

**Timeline and Process for:
National Academy of Inventors (Fellow)
(Deadline October 1, 2016)**

General Information

Overview of Fellows Program: <http://www.academyofinventors.org/fellows.asp>

Criteria, instructions, review process: <http://www.academyofinventors.org/nomination-info.asp>

Fellows selection committee: <http://www.academyofinventors.org/selection-committee.asp>

Nomination checklist (submitted on line): <http://www.academyofinventors.org/nomination.asp>

Eligible nominators: Nominations may be submitted by anyone (except for the nominee). At TTU, President will nominate.

Required letters of support: 2 (plus a nomination letter) addressed to the NAI Fellows Selection Committee.

Refer questions to Keara Leach, at 813-974-5862 or kleach@academyofinventors.org

Criteria for Eligibility

1. Nominees should have demonstrated a prolific spirit of innovation in creating or facilitating outstanding inventions that have made a tangible impact on quality of life, economic development, and the welfare of society.
2. Nominees should have made outstanding contributions to innovation in areas such as patents and licensing, innovative discovery and technology, significant impact on society, and support and enhancement of innovation.
3. Self-nominations are not eligible. Teams are not eligible for consideration.
4. Nominee must be a named inventor on at least one patent **issued** by the United States Patent and Trademark Office. Currently the median number of patents among NAI Fellows is 19.
5. Nominee must be affiliated with an academic organization, e.g., university, college, non-profit research institute, government research laboratory.
6. Deceased nominees are not eligible.
7. Nominee does not have to be a current member of the National Academy of Inventors, nor affiliated with a Member Institution (Although recommended) of the National Academy of Inventors.
8. Nominations may be made of both U.S. and non-U.S. citizens.
9. Nominations may be submitted by anyone (except for the nominee themselves). The nominator does not have to be affiliated with an NAI Member Institution.
10. Nominations are accepted each year from July 1 – November 1.

Expectations for fellow membership: (1) fellow candidates are tenured, and hence senior; (2) upper administrative experience is a plus; (3) having at least one awarded patent is a requirement. The fellows collectively average 18 patents each. (4) gainful licensing deals of the patents is a big plus.

Required Application Materials

- Nomination form (contact information for nominee, nominator, and letter writers)
- 200-word citation of contributions, honors, and awards
- 200-word summary of patents, licensing and commercialization activities
- Patent numbers (10 max);
- CV
- Narrative bio (optional); full list of patents (optional)
- Nomination letter (2 pages max)
- 2 recommendation letters (1 page each)
- Letters must be signed and on letterhead (can be scanned as a pdf)

Timeline: National Academy of Inventors (Fellow)

January 1: Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing the National Academy of Inventors Program (maybe along with other external awards) and deadlines.

March 1: OVPR solicits nominations for NAI from Deans, Department Chairs, Center Directors, and faculty members, and sends information about the award, eligibility, and criteria. Nominations must be accompanied by the nominee's name, department, contact information, CV and a one-page summary of significant accomplishments.

March 15: All nominations from departments and colleges are due in the OVPR. Nomination documents are examined by the President and Vice President for Research (VPR), who will select final candidates.

April 1: OVPR contacts final nominees and requests a list of 6 possible external letter writers (3 are required) and their affiliation, address, telephone, and email information. Nominees also are asked to send their CV, and one-page summary of accomplishments. 1 nominating letter and 2 support letters are required.

April 15: Requested information from nominees is due. President or VPR contacts possible letter writers to ask if they are willing to write strong supporting letters. OVPR sends all necessary materials to those who agree: Nominee's CV and one-page summary of accomplishments; links to fellows program and criteria. They are asked to submit letter on line, and to inform OVPR when letter is submitted. Submission of these letters are tracked by the OVPR with reminders to the writers on **September 10** and, if still necessary, **September 17**. It is the OVPR's responsibility to make sure that all recommendation letters are submitted in time.

April 30: Nominees are asked to prepare materials required for the nomination form (contact information for nominee, nominator, and letter writers; 150-word citation; summary of awards and honors, patent numbers (10 max); CV), narrative bio; Materials are due to the OVPR on **August 1**.

August 1: Application materials are due from nominees. OVPR carefully examines all documents for consistency and conformance to requirements. OVPR editors will review and edit (due **September 1**).

September 1: Nomination letter and form is sent to OVPR or President for review, editing, and approval, with request to send comments to OVPR by **September 15**. OVPR enters all information for nomination form on line.

September 12: Letter writers are sent a reminder to submit letters by **September 24**.

September 15: OVPR/President's revisions to nomination letter are due. Nomination letter and nomination form are submitted on line. If needed, letter writers are sent a reminder to submit letters by **September 23**.

September 17: If needed, letter writers are sent a reminder to submit letters by **September 23**.

September 24: All letters are due to on-line system.

October 1, Agency deadline: All materials have been submitted to the agency. An electronic or paper copy of the nomination is given to the Office of Research Services (ORS). ORS enters information into Cayuse to create a permanent institutional record of the nomination.