



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. Each time you save a partially completed form, the system will e-mail you a link and a tracking number that you can use to resume the process.
- Each time you access the saved form, it will open at the first page. To move to the next screen, use the buttons at the top 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.
- Although the online form can be accessed from any fully updated browser, we recommend using Google Chrome.
- Once the nomination is complete, all nominators will receive a confirmation e-mail 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.
- Nominators are advised to complete the form themselves and not to keep it open in multiple sessions simultaneously.
- To avoid incidents when uploading, the file names of attached documents should not be excessively long or contain accents, commas or other symbols.
- 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@bbva.es

To complete your nomination, you must gather together the following information and documentation:



Step 1 | CATEGORY

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

Remember that in the case of the “Humanities and Social Sciences” category, the award will alternate yearly between these two disciplinary domains (with the present edition devoted to the **Humanities**).

Once you have saved your nomination for the first time, you will not be able to change the category.

Step 2 | 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 e-mail 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 4 MB. This document should not be confused with the description of candidates’ salient contributions.

Step 3 | CANDIDATE

You should first specify whether the candidate is an “individual” or “organization”. 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. 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 contribution 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 4 MB.



When more than one candidate is being nominated, this 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).

This document is not the same as the letter of nomination, and should in no event exceed the 3 single-spaced pages specified, regardless of whether the entry comprises one or more persons and/or institutions.

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

Step 4 | CONFIRM DETAILS

Before finishing your nomination, a message will appear with a summary of all the information provided. Please check that all the data it contains are correct before confirming the nomination.

Once the nomination is complete, all nominators will receive a confirmation e-mail with a reference number which they should quote in all subsequent correspondence with the BBVA Foundation.

Once the nomination period has closed, you can track the status of your submission through our website www.frontiersofknowledgeawards-fbva.es using this reference number and the e-mail address.

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