

## THE ROBERT A. WELCH AWARD IN CHEMISTRY

### **NOMINATION SUBMISSION INSTRUCTIONS**

#### **Nominations**

Nomination packages must be received by the last business day of January for consideration for the annual fall award. Only nominations submitted through the ProposalCentral submission portal <https://ProposalCentral.com> will be considered. You must supply all of the information requested and upload all of the required elements (item 8 below) for the nomination to be considered complete and to qualify for consideration. Nominations must adhere to the guidelines for the Robert A. Welch Award in Chemistry, which can be downloaded from [welch1.org](http://welch1.org) or directly from ProposalCentral.

**Nominations must be submitted between November 1 and by 12:00 p.m. CST on the last business day of January each year and will remain eligible for five years without revision.**

#### **Getting started in ProposalCentral**

New users of ProposalCentral will need to create an account by using the “Create One Now” link and complete the registration process. After you register, complete your Professional Profile before starting a nomination.

Current registered users with ProposalCentral can login with your username and password.

If you submitted a nomination package within the last five years, we will roll the nomination package forward and it should appear on your “proposals” tab in ProposalCentral.

To start a nomination, select the “Grant Opportunities” tab. Scroll down to the “Welch Foundation” and “Welch Nomination Award” from the list of programs and click the “Apply Now” button/link on the right to begin your nomination.

If you have difficulties registering, logging in, or creating your nomination, contact ProposalCentral Customer Support:

Toll-free U.S. and Canada 1-800-875-2562      Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)  
Normal Business Hours: 8:30am – 5:00pm Eastern Time (Monday thru Friday)

#### **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 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 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. Biographical Sketch — A brief biographical sketch of the nominee.
  - d. Publications List — A publications list of the nominee's 25 most important scientific publications.
  - e. 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 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 [welchaward@welch1.org](mailto:welchaward@welch1.org) to request the package be unsubmitted to you for editing and resubmission through ProposalCentral.