UNESTEAMS

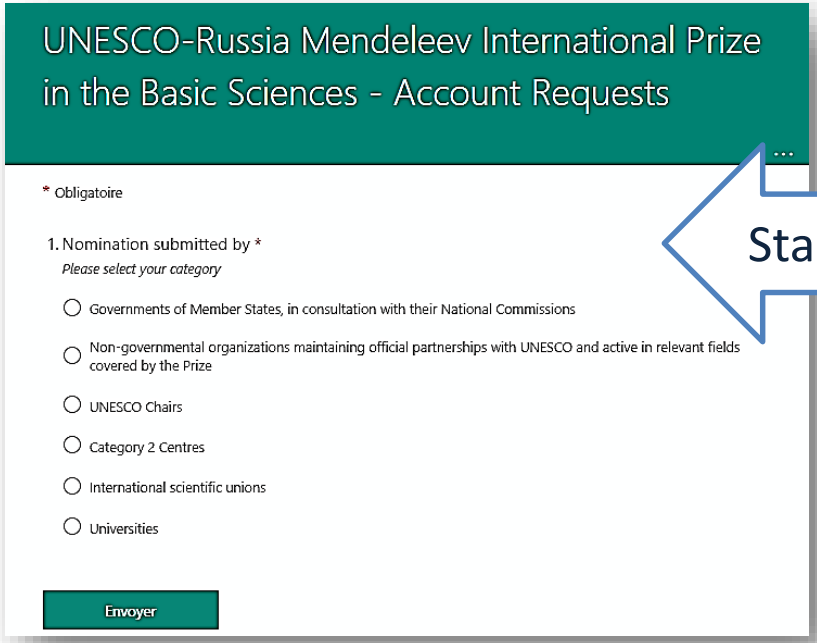
UNESCO-Russia Mendeleev International Prize in the Basic Sciences

User Guide

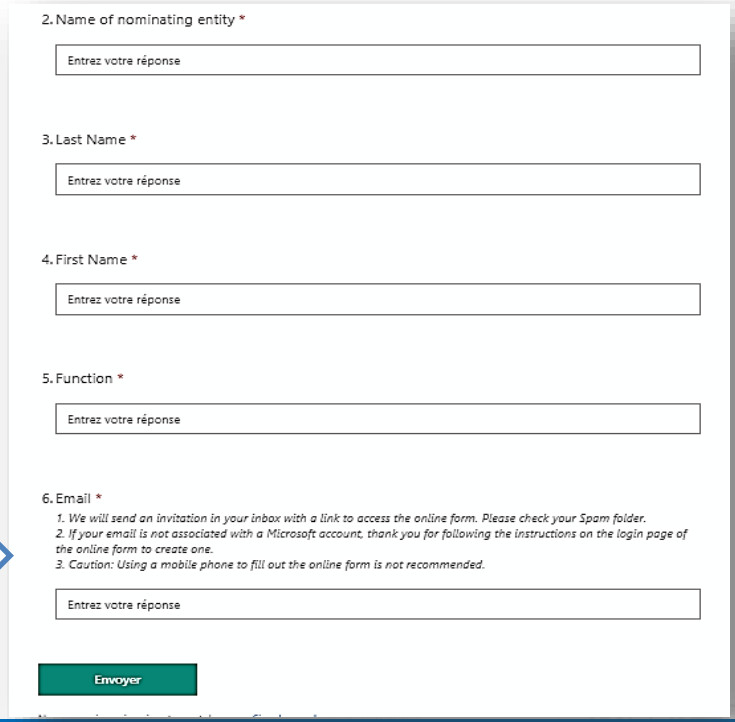
for the submission of nominations

2021 Edition

To submit nominations for the 2021 edition, go to https://en.unesco.org/stem/basic-sciences-prize/apply and click on register.
The below registration form will appear:

