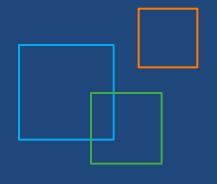


## TIPS FOR COMPLETING A NOMINATION



## 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

- ✓ 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

- **X** 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
- X Obtain more than one letter of recommendation from the nominee's employer
- **X** Exceed space allotment for the nominee's citation, bio, qualification, work product, and letters of recommendation
- **x** Provide a comprehensive list of the nominee's publications and other work product
- **X** Attach crucial information for vetting the nominee's achievement as an appendix
- **x** Provide an exhaustive list of appendices

## **QUESTIONS?**