



## 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"> <li>✓ Convey the nominee's worthiness for this award with specific, accurate, and succinct examples</li> <li>✓ Identify how the nominee's achievements meet the award criteria in the citation</li> <li>✓ Explain how this award differs from any previous ASME honors the nominee has received</li> <li>✓ Construct the citation as if it will be used in written correspondence, verbal presentations, and to audiences outside the technical discipline of the award</li> <li>✓ Include sufficient information in the nominee's bio, qualifications, and work product for the award review committee to assess the nomination</li> <li>✓ Verify that at least one of the four reference letters come from a current ASME member</li> <li>✓ Describe how the nominee's listed work product supports the achievement honored by this award</li> <li>✓ Link or attach media and other supporting materials as an appendix</li> </ul>	<ul style="list-style-type: none"> <li>✗ Provide the nominee's complete biography unless relevant to the award (e.g., a lifetime achievement award)</li> <li>✗ Make the citation overly broad in scope; it may prevent the nominee from receiving future awards from ASME</li> <li>✗ Obtain more than one letter of recommendation from the nominee's employer</li> <li>✗ Exceed space allotment for the nominee's citation, bio, qualification, work product, and letters of recommendation</li> <li>✗ Provide a comprehensive list of the nominee's publications and other work product</li> <li>✗ Attach crucial information for vetting the nominee's achievement as an appendix</li> <li>✗ Provide an exhaustive list of appendices</li> </ul>

### QUESTIONS?

For additional guidance, please visit [go.asme.org/awards](http://go.asme.org/awards) or contact  
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