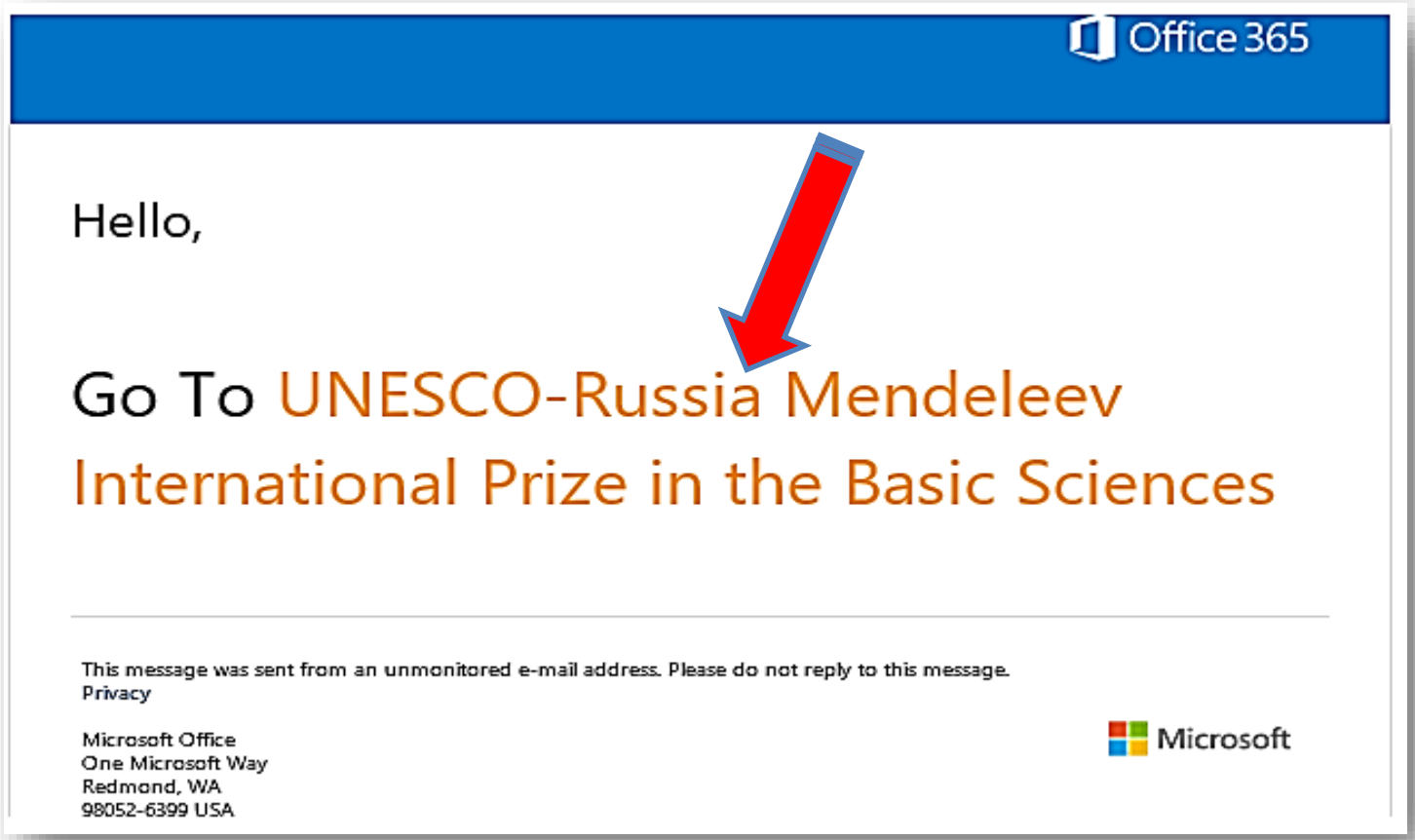


Start by selecting your category



Then, based on your category, the following questions will appear.
For question no. 6, please read carefully the remarks.

Subscription



The inbox of the email address used during the registration will receive the **above email** from no-reply@sharepointonline.com with the **link** (Go to ….) to start a nomination.

