

GENERAL INFORMATION

Purpose of the Award

The Welch Foundation's Norman Hackerman Award in Chemical Research was established to recognize the accomplishments of chemical scientists in Texas who are in their early careers and to serve as an encouragement to those who are embarking on careers dedicated to increasing our fundamental understanding of chemistry. The award is intended for the personal benefit of the recipient and carries no requirement for future services as a condition of receiving it. The award will be given on an annual basis, when warranted, to a scientist conducting chemical research in Texas.

Eligibility

A nominee must have spent the most recent three (3) years ending September 30 of the nomination year doing chemical research in Texas. On June 30 of the year of the award, a candidate for the award must be within 10 years of his or her initial appointment as an assistant professor or equivalent. For example, for the 2027 award, the initial appointment of the candidate as an assistant professor or equivalent must have begun no earlier than July 1, 2017. Directors and officers of the Foundation and members of the Scientific Advisory Board (SAB) of the Foundation may not make nominations or submit supporting letters to eligible nominations, nor are they eligible to receive the award. If the nominee is not selected for the award, a newly updated nomination package must be submitted for consideration in the following year.

Award Procedure

The Scientific Advisory Board (SAB) of the Foundation will review all complete nominations that are received by the Foundation by the deadline and will consider whether any nominee or nominees are worthy of the award. The SAB will recommend to the Board of Directors not more than two nominees they determine are qualified to receive the award and the Board of Directors will make the final selection. The award will be presented at a springtime function on the campus of the recipient's institution. The current monetary amount of the award is \$100,000.

NOMINATION INSTRUCTIONS

NOMINATIONS ARE DUE BY 12:00 PM CST ON SEPTEMBER 15

Proposal Central Website:

<https://proposalcentral.com/>

Proposal Central Customer Support:

Contact if you have any difficulties registering, logging in, or creating your application.

1-800-875-2562

pcsupport@altum.com

8:30am – 5:00pm EST (M-F)

Nominations

Nominations must be submitted between August 1 and September 15 to be considered for the award. Any person may submit a nomination for consideration, though no person may nominate oneself. All nominations must be submitted using the ProposalCentral application portal. Detailed instructions can be downloaded from welch1.org or from <https://proposalcentral.com>. The nomination must include all of the information requested with all of the required attachments uploaded for the nomination to be considered complete and to qualify for consideration: (a) a cover letter, (b) a detailed description of the basis for the nomination, (c) a complete curriculum vitae including the nominee's date of birth, the date of initial appointment as an assistant professor or equivalent, and the year the nominee began doing chemical research in Texas, (d) a complete publications listing of the nominee, (e) digital reprints of three to five of the nominee's most important research publications, and (f) three supporting letters from individuals in the nominee's field (it is highly recommended that at least 2 of the letters should not be previous mentors or colleagues from the same institution).

Questions should be emailed to nhacr@welch1.org.

Getting started in ProposalCentral

1. New Users of Proposal Central
 - a. Create an account by using the "Need an Account?" link.
 - b. Complete the registration process using your institution-issued email address. After you register, complete your Professional Profile before starting an application.
2. Registered Users of Proposal Central
 - a. Login with your username and password.

Start an Application

1. Select the "Grant Opportunities" tab.
2. A list of applications will be displayed. From the filter drop down menu, select "Welch Foundation."
3. The research grants application will appear. Click the "Apply Now" button to begin your application.

Nomination Format

A complete nomination requires the following information. The numbers below correspond to the nomination sections that appear on the left side of the online submission form.

1. *Title Page/Nominee Name*. Enter the name of the nominee (Last name, First Name) and their institution.
2. *Download Templates & Instructions*. Click the "Download" button to the left of the description to save the award guidelines document and this instruction document to your computer.
3. *Enable Other Users to Access this Nomination*. This section allows you to give other users access to your nomination package. This is where you can add people that may need access to your nomination and also choose the permissions you wish for them to have. Available permissions are "View", "Edit", and "Administrator".
4. *Nominator*. This section is where the nominator's information will appear. You can edit your profile from here to complete any missing or necessary data.
5. *Nominator's Institution*. Your institution as listed in your profile should show by default. Be sure the correct institution displays for the nominator.
6. *Nominee Information*. On this page you will add the nominee's information. Enter the nominee's email address and confirm then click the add link. You may edit this to add additional contact information.

7. *Seconding Letter Contacts.* This section is where you will add the email addresses (and possibly the names as well) of three people that will be independently adding supporting letters to your nomination. This step will automatically send an email to each of the contacts giving them a link to use to upload their support letters.
8. *Nomination Attachments.* This section is where you will upload the required documents to complete the nomination. These items are:
 - a. Cover Letter — Introduction letter from the nominator.
 - b. Description of Research — A detailed description of the basis for the nomination.
 - c. Curriculum Vitae — A complete curriculum vitae including the nominee's date of birth, the date of initial appointment as an assistant professor or equivalent, and the year the nominee began doing chemical research in Texas.
 - d. Publications List — A complete publications list of the nominee.
 - e. Digital Reprint of Nominee's Publications — Include three to five digital reprints of the nominee's most significant publications.
 - f. Seconding Letters — The seconding letters will populate the application package once the requested authors have uploaded them to ProposalCentral. There must be three letters (it is highly recommended that at least 2 of the letters should not be previous mentors or colleagues from the same institution).
9. *Validate Nomination.* Validate the nomination on ProposalCentral. This is an essential step and checks that you have provided all the required data and attachments. You will only be able to submit your nomination package when all of the required elements have been provided and after it has been validated.
10. *Nomination PDF (download only).* After your nomination package has successfully passed the validation check, you can click "Print Signature Pages with Attachments" in this section to preview or download a copy of the nomination package you will be submitting.
11. *Submit Nomination.* After you click the "Submit" button, an email will be sent to you confirming your submission. At this point you can no longer edit any portion of your nomination package. If you must make a correction after submission you will have to contact The Welch Foundation at nhacr@welch1.org to request the package be unsubmitted to you for editing and resubmission through ProposalCentral.