1. **Instructions for Submission**
* Period of Performance: July 1, 2021 to June 30, 2022
* Deadline for submittal: July 15, 2022
* Complete and return by e-mail to ITEA Executive Office at awards@itea.org
* For more information please visit www.itea.org/awards, or call us at 703-631-6220
* Complete all areas of this form and save as either a *W*ord document or PDF.
* Name the document as follows: Use the 2-letter abbreviation noted next to each Award category, followed by an underscore and then the nominee’s last name (i.e.: ECA\_Smith).
* Endorsements are NOT required.
1. **Nominator Information**

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| --- | --- |
| [ ]  ITEA Member | [ ]  Not an ITEA Member |

Name:  |
| Title:  |
| Organization:  |
| Address:  |
| City:  | State:  | Zip:  |
| Telephone:   |   |
| Email:  |

1. **Category**

|  |  |  |
| --- | --- | --- |
| [ ]  Allen R. Matthews (MA) | [ ]  Special Achievement (SA) |  [ ]  Publications\* (PA) |
| [ ]  Technical Achievement (TA) | [ ]  Richard G. Cross (CA) |  [ ]  Early Career (ECA) |

1. **Candidate for Nomination** (Team nominations require information on Team Lead)

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| [ ]  ITEA Member | [ ]  Not an ITEA Member |
| Name:  |
| Title:  |
| Team Name (if applicable):  |
| Organization:  |
| Address:  |
| City:  | State:  | Zip:  |
| Telephone:  |
| Email:  |

\*Additional Information Required for Publication Award Candidates

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| Title of Article:  |
| Date Published:  |
| Name of Publication:  |
| Month/Year or Volume/Issue:  |

* Submit copy of article to awards@itea.org
* If publication is a book, please mail to ITEA, 11350 Random Hills RD, Suite 800, Fairfax, VA 22030
1. **Qualifications for Individual or Team**

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| Describe accomplishments in 850 words (4500 characters) or less. [Note: For Publications Award, especially when more than one author, please cite or describe the nominee's specific contribution(s) to the article.]  |
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1. **Biography for Individual or Team**

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| Describe in 500 words (3000 characters) or less. If a team, please include team lead’s title and list names of team members. |
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1. **Recommended Citation**

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| Describe in 200 words (1000 characters) or less. ITEA reserves the right to edit this for final presentation if selected as the recipient of the award.  |
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