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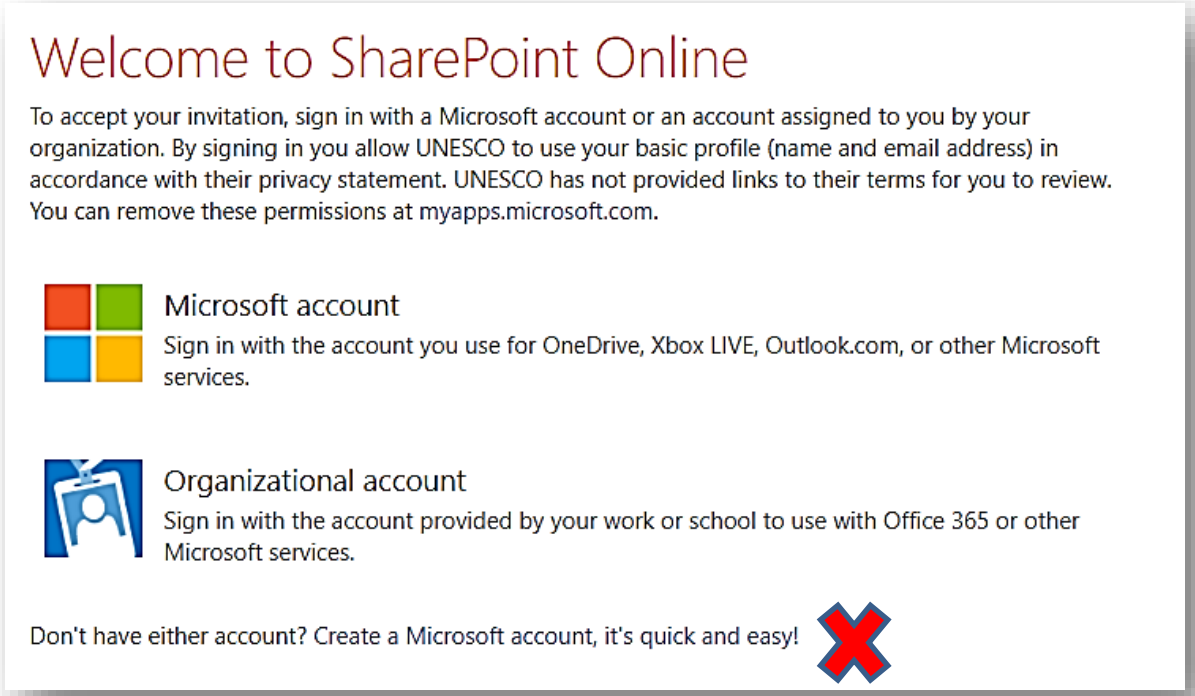
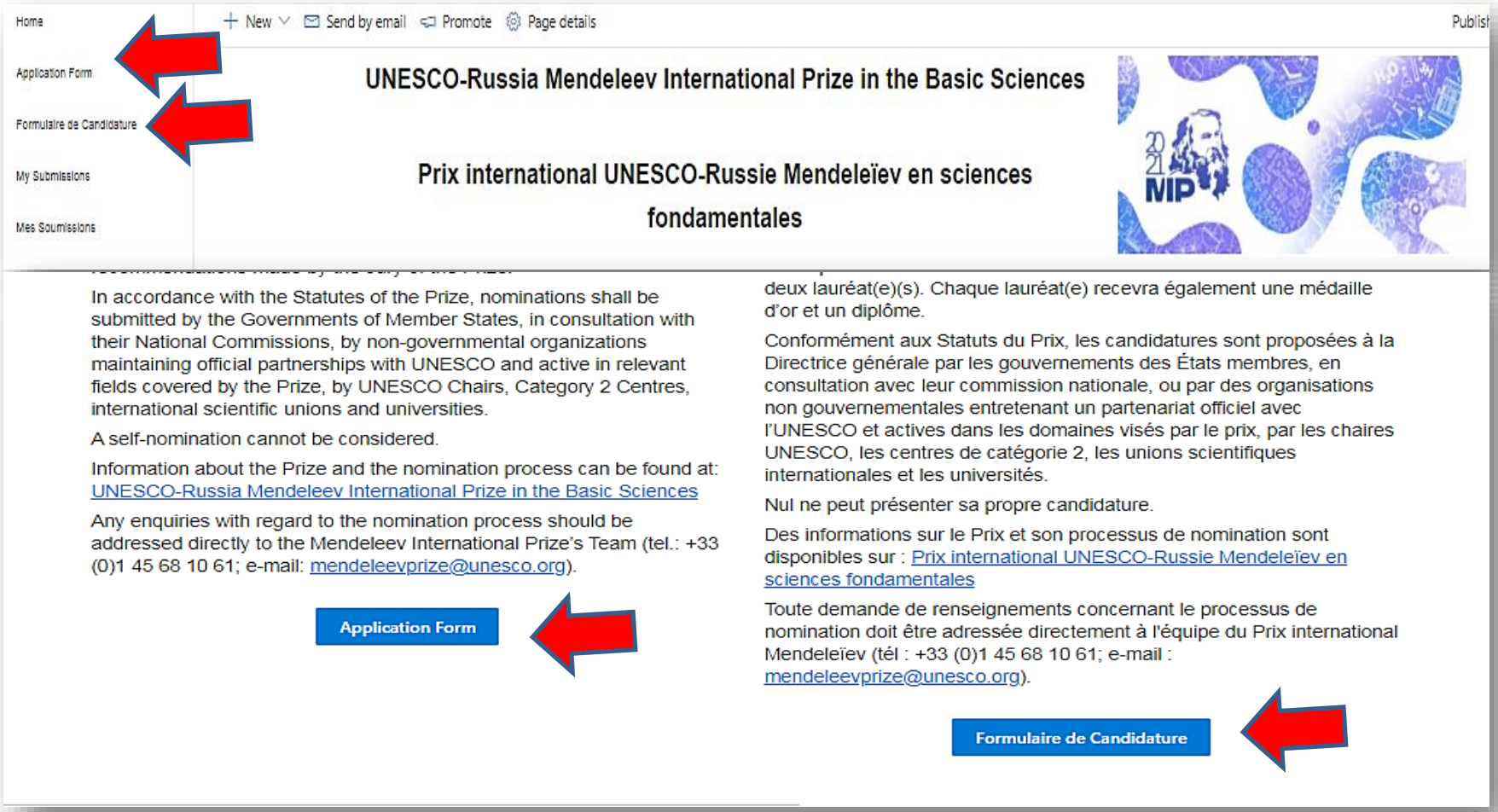


