



U.S. C3E AWARDS NOMINATION GUIDANCE

The nomination process for the U.S. C3E Awards is described below. Nominations will be accepted beginning March 7, 2018, at C3Eawards.org and must be completed by April 11, 2018. Nominees must submit requested information no later than one week after the close of nominations. Please e-mail Nominations@C3Eawards.org with any questions. A data collection template is provided on page 4 of this document for the nominator's convenience; please note that nominations are accepted **online only** at C3Eawards.org.

What information does a nominator need to submit?

Nominators will need to obtain the following information from a nominee:

- Contact information for the nominee.
- Contact information for two references who can verify the information provided and have agreed to be contacted, if needed.
- Years of experience working in clean energy.

To submit a nomination, nominators will also need to:

- Certify that the nominee has agreed to be nominated and can be contacted.
- Certify that the nominee is a U.S. Citizen or a permanent resident.
- Certify that they know the nominee's accomplishments and capabilities firsthand.
- Select one of eight award categories.*
- Describe why you believe the nominee is mid-career (200 words), accomplishments (300 words or less), leadership qualities (300 words or less), and provide additional background information (300 words or less). Tailor the nomination to the category selected and answer the questions in the nomination guidance template. **

* See descriptions below. ** See questions below.

What information will a nominee need to submit?

After a nomination is submitted, nominees will be emailed and asked to submit the following no later than one week after the close of nominations:

- 200 words (or less) describing how the \$8,000 prize might be used to advance women in clean energy. For example, a nominee may invest in her own work (if applicable), support a nonprofit focused on gender and/or energy issues, contribute ideas for building the C3E network, or start something new.
- A current, one-page resume (include years for education and employment) in .doc, .docx, or .pdf format. Longer submissions will not be accepted.
- A list of colleges and degrees (if applicable), as well as the city and state where nominee currently works.

Who may submit nominations?

Nominations may be submitted by employers, universities, professional societies, membership organizations, associations, community groups, individuals, or other sponsors. Nominators should know the accomplishments and capabilities of nominees firsthand. Re-nominating a candidate from a previous year with

a revised and updated nomination is encouraged. Self-nomination is not allowed. Nominators of the award winners are invited to the annual C3E Symposium.

Nominators can only nominate one person per category. A nomination must be completed before starting another nomination. The nominator will need to reenter his or her information each time. In case of multiple nominations for the same person in the same category, only the first nomination submitted will be considered.

What are the criteria for nominees?

Nominees should have a record of significant accomplishment, leadership qualities, and other relevant attributes, mentorship of women or girls, and be of good standing in their field, with colleagues, and in their community. In addition, nominees will:

- Be mid-career, with a minimum of 5 years of professional experience in clean energy.
- Use their talents to advance clean energy sources, technologies, practices, and policies, such as via efforts to increase renewable sources of energy or reduce energy use, energy-related environmental impacts, or energy system costs.
- Have made a compelling impact in their fields – working within a company, team, university, government agency, non-government organization, professional community, or as an individual.
- Have accomplishments sufficient to merit national recognition.
- Be emerging leaders with a demonstrated, strong commitment to advancing clean energy in their areas of work/expertise/experience.
- Be inclusive leaders who have helped to mentor women and develop future leaders in their professions, avocations, or communities.
- Be U.S. citizens or permanent residents.

Note: Alternatively, if an individual is identified as having executive-level experience in clean energy, please send her contact information to Nominations@C3Eawards.org for inclusion on a future C3E Ambassadors candidates list. If it is not clear whether someone is mid-career or executive-level, please submit a nomination and the ambassadors will make the determination.

What is the selection process?

An initial eligibility screening is conducted to assure that the nominees are eligible and meet the criteria. All nominations are reviewed by the C3E Ambassador Cohort. The ambassadors meet in person to finalize the selection of an awardee and alternate in each category. References are contacted and a vetting process is conducted to validate the information provided in the nominations. When the vetting process is complete, the awardees are informed.

What happens once the awardees are notified?

Awardees are expected to attend and accept their award in person at the C3E Women in Clean Energy Symposium in December 2018 in California.

Award Categories

The U.S. C3E Awards for **outstanding leadership** and **extraordinary achievement** are given in the eight categories described below. Please read the descriptions of all the categories and select the one that best describes the nominee's work area. Tailor the nomination to the category selected and answer the questions in the template below.

