**To:** The Nominator(s)

**From**: ASME Committee on Honors (COH)

This information will assist nominators and supporters in completing a nomination form for ASME Society-Level Literature Awards. Specific criteria for each award can be found on the individual award web page at <https://www.asme.org/about-asme/get-involved/honors-awards/literature-awards>

The importance of the quality of the nomination itself, and of the supporting endorsement letters, cannot be overemphasized. The nomination and endorsements should be as specific, accurate, and complete as possible. It is imperative that the true merits of the candidate be conveyed through this information. Keep in mind that in some cases, those involved in the selection process may have no personal knowledge of the candidate, and will rely heavily on the nomination package for the information they need to make reasonable judgments.

An individual will receive only one honor in recognition of the same achievement.  The receipt of one ASME honor shall not bar the recipient from another ASME honor provided it is for a different accomplishment. Therefore, it is important to tailor the nomination package, including the letters, to address the specific criteria of the award so as not to disqualify the nominee from future awards.

At least two of the supporters must be members of ASME and no more than one should be from the candidate’s organization. To avoid conflicts of interest, participation of nominators and supporters who have a monetary relationship with, or are immediate superiors of, a nominee is strongly discouraged.  If the nominators are close professional or business associates of the nominee, make sure that the supporters also include people outside the immediate associates of the nominee.

**If you are recommending a resubmitted nomination, please ensure that the nomination is as current as possible and no more than three years old.**

 For award requirements, deadline, etc. go to:

<https://www.asme.org/about-asme/get-involved/honors-awards/literature-awards>

The attached form describes the information required for submitting nominations for the literature awards of the Society. While preparing the nomination package, please remember that the judges of your nominee(s) base their decisions on the facts which you supply. Therefore, please be sure to substantiate the appropriate items.

**LITERATURE AWARDS**

Blackall Machine Tool and Gage Award

Freeman Scholar Award

Gas Turbine Award

Henry Hess Award

Melville Medal

Edward F. Obert Award

Prime Movers Committee Award

Arthur L. Williston Award

Worcester Reed Warner Medal

**ASME LITERATURE AWARD NOMINATION INSTRUCTIONS**

### 1. LIST THE NAME OF THE AWARD.

**2. DATE**: Give the date the nomination is submitted to ASME Headquarters.

**3. AUTHOR(S)** Give full name, ASME membership grade, position held and addresses of all authors. If you are applying for the Henry Hess Award please provide your date of birth.

**4. PAPER TITLE.**

**5. LIST PRIOR AWARDS RECEIVED FROM ASME.**

**6. SELECTION COMMITTEE**: List name of the selection committee where applicable and provide a letter from the chair of the award committee describing in detail the paper selection process, and the specific ways in which the nominee(s) paper meets the award requirement.

**7. NOMINATOR:** A letter from the nominator is required.

**8. REFERENCES:** Three letters of references that emphasize the merit of the paper as it relates to the award must be submitted

**9. QUALIFICATIONS**: Give complete statements of the specific ways in which the nominee(s) paper meets the award requirement.

**10.** **BRIEF BIOGRAPHY**: Give birth date if applicable, education, positions held, honors, ASME activities and participation in other engineering societies for the author(s).

**Please complete pages 3 and 4 of the nomination form.**

***02/2020***