When you click on the link (Go to …), the above screen will appear and you have to be connected, so you can:

1) Choose the type of Microsoft account that you currently have (Microsoft or Organizational) (If it is not a Microsoft account, you can create it by clicking on)
2) Enter the Microsoft email address
3) Then, you will be directed to the login page of your Microsoft personal or organizational account.

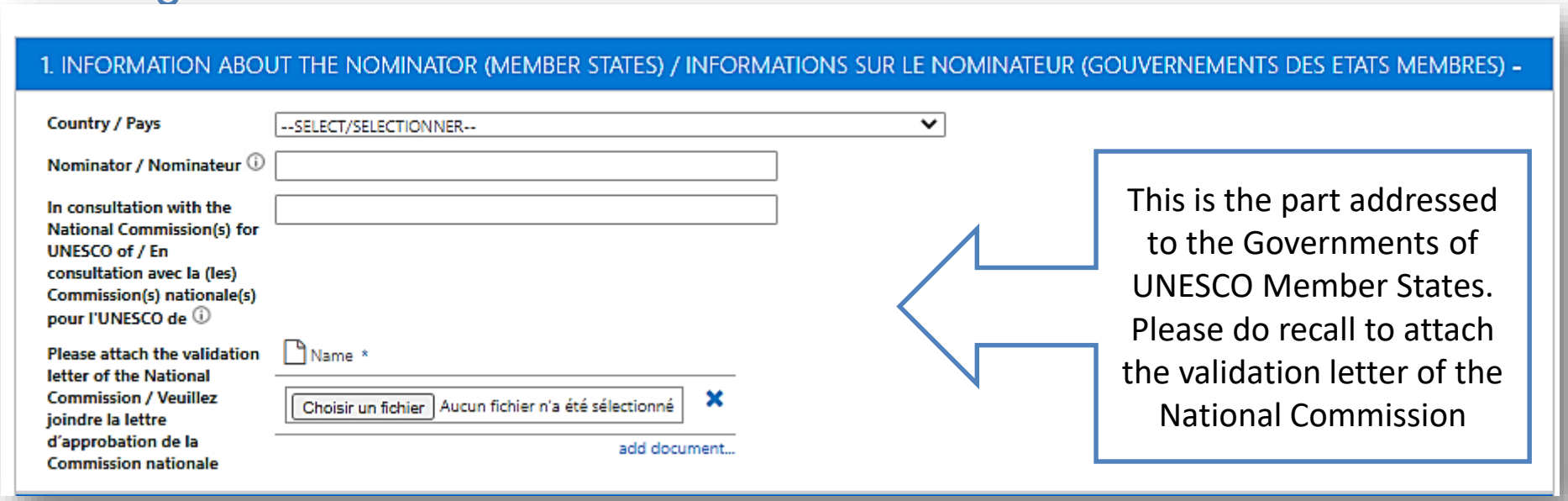
Disclaimer: UNESCO does not have access to users login credentials.



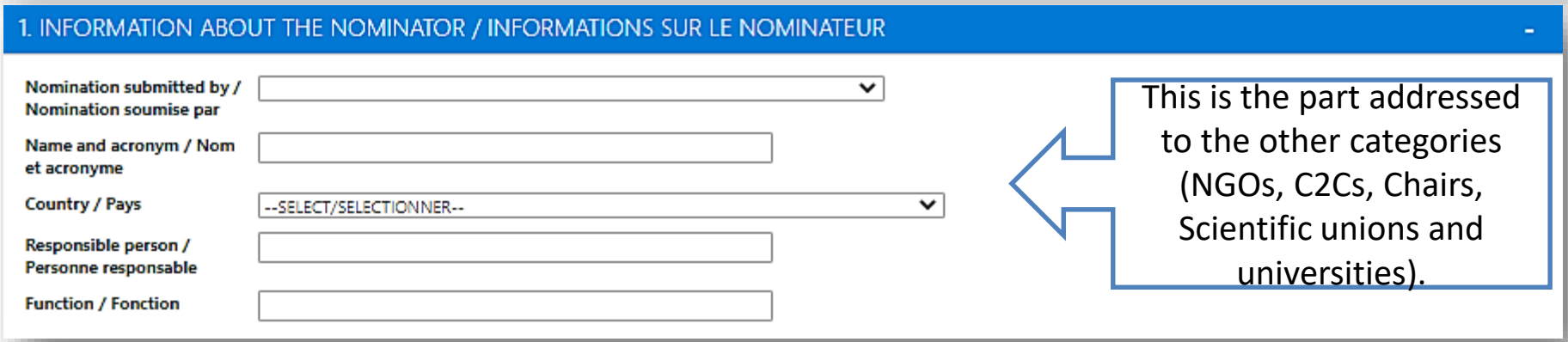
The above screen, which is the application website, will appear and now, you can start filling the application form