- **Advocacy Leadership Category**: This award recognizes clean energy advocates, working as individuals, through nongovernmental organizations, or clean tech incubators who have driven greater uptake of clean energy policies and technologies in society. (Political advocacy groups excluded.)
- **Business Leadership Category**: This award recognizes leaders within private entities of any size, ranging from small businesses to Fortune 500 corporations. Strong candidates will have accelerated or expanded the adoption of clean energy within their own business footprints or portfolios.
- **Education Leadership Category**: This award recognizes teachers/instructors (including those who teach STEM subjects) or women from education-focused organizations who have helped to increase clean energy literacy. This includes focuses on teaching at the K-12, technical or vocational school, undergraduate, or graduate levels.
- **Entrepreneurial Leadership Category**: This award recognizes entrepreneurs who have developed and demonstrated innovative clean energy technologies, business models that have the potential to drive market transformation toward clean energy, or entrepreneurs who have started clean energy incubators.
- **Government Leadership Category**: This award recognizes local, state, or federal government employees (e.g., civil servants, regulators, or elected officials) who have advanced policies, regulations, or incentives to support the development, deployment, and diffusion of clean energy.
- **International Leadership Category**: This award recognizes those who have worked to develop and diffuse clean energy products and services in emerging economies toward the Sustainable Energy for All goals of increasing access, promoting efficiency, and expanding renewable generation around the world.
- **Law & Finance Leadership Category**: This category recognizes lawyers, finance professionals or academics at professional schools who have enabled or advanced the development and deployment of innovative clean energy financing solutions or enabling regulatory structures.
- **Research Leadership Category**: This award recognizes scientists and researchers working at universities, national labs, or in industry who:
 - are developing advanced innovative clean energy technologies with the potential for demonstrable and scalable impact; and/or
 - are analyzing how technologies, economics, public policy and human decision making interact to affect the adoption of clean energy systems.

Data Collection Template

The following data collection template is provided in this document for the nominator's convenience; please note that nominations are accepted **online only** at C3Eawards.org.

*Required fields denoted with a **

Nominator Information

*Prefix:	
*First Name:	
*Last Name:	
*Job Title:	
*Employer/Organization:	
*Address:	
Address Line 2:	
*City:	
*State:	
*Zip Code:	
*Country:	
*Phone Number:	
*E-mail Address:	
Twitter Handle:	
*Nominator's Relationship to nominee (e.g. supervisor, colleague):	
<input type="checkbox"/> *Nominator certifies that the nominee has agreed to be nominated and that the selection panel can follow up with the nominee.	
<input type="checkbox"/> *Nominator certifies that the nominee is a U.S. Citizen or a permanent resident.	
<input type="checkbox"/> *Nominator certifies that they know the nominee's accomplishments and capabilities firsthand.	

Nominee Information (also to be provided by nominator)

*Prefix:	
*First Name:	
*Last Name:	
*Job Title:	

*Employer/Organization:	
*Address:	
Address Line 2:	
*City:	
*State:	
*Zip Code:	
*Country:	
*Phone Number:	
*E-mail Address:	
*Years of Experience Working in Clean Energy	

Not for Official Use

Two References (the nominator is the third reference)

	*Reference 1	*Reference 2
*Prefix:		
*First Name:		
*Last Name:		
*Job Title:		
*Employer/Organization:		
*Phone Number:		
*E-mail Address:		
*Relationship to nominee (e.g. supervisor, colleague):		

Descriptions of the Nominee’s Accomplishments & Leadership

*Nomination Category (choose one):

<input type="checkbox"/> Advocacy	<input type="checkbox"/> Government
<input type="checkbox"/> Business	<input type="checkbox"/> International
<input type="checkbox"/> Education	<input type="checkbox"/> Law and Finance
<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Research

*MID-CAREER DESIGNATION (200 word maximum)

Describe why you believe the nominee is mid-career. Describe how winning this award would help the nominee in her career. Mid-career is defined as past entry level and having expertise and experience with significant opportunities to grow before the end of her career. Preference for this award will be given to candidates whose career could benefit from receiving this award. The C3E Awards are intended to contribute to advancing the careers of awardees into more senior leadership and executive-level positions.

***ACCOMPLISHMENTS (300 word maximum)**

Using specific examples that reflect the purpose of this award, please detail how the nominee has had a compelling impact on her clean energy field category - within her company, team, or professional community. In what ways can the impact be quantified or described? What are the distinguishing features of the accomplishment(s) that would merit nation-wide recognition and potential emulation of such practices by others? Please use metrics where possible.

***LEADERSHIP QUALITIES (300 word maximum)**

Please provide additional information on the leadership qualities and character of the nominee. How has the nominee demonstrated a commitment to advancing the field of clean energy? In what ways would the nominee be an exemplary role model or mentor for other women? Has the nominee helped to mentor women and develop future leaders in her profession and/or community? Please use metrics where possible.

***ADDITIONAL BACKGROUND (300 word maximum)**

Please provide any further information you would like to offer in support of this nomination, particularly information that demonstrates how this nominee advances leadership and outstanding accomplishments of mid-career women working in the field of clean energy. Please use metrics where possible.

Please visit C3Eawards.org to submit a nomination by April 11, 2018.