Simons Investigators in Mathematics, Physics, Astrophysics
and Computer Science

Instructions for Nomination Submission

Deadline: October 31, 2019, at 11:59:59 p.m. EDT

For new proposalCENTRAL Institutions:
Please see the instructions for “How to Register your Institution with proposalCENTRAL (Grants and Contracts Officials Only)” at https://proposalcentral.com/inforequest.asp.

For new proposalCENTRAL Users:
Register: https://proposalcentral.com/
Please see the instructions for “How to Register as a proposalCENTRAL user” at https://proposalcentral.com/inforequest.asp.

For existing proposalCENTRAL Users:
Log in: https://proposalcentral.com/
Please see the instructions on “How to Create an Application using proposalCENTRAL” at https://proposalcentral.com/inforequest.asp.

Important Note: Nominations that do not adhere to these requirements and do not follow the instructions outlined below will not be considered. Changes to nomination submissions that are requested after the deadline will not be considered.

Nomination applications should be started and submitted on proposalCENTRAL under the account of the institutional representative submitting the nomination in coordination with the appropriate institutional officials and policies. The institutional representative can be, among others, the nominator (if at the same institution as the nominee), the nominee’s department chair or an official in the institution’s sponsored projects office (or equivalent). A nominee cannot submit his/her own nomination.

Please be sure to submit a nomination using the appropriate Investigator application (Mathematics and Physical Sciences — Simons Investigators in Math, in Physics, in Astrophysics, or in Computer Science). Nominations for an Investigator in Theoretical Physics in Life Sciences should be submitted via the Physics application. Nominations submitted via the wrong application will not be considered.

There is no budget required for the nomination application.
Proposal attachments should be single spaced and in typeface no smaller than 10-point font. Margins, in all directions, must be at least ½ inch.

Please complete the application as follows:

1. **Title Page:**
   a. The application title must be in this format: Nominee First Name[space]Nominee Last Name.
   b. Please enter the nominee’s Ph.D. year.
   c. Please indicate if the nominee is being renominated.
   d. Please indicate if this is a nomination for a Theoretical Physics in Life Sciences Investigator (*Physics application only*).

2. **Enable Other Users to Access This Proposal:** This screen allows the user to give other users access to the application, if necessary.

3. **Applicant:** This information is preloaded from the applicant’s professional profile. The applicant’s name should reflect the name of the institutional official submitting the nomination. The applicant is not the nominee.

4. **Organization/Institution:** This information is preloaded from the institutional profile. The Simons Foundation requires the provision of contact information for institutional officials for both pre- and post-award management. Please select names from the list of officials supplied with your proposalCENTRAL’s institution profile and click the Add button. If the contact you need is not in the list, enter the contact’s email address and click the Add button. Note that the officials added here are the only individuals who will automatically have access to this grant if the application is awarded. All other officials not listed in the application (including Primary Signing Officials and Primary Financial Officers) must request access to a grant after an application is awarded. Also note that proposalCENTRAL’s institution profile is not tied to the Simons Foundation’s institutional profile. Officials added at the application stage are not automatically added to the Simons Foundation’s institutional profile. Please see the Simons Foundation’s [grant policies](#) for more information regarding institutional contacts.

5. **Key Personnel:** Enter information for the nominator; required fields include role, name, email, position/title, institution and department.

6. **Proposal Attachments (attachments must be uploaded as unlocked PDFs; please confirm this before uploading):**
   - **Nomination Letter (two-page limit):** Written and signed by the nominator (e.g., a relevant university official, whether internal or external to the nominee’s institution, such as a department chair or dean), on letterhead, explaining the distinctive scientific contributions of the nominee, focusing on scientific accomplishments of the past five
years and including discussion of a few important papers. Cosigned letters are acceptable within the page limit.

- **Nominee’s Curriculum Vitae (no page limit):** The nominee’s curriculum vitae, including, but not limited to, Ph.D. year, institution, advisor, postdoctoral institutions and advisors, positions held subsequent to award of doctorate, a list of graduate students and postdoctoral fellows mentored by the nominee and the nominee’s up-to-date publication list.

- **501(c)(3) Equivalency Determination Letter from the IRS or Equivalency Certificate from NGOSource (if applicable):**
  - See Simons Foundation’s [grant policies](#) for requirements for grants to international institutions. The Simons Foundation requires that an institution is the equivalent of a U.S. public charity before making the award.
  - If an international institution has been issued a determination letter from the Internal Revenue Service (IRS) of the United States stating exemption under 501(c)(3) and furthermore, either a 509(a)(1), (2) or (3) classification, a copy of this letter must be uploaded to the application.
  - If an international institution has previously been approved as equivalent of a U.S. public charity via NGOSource, a copy of the issued certificate must be uploaded to the application.
  - If an international institution does not have the letter or certificate at the application stage, do not upload anything for this attachment type.
  - If an international institution is selected for funding and does not have one of the aforementioned documents, the foundation will require that the institution complete an equivalency determination with NGOsource. The foundation will handle all administrative and financial aspects of this determination.
  - IRS letters should not be uploaded for U.S. institutions.

- **Signed Signature Page:**
  - Must be downloaded in the Signature Page(s) section of the application, signed by the designated signing official from the institution’s sponsored research office (or equivalent) and then re-uploaded as a proposal attachment.
  - Please note that not all fields on the generated signature page will be populated and those fields should be left blank.
  - Only the signed first page of the signature page PDF file needs to be uploaded for this requirement.
  - An application should not be submitted without a signature on the signed signature page.

7. **Validate:** Click the Validate button to check for any missing required information or files. All missing required information will be listed on the screen and must be corrected before the application can be submitted.
8. **Signature Page(s):** Once all sections are completed, the signed signature page is to be downloaded in this section of the application, signed by the signing official from the institution’s sponsored research office (or equivalent) and then re-uploaded as a proposal attachment.

9. **Submit:** This section will only appear if the deadline has not passed.

**Contact Information:**
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