



THE ROBERT A. WELCH AWARD IN CHEMISTRY

NOMINATION SUBMISSION INSTRUCTIONS

Nominations

Please submit nomination packages 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 this award (Welch Awd Guidelines 2020), which can be downloaded from this site or directly from proposalCENTRAL.

proposalCENTRAL website: <https://proposalCENTRAL.com>

***Deadline to submit a nomination package is 12:00 p.m. CST,
the last business day in January.***

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.

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
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 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 would add those people who you feel may need the necessary access to your nomination.
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.* Be sure the correct institution has been selected for the nominator. You may select your institution from what is already in the system or you may add it.
6. *Nominee Information.* Here is where the nominee's information will appear. 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 the three people that will be 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 Elements.* This section is where you will upload the required documents to complete the nomination. These items are:
 - a. Cover Letter — 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. Publication List — A publication list of the nominee's 25 most important scientific publications.
 - e. Seconding Letters — The seconding letters will populate the application package once the authors have uploaded them to proposalCENTRAL. There should be a maximum of three.
9. *Validate Nomination.* Validate the nomination on proposalCENTRAL. This is an essential step and checks that all the required elements have been provided. You will only be able to submit your nomination package when all of the required information has been provided and after it has been validated.
10. *Nomination PDF (download only).* After the nomination package has successfully passed the validation check, you can click "Print Signature Pages and Attached PDF Files" in this section to preview or download a copy of the nomination.
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 Carla Atmar, Director of Grant Programs, at the Welch Foundation to have the package returned to you for editing and resubmission through proposalCENTRAL.