

# Nomination Process

---

## **IMPORTANT: Change to the 2024 OPEA Nomination Process**

OSPE has moved to a new online platform for the Ontario Professional Engineer Awards. Nominations are now submitted through the **following process**:

- 1) The nominator submits their nomination via the online platform. The nominator creates an account on the online platform.
- 2) Following submission, the referees (or additional nominators for Project of the Year) named in the nomination receive automated invitations to submit supporting documents. The referees do not need to create accounts on the online platform.
- 3) The referees (or additional nominators for Project of the Year) submit their supporting documents through the online platform.

Please note the following **important details**:

- While working on their submissions, nominators and referees can save their submissions as drafts
- Nominators and referees should **not** submit their information before it is finalized
- Nominators and referees cannot edit information after making their final submissions
- Certain categories have unique nomination requirements; please read all instructions carefully

---

**The deadline for all nominations is Wednesday, February 28, 2024 at 11:59pm E.T.** Nominations will not be accepted after this time. Please plan accordingly and allow sufficient time for nominators and referees to submit their documents.

Nominations may be made in either the **professional division** (the Gold Medal, the Engineering Medal and the Awards for Engineering Project and Engineering Achievement) or **civic division** (the Citizenship Award). Nominations within the professional division must indicate a significant level of engineering content. Civic division awards recognize the achievements of professional engineers in fields other than engineering.

Nominators can enter more than one category, as long as the submitted work meets the criteria. The Awards Committee may move a nomination from one division or category to another, at its discretion.

Successful entrants will be notified during the last week of March 2024. The award presentation ceremony takes place in November 2024.

For any questions, please contact [awards@ospe.on.ca](mailto:awards@ospe.on.ca).