



TIPS FOR COMPLETING A NOMINATION

AWARD NOMINATION SUBMISSION

The nomination form cannot be submitted until all required fields, which are denoted with a red asterisk, are completed and letters are attached.

****IMPORTANT: The nomination form does not allow you to exit and then return to complete your nomination. Therefore, make sure you have all your documents ready before hitting the submit button!****

DO	DON'T
<ul style="list-style-type: none"> ✓ Convey the nominee's worthiness for this award with specific, accurate, and succinct examples ✓ Identify how the nominee's achievements meet the award criteria in the citation ✓ Explain how this award differs from any previous ASME honors the nominee has received ✓ Construct the citation as if it will be used in written correspondence, verbal presentations, and to audiences outside the technical discipline of the award ✓ Include sufficient information in the nominee's bio, qualifications, and work product for the award review committee to assess the nomination ✓ Verify that at least one of the four reference letters come from a current ASME member ✓ Describe how the nominee's listed work product supports the achievement honored by this award ✓ Link or attach media and other supporting materials as an appendix 	<ul style="list-style-type: none"> ✗ Provide the nominee's complete biography unless relevant to the award (e.g., a lifetime achievement award) ✗ Make the citation overly broad in scope; it may prevent the nominee from receiving future awards from ASME ✗ Obtain more than one letter of recommendation from the nominee's employer ✗ Exceed space allotment for the nominee's citation, bio, qualification, work product, and letters of recommendation ✗ Provide a comprehensive list of the nominee's publications and other work product ✗ Attach crucial information for vetting the nominee's achievement as an appendix ✗ Provide an exhaustive list of appendices

QUESTIONS?

For additional guidance, please visit go.asme.org/awards or contact
 Leila Persaud, Program Manager ASME Honors & Awards PersaudL@asme.org
 +1 (212) 591-7071