

OVERVIEW AND ELIGIBILITY

The John Fritz Medal is presented each year for scientific or industrial achievement in any field of pure or applied science. It was established in 1902 as a memorial to the great engineer whose name it bears. There are no eligibility limitations regarding nationality or membership in any society/organization, though preference is given to a member of one of the participating organizations. All candidates must be living at the time of selection and their attendance to the awards ceremony of their related organization is expected.

TIMELINE

The John Fritz Medal typically adheres to the following timeline:

Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Conference & Expo	Award is presented

NOMINATIONS

Nominations for the John Fritz Medal require the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. **Required:** One letter of support detailing the nominee's qualification for the award. Should address qualities that are mentioned in the guidelines. Should focus on quality over quantity introducing the candidate to the committee (1 page).
3. **Not required:** Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each).
4. Nominee's biography (2 page maximum).
5. Nominee's CV/resume (abbreviated version – 3 page maximum).
6. List of papers/publications (abbreviated version – 3 page maximum).
7. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: smenet.org/awards-recognition

JOHN FRITZ MEDAL Guidelines and Procedures

ADMINISTRATION	<p>The Fritz Award is administered by the John Fritz Medal Award Committee under the direction of the SME Board of Directors on behalf of interested former Member Societies of the American Association of Engineering Societies (AAES). The Award Committee consists of a chair and vice-chair, each serving one-year terms, and a member of each participating organization serving three-year staggered terms. The chair and vice-chair positions shall rotate between the participating organizations in a manner such that each organization is provided the opportunity to chair the Award Committee on a rotational basis. The vice-chair will advance to the position of chair.</p> <p>Members of the committee will make nomination(s), attend meetings and evaluate candidates. Members should be intimately familiar with scientific or industrial achievements in pure or applied science over the past 15 years. If any participating organization member is not actively engaged in the process they will be replaced in a timely manner in order to meet the timeline of the award.</p> <ul style="list-style-type: none"> • A minimum of three nominations need to be received and evaluated for each award in order to select a winner. • Current members of the SME Board of Directors, SME Division Executive Committees, Award Committees, or Foundation Board of Trustees are NOT eligible for any awards that they are responsible for approving during their term, with the exception of "past chair" recognitions. • No person is eligible to receive more than one SME or SME/AIME award in a single year.
SELECTION OF RECIPIENTS	<p>Recipients of the John Fritz Medal shall be selected by a majority vote of the Award Committee. The award need not be awarded in any given year if a suitable candidate is not agreed upon.</p>
AWARD	<p>The award consists of a medal in a medal case and lapel pin to include the honoree's citation and signatures of the Award Committee chair and recipient's organizational president.</p>
PRESENTATION OF AWARD	<p>The award will be presented at the awards dinner or awards function of the recipient's home organization. Recipient may choose the meeting and/or organizations program to receive the award.</p>
FUNDING	<p>All expenses incurred with respect to the award shall be the financial responsibility of the John Fritz Award fund entrusted to SME.</p>
AMENDMENTS	<p>These guidelines may be amended by the Award Committee, subject to approval by the Board of Directors for all participating organizations. Any such amendments must be reflected in all appropriate award documentation.</p>
QUESTIONS	<p>Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p>