



## HOW TO CREATE A HUBER NOMINATION

This worksheet is designed to help you create a nomination for the Walter L. Huber Civil Engineering Research 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 Walter L. Huber Civil Engineering Research 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 October 1<sup>st</sup>.

**STEP 3** – Whom to nominate? A prospective Huber nominee is a member of ASCE, who is (preferably) 40 years of age or younger, is a researcher, and has not yet won the Huber Prize.

I have decided to nominate \_\_\_\_\_

He/She is a member of ASCE \_\_\_\_\_

Is 40 years of age or younger \_\_\_\_\_

Has not won the Huber Prize in the past \_\_\_\_\_

**STEP 4** – Download a Huber Nomination form and 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.

Huber Nomination form packet downloaded and reviewed on \_\_\_\_\_ (*insert date*)

**STEP 5-10 can be worked on simultaneously.**

**STEP 5** – Request that the nominee's CV (**not to exceed six pages**) be sent to you.

CV received on \_\_\_\_\_ (*insert date*)

**STEP 6** – You are the nominator, in which case you should write a nominator’s cover letter that justifies your candidate’s nomination.

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

**STEP 7** – Develop a list of people you will request letters of recommendation from. You will need a minimum of three letters (maximum of six). You should direct that the letters be sent to you. They can either be addressed to you, as the official nominator, or to the Huber Selection Committee; it does not matter.

Because receiving letters of recommendation can cause a delay in finalizing a nomination package, we suggest that you seek six letters and use the first three you receive. In requesting that a person write a letter on behalf of your candidate, please be sure to give him/her a deadline for reply.

Successful letters of recommendation are generally one-two pages in length and should address one or more of items 7-10 from the Huber Nomination Form. People who have first-hand knowledge of the candidate and who can include examples that support their justification are good resources.

I have identified \_\_\_\_\_ (*insert date*) as the date on which I must receive letters of recommendation.

I have requested letters of recommendation from the following people:

<b>References (<i>insert name</i>)</b>	<b>Date Letter Was Received</b>

**STEP 8** – 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 Huber Award certificate. Following are three examples of successful citations:

“For advanced computational research integrated with large experiments to solve practical structural engineering problems.”

“For significant contributions to the advancement of probabilistic modeling of environmental contaminants.”

“For pioneering the application of molecular biology techniques in wastewater treatment to study complex microbial communities, the development of advanced microbial monitoring techniques, and microbial control strategies for wastewater treatment problems.”

I have completed the Official Award Nomination form, including a citation (40 words or less), on \_\_\_\_\_ (*insert date*)

**STEP 9** – Complete the Huber Nomination form. You will find the materials you have assembled for the package helpful in completing this task.

I have completed the Huber Nomination form on \_\_\_\_\_ (*insert date*)

**STEP 10** – 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. Huber Nomination form, signed by the nominator
4. Three-six letters of recommendation
5. CV (**six pages or less**)

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

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

**STEP 11** – If you are submitting the nomination package electronically, create a single PDF of the documents arranged in the order shown in Step 10. Submit 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 October 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*).

**STEP 12** – 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).