INSTRUCTIONS, INFORMATION AND DOCUMENTATION

Before starting on your nomination, we recommend that you take time to read through the call conditions, available at this link.

- At each step, the online form will specify a series of fields for you to complete. Check that you have correctly filled in all the required fields before going on to the next page.
- Nominations may be completed in various sessions, with users saving and retrieving the partially completed form until the process has finalized.
- The form will be saved automatically as you advance through the steps, but you can also save it manually using the "Save and Exit" button at the top right of the screen. Each time you save a partially completed form, the system will email you a link and a password that you can use until the submission is complete. Also, each time you return to the form, you will be sent an email with a reactivation password (OTP code).
- On accessing the saved form, it will open at the last page completed. To move to the next screen, use the buttons at the bottom of the page, not the arrows on your browser.
- Once the nomination is complete, it will not be possible to access it or make changes.
- On finalization, the person completing the form and all nominators will receive a confirmation email with a reference number, which they should quote in all subsequent correspondence with the BBVA Foundation.
- Both nominations and the accompanying documentation must be submitted in English only.
- We recommend that only one person complete the form, and that they do not keep it open in multiple sessions simultaneously.
- The system performs an automatic security scan of all attached documents, which may take some time depending on the size of the files.
- To avoid incidents when uploading, the file names of attached documents should not be excessively long or contain accents, commas or other symbols. We suggest you keep them short.
- The system is compatible with versions of Chrome above 40, Firefox above 35, Safari above 8 and Internet Explorer above 11.
- You are asked not to fill in the form using capital letters, unless their use is required by rules of grammar or spelling.
- Self-nomination is not permitted.
- The same organization, institution or person may nominate more than one candidate without limitation of number, but no candidate may be nominated for more than one award category.

If you have any queries, please contact us at: awards-info@fbbva.es.

There follows a description of all the information and documentation needed to complete your nomination

Getting started I REGISTRATION

To begin a submission under this call, you must first enter a valid email address. You will be sent a message to this account with a form access password, which you will need to complete the form in various sessions, saving partially each time.

This registration email, which is linked to the person filling in the form, can be changed at any point in the process and does not have to coincide with the email address of the head of the institution or of the candidates themselves.

Before moving on to select the award category you are entering for, you must accept the call conditions and Personal Data Processing terms.

Step 1 I CATEGORY

Select the award category you wish the candidate to compete in according to their merits.

- **Basic Sciences (Physics, Chemistry, Mathematics)**
  - Physics
  - Chemistry
  - Mathematics
- **Biology and Biomedicine**
  - Biology
  - Biomedicine
- **Information and Communication Technologies**
- **Climate Change and Environmental Sciences**
  - Climate Change
  - Environmental Science
  - Earth Science
  - Conservation Biology
- **Economics, Finance and Management**
- **Humanities**
  - Philosophy
  - Philology
  - Literature
  - Linguistics
  - History
  - Others
- **Social Sciences**
  - Law
  - Political Science
  - Sociology
  - Anthropology
  - Demography
  - Human Geography
  - Psychology

- Education Sciences
- Others
- **Music and Opera**
  - Music
  - Opera

Step 2 I NOMINATOR

Each nomination may have a maximum of thirty nominators.

To add or remove a nominator, use the designated buttons provided in the form.

All nominators must provide the following information and documentation:

A. **Institution:** Choose those categories that best fit your institution and/or describe your situation as a nominator.

B. **Nominator particulars:** The email address provided will be the one used by the BBVA Foundation in subsequent correspondence. We also recommend that you include the international call prefix in the telephone field.

C. **Letter of nomination:** The nomination coordinator should provide a signed letter of nomination. Remaining nominators are also advised to provide a signed letter. The file should be in PDF format and no larger than 4MB.

Step 3 I CANDIDATE

You should first specify whether the candidate is an "individual" (natural person) or "organization" (legal person). The subsequent fields will vary according to your choice.

To add or remove a candidate, use the designated buttons provided in the form.

A. **Nominated for:** Provide a summary – max. 1000 characters with spaces – of the candidate or candidates' achievements, including the main reasons for their nomination. This should be a self-standing narrative and not simply an excerpt from or reference to the candidate's CV or the document of salient contributions.

B. **Candidate particulars:** Including the institutional affiliation and contact information of each candidate.

Please note that in the event that your nomination is selected by the committee, the BBVA Foundation will contact the laureate(s) by phone as soon as the committee meeting ends – probably not before 17:00 GMT. For this reason, we recommend that you provide a direct or cell phone number.

C. **Specialty:** Succinctly specify the candidate's specialist area within the award category corresponding to your nomination.

D. **Candidate's salient contributions:** This document (maximum of 3 pages, single spaced) should take the form of a continuous narrative describing the nature and importance of the contributions for which the candidate is being nominated, and the reasons why the nominator believes they merit the award. The file should be in PDF format and no larger than 4MB.
This description need only be provided if the letter of nomination does not give an account of the candidate's salient contributions or if it is necessary to expand on the information contained

therein.

When more than one candidate is being nominated, the description should include each one's specific input to the above global contribution, and whether it was arrived at through collaborative working (as a team) or independently (working in parallel). It should in no event exceed the 3 single-spaced pages specified, regardless of whether the entry comprises one or more persons and/or institutions.

E. **Candidate's CV:** Provide for each person nominated. This document is not required in the case of organizations.

Step 4 I CONFIRM DETAILS

Before finishing your nomination, you can check that the data entered in the various sections are correct by directly accessing the steps of the form through the corresponding tabs.

You can then submit your nomination by pressing the "Confirm nomination" button on the bottom right of the form.

The next screen that comes up will show the date and time of your submission (Spanish standard time) and a reference number that you should quote in all subsequent correspondence with the BBVA Foundation. You can also download a nomination summary in PDF format. This same information will be sent to all nominators and to the registration email address appearing in the form.

Once the nomination period has closed, you can check the status of your entry through our website www.frontiersofknowledgeawards-fbbva.es using the nomination reference number and the registration email.

It will not be possible to access or make subsequent changes to completed and submitted forms.