Starting a nomination

The first part of the application form (1) is about the information on the nominator (Governments of Member States **or** other categories).

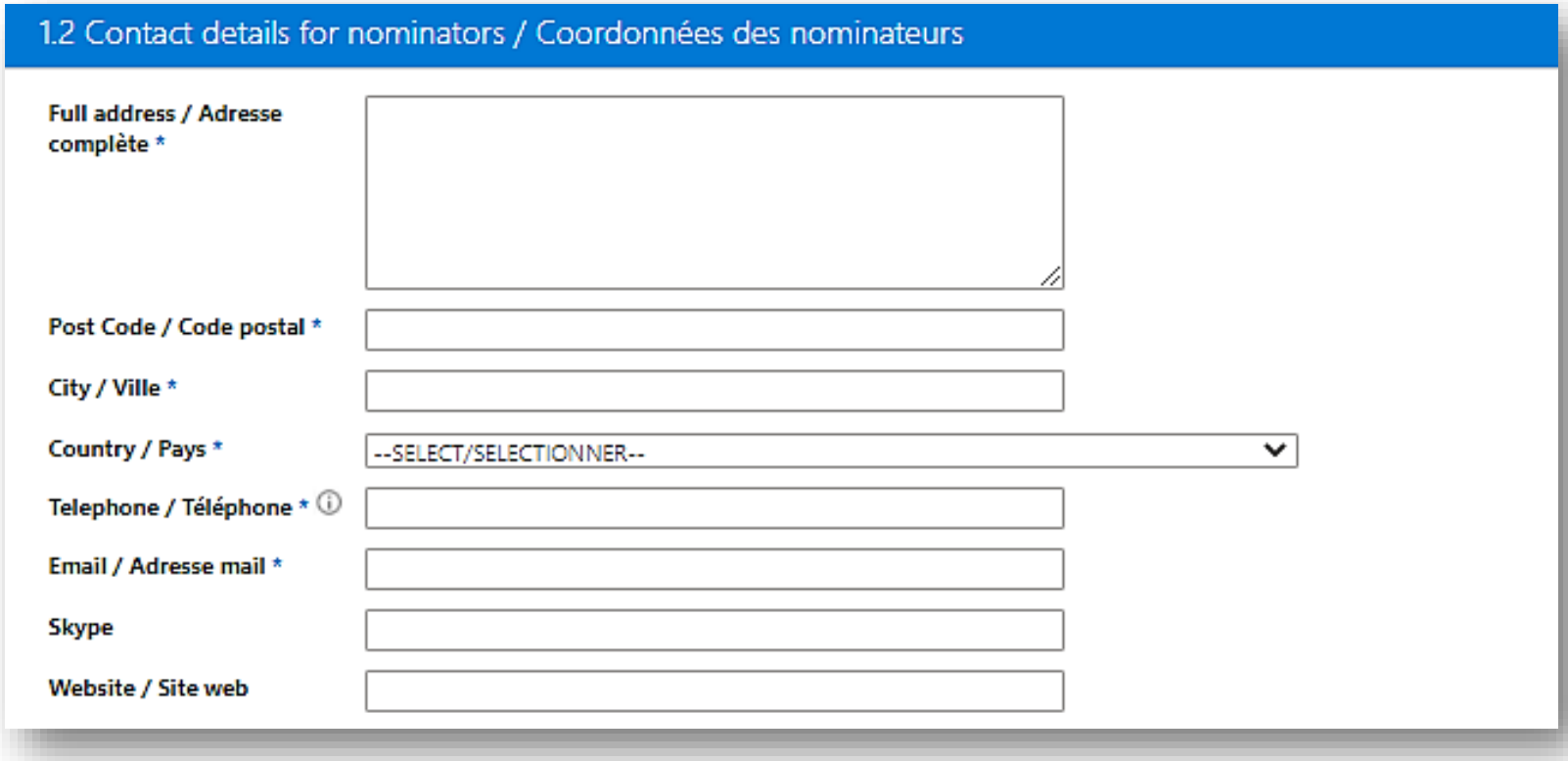


This is the part addressed to the Governments of UNESCO Member States. Please do recall to attach the validation letter of the National Commission



This is the part addressed to the other categories (NGOs, C2Cs, Chairs, Scientific unions and universities).

