

THE ROBERT A. WELCH AWARD IN CHEMISTRY

Award Guidelines and Nomination Instructions

PART I GENERAL INFORMATION

Purpose

The purpose of The Robert A. Welch Award in Chemistry is to foster and encourage basic chemical research and to recognize, in a substantial manner, the value of chemical research contributions for the benefit of humankind as set forth in the will of Robert Alonzo Welch. The founder was interested in chemistry and in its service to both the betterment and the understanding of human life. We also believe this award plays a significant role in aiding and strengthening the other programs of the Foundation.

In accordance with these principles, the award committee will consider any person who has made important chemical research contributions that have had a significant, positive influence on humankind. We intend that the award recognizes the contributions of an individual who has not previously been recognized in a similar manner.

Eligibility

Any person can submit a nomination for consideration, but no self-nominations are allowed.

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, nor are they eligible to receive the award. Former SAB members are eligible to be nominated four (4) years after the calendar year in which they left the SAB. (Example: If an SAB member left the board at any time in 2023, they would be eligible for nomination in 2027.)

Nomination Applications

All nominations must be submitted between **November 1 and January 31** of each year. Nomination packages can remain eligible for five years without revision.

The official online nomination within the Proposal Central portal must be used. All information requested and required attachments must be supplied in the online application.

Detailed instructions can be downloaded from welch1.org or from <https://ProposalCentral.com>. Questions should be emailed to welchaward@welch1.org.

Nomination Review

The Scientific Advisory Board will review all nominations and will recommend up to three nominees to the Board of Directors as qualified to receive the award and the Board of Directors will make the final selection.

The recipient will be required to be present at a ceremony and banquet in Houston, Texas in the month of October. The monetary amount of the award is **\$500,000**.

PART II APPLICATION INSTRUCTIONS

DEADLINE Applications are due by 12:00 PM CST on January 31

PROPOSAL CENTRAL WEBSITE

<https://proposalcentral.com/>

WELCH FOUNDATION INQUIRIES

welchaward@welch1.org

PROPOSAL CENTRAL CUSTOMER SUPPORT

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

Phone: 1-800-875-2562

Email: pcsupport@altum.com

Hours: 8:30 AM – 5:00 PM EST (Monday–Friday)

Getting Started in Proposal Central

1. **New Users** of Proposal Central

- Create an account by using the “Need an account?” link.
- 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

- Login with your username and password.
- If you submitted a nomination package within the last five years, it has been rolled forward and should appear in your “proposals” tab in Proposal Central.

Start a Nomination

- Select the “Grant Opportunities” tab.
- A list of applications will be displayed. From the filter drop down menu, select “Welch Foundation.”
- The “Welch Nomination Award” will appear. Click the “Apply Now” button to begin your nomination.

Nomination Format

A complete nomination requires the following information:

- Title Page/Nominee Name.** Enter the name of the nominee (**Last Name, First Name**) and their institution. Names not entered correctly will be returned for corrections.
- 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.
- 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 choose the permissions you wish for them to have. Available permissions are “View,” “Edit,” and “Administrator.”
- Nominator.** This section is where the nominator’s information will appear. You can edit your profile from here to complete the 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 names and email addresses 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.** Upload the required documents to complete the nomination.

Required Document	Description
Cover Letter	Introduction letter from the nominator.
Description of Research	A detailed description of the basis for the nomination.
Biographical Sketch	A brief biographical sketch of the nominee.
Publications List	A publications list of the nominee's 25 most important scientific publications.
Seconding Letters	The seconding letters will populate the application package once the requested authors have uploaded them to ProposalCentral. There must be three letters.

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 when all 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 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 welchaward@welch1.org to request the nomination be unsubmitted to you for editing and resubmission through ProposalCentral.