**Award Nomination Instructions**

These are the instructions for successful nomination of an individual or company for an ASME Petroleum Division Unit Award.

1. **General Guidelines:**
	1. Use Google Chrome or Microsoft Edge to complete the nomination process. Internet Explorer is not permitted.
	2. Complete and submit one nomination form per one award
	3. Complete and submit one nomination form per one individual or one project being nominated.
	4. Any one person or company can submit multiple nominations for multiple awards. There is no limit to how many nominations one person or one company submits.
	5. You must identify and collect the necessary nomination form information prior to beginning to fill out any nomination form.
	6. You are not permitted to start filling out a form, then save, close, and return to your started form later.
	7. Closing a nomination form, prior to selecting the Submit button, will result in losing any and all information entered and will require you to fill in the information again.
	8. You are encouraged to Print to PDF, take screenshots, print a hardcopy, etc. of an award’s form so that you can collect the necessary and required information offline prior to starting a nomination form.
	9. Your award nomination, the data entered, and the files uploaded are not submitted nor received by the Petroleum Division until you select the Submit Button.
2. **Once you have opened the website for an active ASME Petroleum Division Unit Award, proceed as follows:**
	1. Select the Apply Now button:



* 1. A pop-up banner will appear which informs you that you will now leave ASME.org.



* + 1. Select Continue.
	1. A new website opens with a website address at airtable.com.
		1. This website is an electronic award nomination form which asks for contact information, descriptions and backgrounds, and where applicable file uploading.
		2. Nomination forms cannot be submitted until all required fields, which are denoted with a red asterisk, are completed.
	2. In the Award Section, click on the +Add button.



* 1. A popup menu appears with four awards listed.
		1. Select the one award in which you wish to nominate one individual or one project.
		2. The remaining content on the electronic form will change depending on which award you add.
	2. Verify that the correct award is listed on the electronic form prior to proceeding.
	3. Review all items requested or questions listed prior filling out any information.
		1. Identify any and all information needed for any nomination form, paying attention to character limits, file size limits, etc.
		2. You can not start filling out a form, save the form, close the form, then return to the started form at a later date.
		3. You are encouraged to print to pdf this electronic nomination form to assist in your data collection prior to filling this form out.
	4. Once you have obtained all pertinent information as stated on an award’s nomination form, you may begin filling out the form.
	5. Once all required fields, denoted with a red asterisk, and any additional requested information is entered and/or uploaded, you may submit your form by selecting the Submit button located at the bottom of the form.



* 1. You should be redirected to a website that states your form has been submitted.
	2. You have now completed your award nomination process.
	3. The Petroleum Division looks forward to reviewing your completed submitted and will reach out to the award nominator if there are any questions.

Thank you for taking the time to have yourself or your contact nominated for an ASME Petroleum Division Award! It is through your hard work, dedication, and care that ASME can help the global engineering community. It is through your passion that the Petroleum Division can be the essential resource for mechanical engineers and technical professionals in the energy industry.