The second part of the first point (1.2) is about the contact details of the nominators.
It is common for all categories.



The second part (2) is about the contact details of the nominee.

2. INFORMATION ABOUT THE NOMINEE/CANDIDATE / INFORMATIONS SUR LE/LA CANDIDAT(E)

Title / Titre *	
First Name / Prénom *	
Last name / Nom *	
Date of birth / Date de naissance *	
Place of birth / Lieu de naissance *	
Nationality / Nationalité *	
Candidate's current occupation / Profession actuelle du candidat(e) *	
Candidate's focus of activities / Activités principales du candidat(e) *	
Full address / Adresse complète *	
Post Code / Code postal *	
City / Ville *	
Country / Pays *	--SELECT/SELECTIONNER--

After filling **1, 1.2 and 2**, the nominator become able to **save** the submission form as a draft to complete it later.

Completing a nomination

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The third part (3.1 to 3.7) of the application form is about the presentation of the nominee.

3. PRESENTATION OF THE NOMINEE/CANDIDATE / PRÉSENTATION DU CANDIDAT(E)

3.1 A brief explanation of the candidate's contribution to the Prize's objectives / Une brève explication de la contribution du candidat(e) aux objectifs du prix

3.2 A Curriculum Vitae / Un Curriculum Vitae

Name *

Choisir un fichier | Aucun fichier n'a été sélectionné

add document...

3.3 A brief summary of the 20 most significant publications / Un bref résumé des 20 publications les plus importantes

Name *

Choisir un fichier | Aucun fichier n'a été sélectionné

add document...

3.4 A list of the most significant patents / Une liste des brevets les plus importants

Name *

Choisir un fichier | Aucun fichier n'a été sélectionné

add document...

3.5 The impact of the key technical or professional achievements and results of work on: (i) society, (ii) international scientific collaboration, (iii) 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs) / L'impact des

Name *

Choisir un fichier | Aucun fichier n'a été sélectionné

Choisir un fichier | Aucun fichier n'a été sélectionné

Choisir un fichier | Aucun fichier n'a été sélectionné

3.6 Referees / Les références

Please provide the names of three persons, not related to the candidates, who are familiar with his/her work (Note: as indicated on the Rules and Regulations on page 2, three letters of recommendation from eminent scientists outside of the candidate's home institution should be provided)

Veuillez fournir les noms de trois personnes, sans lien de parenté avec les candidat(e)s, qui connaissent bien son travail (remarque : comme indiqué dans les règles et règlements en page 2, il convient de fournir trois lettres de recommandation émanant d'éminents scientifiques extérieurs à l'établissement d'origine du candidat(e)

Please attach three letters of recommendation / Veuillez joindre trois lettres de recommandation

Name *

Choisir un fichier | Aucun fichier n'a été sélectionné

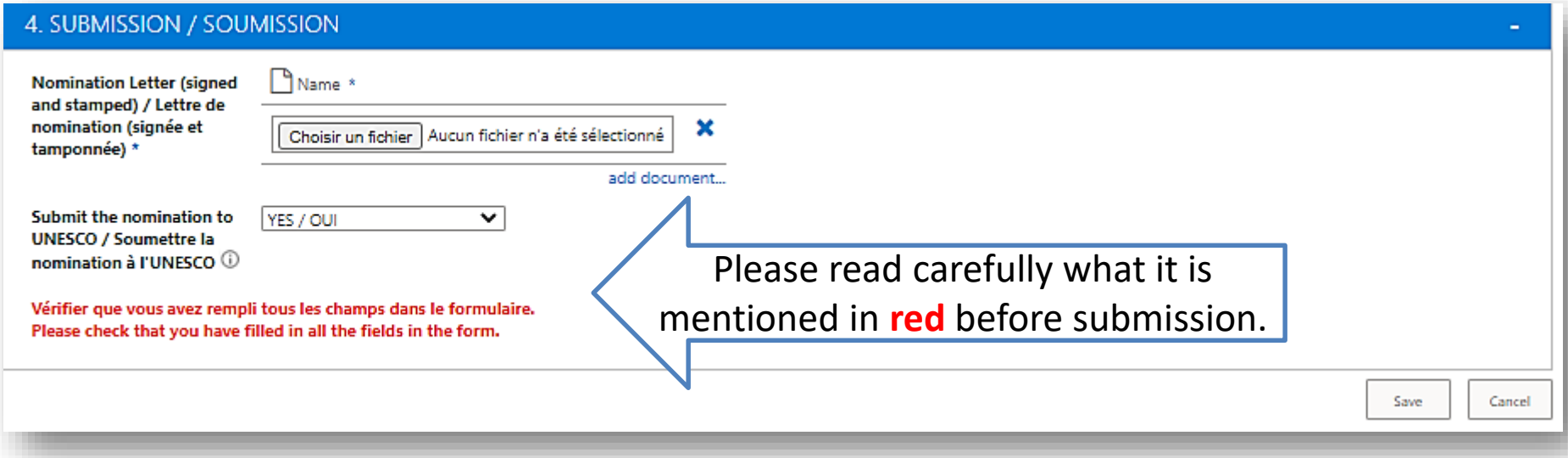
Choisir un fichier | Aucun fichier n'a été sélectionné

