<u>Instructions for Submitting an Award Nomination in OpenWater</u>

Please note that you must have an IEEE Account in order to sign in to OpenWater.

Once you are signed in, you will be brought to the Home page.

Hover your mouse over the words, IEEE SOCIETY AWARDS, and see a drop down of Society Names.

Click on IEEE SOLID-STATE CIRCUITS SOCIETY AWARDS.

On the next page, click on the Award title for which you want to submit a nomination. This will bring you to the nomination page.

Begin filling in the information on the nomination form.   There are two pages.   NOTE that those items with an asterisk are required information.   You cannot submit an application unless required fields are provided.

When you have finished the first page, please click SAVE AND NEXT at the bottom right of the page. This will take you to the second page of the nomination form.   There are two pages in total. Continue filling in/uploading your information until you have completed the second page.

When uploading PDF files, click on "Choose file" first.   A box should pop up.   Just click anywhere inside the box and you should see the list of files on your computer from which you can choose the one you wish to upload. It may take a few moments to upload.

Note that, if you wish to save your nomination and come back to it at a later date, you only need to click the SAVE AND CONTINUE button or if you are on the second page, just click on the SAVE button.   Doing this will not submit the application and you will still have access to it to work on at a later time.

At the end of the second page (end of the nomination), you will see the button at the bottom, SAVE AND FINALIZE.   Once you click this button, your nomination will be submitted and you will no longer be able to access it.   Should you find that you do need to access your nomination, you will need to contact SSCS staff. Staff will be able to give you access to the application, so you may revise it. Please use the form at https://sscs.ieee.org/home/contact-sscs.

After you have submitted your nomination you will see an on-screen note letting you know that it was submitted successfully. You will also receive an email (to the email you listed on your nominator field) telling you the same information

Note: After hitting SAVE AND FINALIZE, if you have missed any required fields, the system will NOT submit your application, tell you what is missing and allow you to go back and provide the missing information.

If everything is good when you click on SAVE AND FINALIZE at the end, you will see the word, SUCCESS, highlighted in green in the upper right side of the screen.

For questions regarding nomination submission, please use the form at https://sscs.ieee.org/home/contact-sscs.