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](mailto: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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | ITEA Member | Not an ITEA Member |   Name: | | |
| Title: | | |
| Organization: | | |
| Address: | | |
| City: | State: | Zip: |
| Telephone: | |  |
| Email: | | |

1. **Category**

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| --- | --- | --- |
| 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](mailto: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.] |
|  |

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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