Choisir un fichier | Aucun fichier n'a été sélectionné

add document...

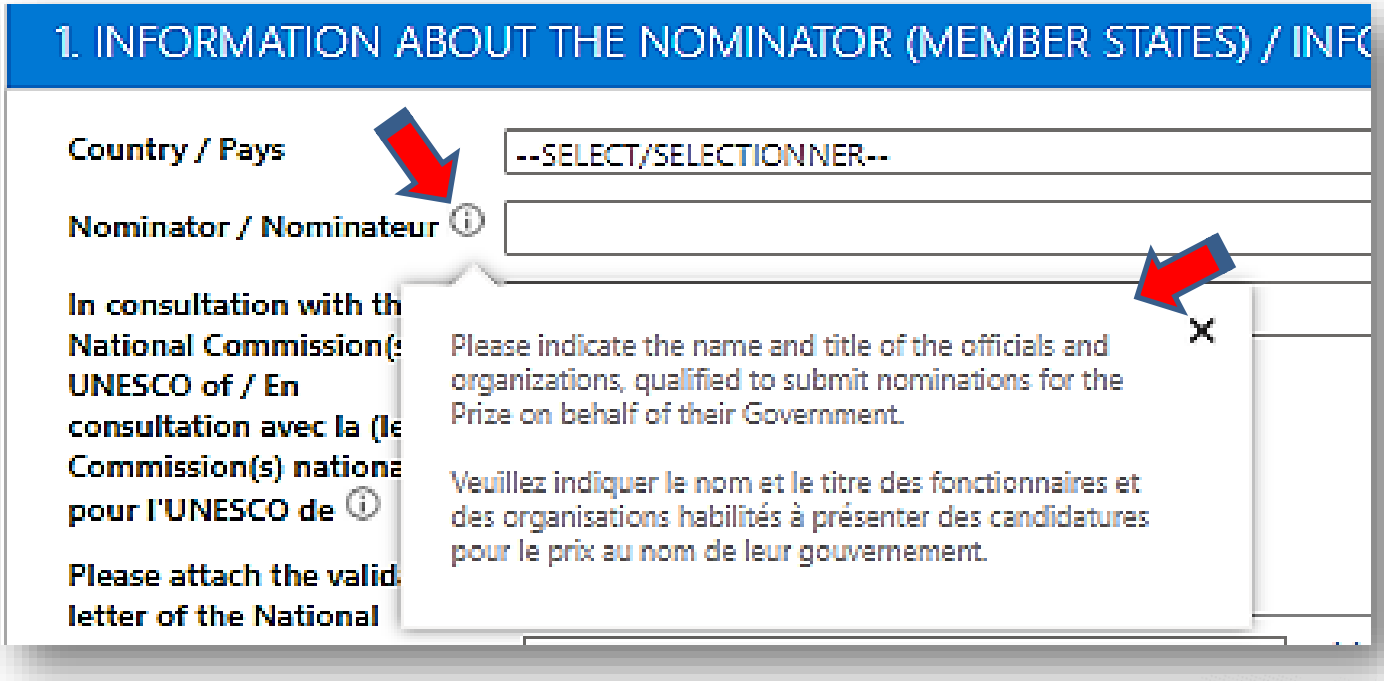
3.7 A concise, clear, unambiguous and specific description of the nominee's achievements and results of work making that nominee eligible for the Prize / Une description concise, claire, sans ambiguïté et spécifique des réalisations du candidat(e) et des résultats de son travail rendant ce candidat(e) éligible pour le prix.

The fourth part of the application form (4) is about the submission.
Do recall to attach the nomination letter signed and stamped and to select **yes** before submission.



IMPORTANT NOTICE

During the application form, there are several **tooltips** with important explanations.
Please read them **carefully** before you respond or attach a document.



