



**HOW TO CREATE A COLLINGWOOD NOMINATION**

This worksheet is designed to help you create a nomination for the Collingwood Prize. 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 Collingwood Prize 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 February 1<sup>st</sup>.

**STEP 3 – Whom to nominate?** A prospective Collingwood nominee is a paper written by a Society member who was 35 years of age or less at the time the paper was published. Co-authors over 35 years of age are allowed provided they can attest by a signed letter that they had no part in the paper other than reviewing it. Co-authors over 35 years of age are not eligible for the prize. Eligible papers are those (1) describing an engineering work with which the author(s) have been directly connected, or (2) recording investigations contributing to engineering knowledge to which the author(s) have contributed some essential part, and (3) containing a rational digest of results. Any mathematical treatment must show immediate adaptability to professional practice. For an award in 2008, the paper must have been published between August 2006 and September 2007.

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 ( <i>e.g. Ph.D., P.E., M.ASCE</i> ) |
|--------------------|--|
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**STEP 4** – Download from the Web the two required nomination forms: Official Award Nomination Form and the Collingwood Prize Nomination Form. 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](http://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 award certificate. Following are two examples of successful citations:

*“For the paper, “Constriction Size of Geotextile Filters,” Journal of Geotechnical and Geoenvironmental Engineering, January 2005.”*

*“In recognition of an outstanding technical paper entitled, “Lake Hodges to Olivenhain Pipeline – Tunnel, Shaft and Site Development”*

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** – If the co-author is older than 35 years of age, you will need to include a letter, signed by the co-authors, that they had no part in the paper other than reviewing it.

I have received the co-authors’ signed letters, attesting that their participation in the paper was only to review it. Letters received on \_\_\_\_\_ (*insert date*)

**STEP 8** - Obtain a copy of the nominated paper.

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

**STEP 9** – 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. Collingwood Prize Nomination Form
4. Co-authors’ statement of activity (for co-authors older than 35 years of age)
5. Copy of the nominated paper

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

**STEP 10** – It is especially helpful if the nomination package is submitted electronically to [awards@asce.org](mailto: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 February 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 11** – 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](mailto:jalspach@asce.org).