**ACADEMY OF FELLOWS INITIAL REVIEW CHECKLIST**

*This form is for use as a prescreening tool by staff prior to sending to the Fellows Selection Committee*

Name of Nominee:

|  |  |
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| **TASK** | **COMPLETE** |
| Application submitted electronically to [awards@nasn.org](mailto:awards@nasn.org) by midnight November 30. | **❑** |
| Petitioner is from one of these five categories:   * Current member of the NASN Board of Directors * Past member of the NASN Board of Directors * NASN Fellow * Past NASN Officer * Current NASN Affiliate President     *Members of the Fellows Selection Committee, current NASN officers, and current NASN employees may not submit a petition for nomination of a Fellow.* | **❑** |
| Nominee (including current or past NASN staff) has current and cumulative membership in NASN for at least five years. This is not required to be consecutive. | **❑** |
| **Application is complete including:** | |
| Form 309-NASN Academy of Fellows Application (Not a PDF) | **❑** |
| Form 304-NASN Academy of Fellows Nominee Information Form (electronically signed) | **❑** |
| Candidate letter | **❑** |
| Letter of Recommendation from Petitioner (1 page limit) | **❑** |
| Two letters of recommendation (1 page limit each) | **❑** |
| CV no longer than six pages | **❑** |