2. INFORMATION ABOUT THE NOMINEE/CANDIDATE / INFORMATIONS SUR LE/LA CANDIDAT(E)

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Date of birth / Date de naissance *

Place of birth / Lieu de naissance *

Nationality / Nationalité *

Candidate's current occupation / Profession actuelle du candidat(e) *

Candidate's focus of activities / Activités principales du candidat(e) *

Full address / Adresse complète *

Post Code / Code postal *

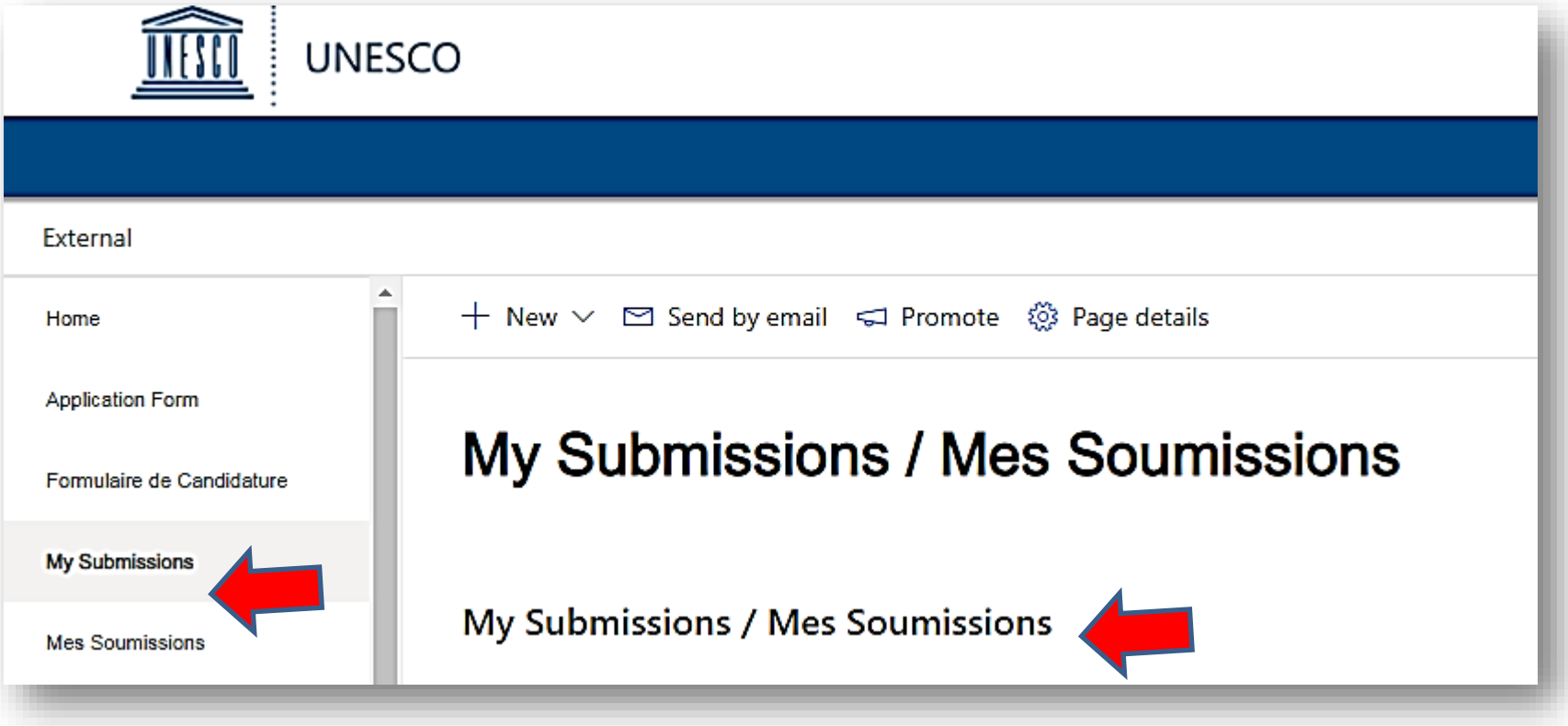
City / Ville *

Country / Pays * --SELECT/SELECTIONNER--

IMPORTANT NOTICE

The **asterisk** means the question is mandatory.

At any given time, clicking on "**My Submissions**" in the left hand menu will show you all saved and/or submitted nominations:



Viewing your nominations

Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO-Russia Mendeleev International Prize in the Basic Sciences, please contact:

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Natural Sciences Sector
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75352 Paris SP 07, France
Tel.: +33 (0)1 45 68 10 61
Email: mendeleevprize@unesco.org

Requesting help