

# Award Nomination Instructions

UPDATED March 2022

## QUICK TIPS

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 (§ 3)</li> <li>✓ Include sufficient information in the nominee's bio (§ 6), qualifications (§ 7) and work product (§ 8) for the award review committee to assess the nomination</li> <li>✓ Explain how this award differs from any</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 (§ 9)</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 (§ 3) 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 bio (§ 6), qualifications (§ 7), work product (§ 8), and letters of recommendation (§§ 4 - 5)</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 (§ 9)</li> <li>✗ Provide an exhaustive list of appendices (§ 9)</li> </ul>

## ELIGIBILITY

Any person whose activities support the ASME mission, vision, and values may be nominated for an ASME award **except** ASME staff and those who are currently serving as a voting member of any Board, Committee, or other unit of the Society that has the assigned duty to take action on any step in this award's selection process — including but not limited to members of the Board of Governors, Committee on Honors, General Awards Committee, and special award committees.

**NOTE** Self-nominations are accepted only for the Charles T. Main Award.

**NOTE** ASME Policy prohibits recognizing the same achievement or body of work with multiple awards; if the nominee has received previous honor(s) from ASME, describe how the accomplishment nominated to be recognized at this time by this award differs from those recognized by any previous awards.

## INSTRUCTIONS

### 1. NAME OF AWARD

Enter the full name of the ASME honor or award for which you are nominating this (these) individual(s).

### 2. NOMINEE INFORMATION

Provide the full name, title or position, employer, and a mailing address for the nominee. Also list whether the nominee previously received any ASME honors or awards.

- If the award criteria requires ASME membership, provide member number(s) for the nominee(s).
- If the award criteria has an age requirement (e.g., “prior to the nominee’s 40<sup>th</sup> birthday”), enter the date(s) of birth of the nominee(s).

**NOTE** If nominating multiple individuals (e.g., for a literature award with multiple authors), enter the first or lead nominee’s information in § 2, then attach an Appendix (§ 9) with corresponding information for each additional nominee.

### 3. CITATION

The citation is the heart of the nomination. It should succinctly — in 40 words or fewer — describe why the nominee(s) deserve(s) this award. The citation should be specific to the award and identify how the nominee(s) achievement meets the award criteria. Additionally, the citation should capture the attention of members of the award committee — enticing them to continue reading the nomination — and differ substantially from the citation listed on any previous ASME honors the nominee(s) received.

**NOTE** For literature awards, also include the full scholarly citation for the nominated publication.

## SAMPLE CITATIONS

### For ASME Medal and/or Honorary Member

For pioneering contributions to the science and technology of mechanical engineering through multidisciplinary research, impactful work in education and mentoring, leadership in academia and government, and innovation in connecting research to industry and policy

### For an Achievement Award

For innovative experimental work in superconductor tunneling that led to a major advance in the understanding of the phenomenon of superconductivity and to new scientific instruments

### For an Early Career Award

For growth as an engineering expert through educational and professional accomplishments, including experience in both industry and academia; for progressive volunteer contributions to ASME and the engineering community; and for inspiring young people and the experienced to advance their careers to the next level through a passion for leadership development

### For a Literature Award

For identifying novel phenomena affecting turbine losses that will impact the future of turbine modeling, as presented in the paper, “The Impact of Combustor Turbulence on Turbine Loss Mechanisms”

#### 4. NOMINATOR INFORMATION

Enter your contact information as the nominator; staff will use this contact information to notify you, as the nominator, if the nomination is successful. In addition to completing the nomination form, the nominator must write a letter of recommendation in support of the nomination.

**Length and formatting constraints apply:** Letters of recommendation from the nominator and each reference shall not exceed one standard letter (8.5”x11”) or A4 page with a minimum 11 pt font (preferably Times New Roman or Arial).

**NOTE** To avoid potential conflicts of interest, nominators shall not have a monetary relationship with any nominee or any nominee’s immediate superiors.

#### 5. REFERENCES

Enter the requested contact information for each reference providing a letter of recommendation. These three references should be in a position to substantiate the nominee(s) contribution(s) to the achievement to be recognized by providing explicit detail from personal knowledge.

**Length and formatting constraints apply:** Letters of recommendation from the nominator and each reference shall not exceed one standard letter (8.5”x11”) or A4 page with a minimum 11 pt font (preferably Times New Roman or Arial).

**NOTE** At least one of the four letters submitted (the nominator’s letter plus the three letters from references) must come from an ASME member.

**NOTE** No more than one should come from the nominee’s organization.

**NOTE** To avoid potential conflicts of interest, using references that have a monetary relationship with the nominee or the nominee’s immediate superiors is strongly discouraged. To substantiate the importance of the achievement to be recognized, references should include those outside the immediate associates of the nominee.

**NOTE** The following persons may not serve as references:

- ASME President
- ASME Board of Governors Members-at-Large
- Members of any award committee that judges the nomination
- ASME Staff

#### 6. NOMINEE BIO

Provide a short biography of the nominee, including education (noting dates of graduation), positions held, and participation in civic groups — including but not limited to ASME activities. Also cite any honors or awards received that support the nominee(s) current achievement. The space allotted holds approximately 300 words.

**NOTE** If nominating multiple individuals (e.g., for a literature award with multiple authors), enter the first or lead nominee’s information in § 6, then attach an Appendix (§ 9) with similarly succinct biographies for each additional nominee.

## 7. QUALIFICATIONS

Explain why the nominee(s) deserve(s) the award. Justify claims made in the Citation (§ 4) and identify specific ways in which the nominee(s) accomplishment meets the requirements for the honor. This narrative statement should be specific, accurate, complete, and succinct (approximately 525 words).

In most cases, the award committee lacks personal knowledge of the nominee(s) and thus relies on the documentation provided to make a reasonable judgment as to the nominee(s) worthiness for the award. Therefore, it is imperative that this qualifications statement convey the true merits of your nominee(s) and help the award committee reviewing the nomination to view the nominee(s) achievement as you do: as worthy of this award.

**NOTE** If the nominee(s) has (have) received previous honor(s) from ASME for similar work, describe how the accomplishment nominated to be recognized by this award differs from any previously honored accomplishment(s).

## 8. WORK PRODUCTS

In the two pages provided, list no more than 15 of the nominee(s) significant work products that support the achievement and claims made in the Citation (§ 3). Such work products may include but are not limited to:

- Publications (e.g., peer-reviewed papers, conference proceedings, and trade magazine articles)
- Patents, copyrights, trade secrets, and other contributions to protected intellectual property
- Leadership outcomes, such as products developed or outcome metrics of programs led

Please list the work products in order of significance and succinctly explain the importance of at least five of the included work products.

**NOTE** Check award criteria for applicability of the different categories of work product.

## 9. APPENDICES

The nominator may attach additional materials that support the nominee(s) achievements as appendices. Appendices may include, but are not limited to:

- A list with contact information for additional nominees
- The nominee(s) résumé or CV
- Links to media, such as news coverage about or interviews with the nominee(s)
- Specifications of products designed or materials related to programs led

**NOTE** Reviewers are not required to reference materials included in the appendices; include sufficient information in §§ 6, 7, & 8 to support the claims made in the Citation (§ 3) and the achievement's relevance to the award criteria.

## QUESTIONS?

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

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