committee

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Election Nominations

Nominee's Self Statement:

A nominee self-statement (3 page max) to express a detailed outline of accomplishments and professional impact in I-O. You must click upload to continue to the next page

Upload a file

Upload Files

Or drop files

Previous

23 Next, Click "**Upload**", followed by the blue "**Next**" button.

The screenshot shows the 'Award Nomination' interface. 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 light grey sidebar with a list of menu items: Personal Snapshot, Edit My Profile, Security & Login, My Payment Methods, My Scheduled Payments, My Registrations, My Committees, Join a Committee, Committee Roster, Member Directory, My Awards, My Donation History, My Orders, Election Nominations, and My Nominations. The main content area is white and contains the 'Nominee's Self Statement' section. It includes a text box for a self-statement (3 page max) and an 'Upload a file' section with a dashed border. Inside this section, there is a blue 'Upload Files' button and a link to 'Or drop files'. Below the upload section, there is a red 'Upload' button and a blue 'Previous' button. A red circle highlights the 'Upload' button.

24 For the Nomination Letter Click "**Upload Files**", then "**Upload**", followed by the blue "**Next**" button.

The screenshot shows the 'Award Nomination' interface for the 'Nomination Letter' step. 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 light grey sidebar with a list of menu items: Personal Snapshot, Edit My Profile, Security & Login, My Payment Methods, My Scheduled Payments, My Registrations, My Committees, Join a Committee, Committee Roster, Member Directory, My Awards, My Donation History, My Orders, Election Nominations, and My Nominations. The main content area is white and contains the 'Nomination Letter' section. It includes a text box for a nomination letter (2-Page max) and an 'Upload a file' section with a dashed border. Inside this section, there is a blue 'Upload Files' button and a link to 'Or drop files'. Below the upload section, there is a red 'Upload' button and a blue 'Previous' button. A red circle highlights the 'Upload Files' button.

25

For the Endorsement Letters Click "**Upload Files**" for each letter to be uploaded, then "**Submit**" (3x).

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
Join a Committee
Committee Roster
Member Directory
My Awards
My Donation History
My Orders
Election Nominations
My Nominations
My Booth Space
Advertisement

Endorsement letters:

Please upload a endorsement letters (2 must be SIOP Fellows, 1 CAN be a non-member, Non-fellow, if they offer a unique/critical perspective for the nominee).

You must click upload to continue to the next page.

Upload a file
[Upload Files](#) Or drop files

Submit

Upload a file
[Upload Files](#) Or drop files

Submit

Upload a file
[Upload Files](#) Or drop files

Submit

Previous

26

Once you click Submit (3x) and all have given you the "File uploaded successfully message", you will see the "**Next**" button appear. Click **Next**.

eduled
its
istrations
nmittees
Committee
ttee Roster
r Directory
ards
ation History
ers
y Nominations
Nominations
th Space
sement
t Form
or Interest
d Award
tion Reviews

File uploaded successfully.

Upload a file
[Upload Files](#) Or drop files
LETTER OF SUPPORT 1.docx

Submit

File uploaded successfully.

Upload a file
[Upload Files](#) Or drop files
LETTER OF SUPPORT 2.docx

Submit


File uploaded successfully.

Upload a file
[Upload Files](#) Or drop files
LETTER OF SUPPORT 3.docx

Upload

Previous

Next


Central Ave #105

Foundation
Log In
Join

About SIOP
Events
Education

Terms of Use
Privacy Policy
Cookies Policy

27

For the Endorser List Click "**Upload Files**", then "**Upload**", followed by the blue "**Next**" button. *NOTE: Various file types are allowed, including Excel.*

Personal Snapshot

- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Join a Committee
- Committee Roster
- Member Directory
- My Awards
- My Donation History
- My Orders
- Election Nominations
- My Nominations
- My Booth Space
- Advertisement Interest Form
- Exhibitor Interest Form

Endorser List:

Please upload a list of all endorsers, including:

- Full Name
- Affiliation
- Email
- SIOP Membership Status

This list is required. You must click upload to continue to the next page.

Upload a file

[Upload Files](#) Or drop files

Endorser List.xlsx

Upload

Previous

28

Finally, you will need to answer the SIOP anti-harassment policy question by using the drop down picklist. Then click "**Next**"

Submit an application by filling out below form.

SIOP Anti-Harassment Policy:

* Has this nominee been subject to an investigation or been determined to be at fault for violating the SIOP Anti-Harassment Policy?

No

Previous Next

29

At this point, you can click "**Finish Nomination**" and all files will be submitted with your packet.

Submit an application by filling out below form.

al Snapshot

My Profile

urity & Login

ment Methods

eduled
ts

istrations

nmitees

Committee

ttee Roster

r Directory

ards

ation History

ers

y Nominations

Nominations

th Space

sement

Thanks for your Award Nomination Application.

If you wish to save the nomination without submission, please click on "[Save without Submitting](#)" button.

Click on the "[Finish Nomination](#)" button to submit your nomination. The Staff will review your application and get back to you.

Finish Nomination

Save Without Submitting

30

Questions? Please contact SIOP Staff liaison and Program Development Manager, Heather Flattery at hflattery@siop.org for assistance.