



HOW TO CREATE A BICKEL NOMINATION

This worksheet is designed to help you create a nomination for the John O. Bickel Award. The worksheet is for you alone and is not part of the final nomination package. We suggest that you carefully review the steps outlined here to get a sense of the details before beginning the process of nominating.

STEP 1 – Know how often the award may be presented.
 The John O. Bickel Award may be presented annually.

STEP 2 – Know the nomination deadline.
 Complete nomination packages are due to the Honors and Awards program office no later than November 1st.

STEP 3 – Whom to nominate? A prospective Bickel nominee is a paper concerning the design and/or construction of a rail or vehicular tunnel. Special consideration may be given to articles or papers dealing with tunnels constructed by the immersed or sunken tube method. Papers published by the Society between July – June of the previous year are eligible. For an award in 2008, the paper must have been published between July 2006 and June 2007. ASCE membership is not a requirement.

I have decided to nominate the following paper: _____
 _____ (insert title of paper); published in _____
 (insert name of journal), _____ (insert month and year of issue)

Written by:

Author's full name	Author's credentials (e.g. Ph.D., P.E., M.ASCE)

STEP 4 – Download an Official Award Nomination Form from the Web and review the information, including the list of items that need to be included in the nomination package.

The nomination form is available at www.asce.org/awards and click on “Nomination Forms.”

Official Award Nomination form downloaded and reviewed on _____ (*insert date*)

STEP 5-9 can be worked on simultaneously.

STEP 5 – You are the nominator, in which case you should write a nominator’s cover letter that justifies the paper’s nomination.

Nominator’s cover letter completed on _____ (*insert date*)

STEP 6 – Complete the Official Award Nomination form, which includes a citation (not to exceed 40 words in length). The citation is the short justification statement that will appear on the Bickel Award certificate. Following is an example of a successful citation:

“For the paper, “Drill and Blast Tunneling Practices,” Practice Periodical on Structural Design and Construction, August 2002.”

If your nominated paper was written by multiple authors, you will need to complete a nomination form for each author.

I have completed the Official Award Nomination form for each author, including a citation (40 words or less), on _____ (*insert date*)

STEP 7 – Obtain a copy of the nominated paper.

I have obtained a copy of the paper being nominated _____ (*insert date*)

STEP 8 – Assemble the necessary elements of the package. It is especially appreciated if the documents can be presented in the following order:

1. Official nominator’s cover letter
2. Official Award Nomination form, signed by the nominator
3. Copy of the nominated paper

I have organized the originals for the nomination package on _____ (*insert date*).

STEP 9 – It is especially helpful if the nomination package is submitted electronically to awards@asce.org. If you prefer to mail your submission to the Honors and Awards program office, you may do so, in which case one original nomination package is needed. Regardless of whether the nomination is mailed or sent electronically, **nominations must be received by November 1.**

Mailed submissions must be addressed to:

Honors and Awards Program Office
ASCE
1801 Alexander Bell Drive
Reston, VA 20191-4400

I have submitted one original of the nomination package on _____ (*insert date*).

I have retained one photocopy of the nomination package for my records on
_____ (*insert date*).

STEP 10 – Upon receipt, the nomination package will be reviewed for completeness. If documents are found lacking, the nominator will be advised and the nomination will be held as pending until all documents have been received.

Should you have questions that have not been addressed in this guide, please contact Jane Moran Alspach, Senior Manager, Honors and Awards, at 1-800-548-2723 x 6382 or at jalspach@asce.org.