

To: The Nominator(s)

From: ASME Committee on Honors (COH)

This information will assist nominators and endorsers in completing a nomination form for ASME Society-Level Awards or Joint 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/achievement-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.

Nominator Eligibility: Any person may nominate a candidate for a Society-Level Award with the following exceptions:

- Members of the ASME Board of Governors
- Members of the Committee on Honors
- Members of the General Awards Committee
- Award Selection Committee Members, serving on the Selection Award Committee
- Self-nominations (except for the Charles T. Main Student Leadership Award)
- ASME staff

Supporter Eligibility: Any person may write a letter of support for a candidate for a Society-Level Award, with the following exceptions:

- Members of the ASME Board of Governors
- Members of the Committee on Honors
- Members of the General Awards Committee
- Award Selection Committee Members, serving on the Selection Award Committee
- ASME staff

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/achievement-awards>.

The following page contained information on how to complete a nomination form.

ASME ACHIEVEMENT AWARD NOMINATION INSTRUCTIONS

1. LIST THE NAME OF THE AWARD.

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

3. NOMINEE: Provide the full name, ASME membership grade; position held; and address(s) of the nominee.

4. CITATION: Give a 35-40 word summary of nominee's qualifications.

Remarks: The citation is the heart of the nomination. It should be specific to the award and must be supported in the statement of qualifications that follow.

It should be substantially different from past awards received.

5. LIST PRIOR AWARDS RECEIVED FROM ASME.

A high degree of overlap between prior awards and new awards should be avoided since an individual can only receive one award in recognition for the same body of work.

6. NOMINATOR: List the nominator's name, any ASME committee positions held and the relationship of the nominator to the nominee.

The nominator is required to provide a letter of support. See #7 below.

7. REFERENCES: Four letters of references are required, one from the nominator and three from supporters. The nominator and supporters should be acquainted with the nominee's qualification as they relate to the requirements of the award. To avoid potential conflicts of interest, participation of nominators and supporters that have a monetary relationship with, or are immediate superiors of, a nominee is strongly discouraged.

At least two of the supporters must be members of ASME and no more than one should come from the nominee's organization.

8. QUALIFICATIONS: Give complete statements of the specific ways in which the nominee meets the requirements for the honor. Please remember that the judges of your nominee have nothing on which to base their judgment except the facts in your nomination. The statement of qualifications should be a narrative summary with heavy emphasis on the accomplishments that make the nominee worthy of the honor. It should be readable from the first word to the last, written in the active voice. It should be clear and succinct, yet complete. **The nomination package should focus only on the achievements related to the specific award. It is not a good idea to dwell on the totality of contributions because (i) it may not be necessary, and (ii) it may create problems for future award nominations when incremental or additional contributions are evaluated.**

In some cases, the statement of qualifications may be written around the chronological steps in a nominee's career. Such a treatment permits a simpler biographical statement required in item #11. Frequently, publications or patents of the nominee provide important facts about the nominee's achievements and may be brought into the argument in this section of the nomination rather than separately under Publications and Patents below.

9. BRIEF BIOGRAPHY: Give birth date if applicable, education, positions held, honors, ASME activities and participation in other engineering societies.

In listing positions held, include directorships of civic activities and industrial corporations.

For a nominee having many honors, those honors should be included that support the achievements for which the individual is being nominated, should be included.