

Prince Sultan Bin Abdulaziz International Prize for Water



Guide to Using the Online Application Form



9th Award 2020

A New Nomination


The Creativity Prize is dedicated to awarding multidisciplinary research teams for their innovative water-related work.

As a representative of an organization wishing to nominate a team of researchers to the Creativity Prize for that team's multi-disciplinary work, you should go to the PSIPW website and click on the "Open New Nomination" link on the left-hand menu. This will open a page asking which nomination form you wish to access.

For individuals and research teams wishing to nominate themselves to the Prize, they must choose the Specialized Prizes. The Specialized Prizes version of this guide should then be referred to.



Prince Sultan Bin Abdulaziz International Prize for Water



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Nomination Center

- Nomination Info
- 5th Award Brochure (pdf)
- Open New Nomination**
- Existing Nomination

Please Select the Appropriate Nomination Form

Creativity Prize		Specialized Prizes	
Value :	\$266,000	Value :	\$133,000
Nominators:	universities; university departments; research institutes; companies; water organizations and agencies	Nominators:	self nomination
Candidates :	individual researchers, research teams	Candidates :	individual researchers, research teams, water organizations
Eligible Works:	published research papers, published books, and registered patents within the past 5 years	Eligible Works:	published research papers, published books, and registered patents within the past 5 years
Next		Next	

Select the **Creativity Prize** if you represent a university, university department, or other water-related organization and wish to nominate the innovative work of a worthy individual or research team. The nominee may or may not be an employee or affiliate of your organization. However, please know that as a representative of your organization, you may not nominate yourself to this Prize.

Select the **Specialized Prizes** if you are an individual or member of a research team and you wish to nominate your own innovative work relating to the fields of Surface Water, Groundwater, Alternative Water resources, or Water Management & Protection.

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Initial Registration

Under the heading “**New nomination: Please register**”, provide a username, password, and e-mail address.

Please note, this registration is to access a Creativity Prize nomination. It is not possible to switch from the Creativity Prize to a Specialized Prize. That requires a new registration process.

Upon successfully registering, you will see the notice pictured to the right informing you that you may log-in and continue with the application process by logging in at the “Existing Nomination” tab with the username and password that you chose for yourself upon registering.

New nomination: Please register	Existing nomination: Please login
Username*	Username*
<input type="text"/>	<input type="text"/>
Email*	Password*
<input type="text"/>	<input type="text"/>
Password*	
<input type="text"/>	<input type="button" value="BACK"/> <input type="button" value="NEXT"/>
Confirm password*	
<input type="text"/>	
<input type="button" value="BACK"/> <input type="button" value="NEXT"/>	

<div> Message You may now log in.</div>	
<div>Please click here to redirect to Home Page Help Manual - Download</div>	

The first time you log-in after activating your registration, you will be asked to fill in the details of the organization you represent.

Individuals and research teams may not nominate themselves for the Creativity Prize. The nomination must be made by an organization (university, university department, research institute, company, water organization, or agency). As the person filling out this application form, it is understood that you are acting as a representative of your organization and that you are not the nominee.

You will be then be asked to specify whether your organization is nominating an individual or a research team for the Prize. Since the Creativity Prize is specifically for multidisciplinary work, it is strongly recommended to nominate a team who represents the work’s interdisciplinary nature.

Make your choice from the pull-down menu. It will be possible for you to modify this choice later on.

Step 3 – Is the nominee an individual or a research team?

The Creativity Prize awards interdisciplinary works. Therefore it is strongly recommended to nominate a team of two or more researchers who represent the work’s interdisciplinary nature.

Please choose a nominee type : Choose:

NEXT

Step – 2 – Nominating Organization for Creativity Prize

Name of organization *

Area of Specialization *

Mailing Address *

City *

Country *

Phone *

E-mail *

Website

Name of Nominating Official *

Position of Nominating Official *

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Filling out the Nominee Profile

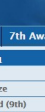
You will then be required to provide information about the nominee. Here is also where you specify the number of works from the nominee that are going to be submitted with the nomination.

The example given to the right is of an individual scientist being nominated to the Prize with five of her works being submitted.

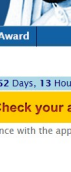
If the nomination was for a research team, there would be extra fields provided for the names of the team members. The team representative will be the only person required to have all of his or her details provided. The specific details of the other team members are not required.

Step 4 – Information on Individual nominee

Name *	Jennifer McInnery
Title *	Professor
Highest Academic Degree *	PhD
General Field of Specialization *	Hydrology
Nationality *	British
Occupation *	Professor
Place of Employment *	Lethbridge University
Address *	111 University Way
City *	Coldharbor
Country *	UK
Phone *	123456789
Cell	123456789
Email *	mcinneryj@lethbridge.edu
Website	www.lethbridge.edu/mcinneryj
Number of works *	<div><div><input type="radio"/> 1</div><div><input type="radio"/> 2</div><div><input type="radio"/> 3</div><div><input type="radio"/> 4</div><div><input checked="" type="radio"/> 5</div></div>
<div><div>BACK</div><div>NEXT</div></div>	



Prince Sultan Bin Abdulaziz International Prize for Water



8th Award

7th Award

6th Award

5th Award

4th Award

3rd Award

2nd Award

1st Award

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Existing Nomination

Login Form

Hi creativity_test_1,

LOG OUT

Search

Control Panel & Upload page

Days Left before closure: 652 Days, 13 Hours, 12 Minutes

Check your application

If you have any questions about the application form or need any technical assistance with the application process, please contact us at: help@psipw.org

Nominee Type Individual – Modify

Branch Creativity Prize

Nominator Details

– Modify This entry

Name of organization *	The Chevrette Corporation
Area of Specialization *	Water Management Services
Mailing Address *	111 Markarth Way
City *	Markarth
Country *	UK
Phone *	1234567
E-mail *	info@chevretteco.co.uk
Website	www.chevretteco.co.uk
Name of Nominating Official *	Thongvor Silver-Blood
Position of Nominating Official *	CEO

Nominee Profile

– Modify This entry

Name *	Jennifer McInerny
Title *	Dr.
Highest Academic Degree *	PhD
General Field of Specialization *	Hydrology
Nationality *	British
Occupation *	Professor
Place of Employment *	Lethbridge University
Address *	111 University Way
City *	Coldharbor
Country *	UK
Phone *	123456789
Cell	123456789
Email *	mcinerny@lethbridge.edu
Website	www.lethbridge.edu/mcinerny
Number of works *	5

Works to be submitted (5)

Work# 1 – You have not submitted this work yet

Work# 2 – You have not submitted this work yet

Work# 3 – You have not submitted this work yet

Work# 4 – You have not submitted this work yet

Work# 5 – You have not submitted this work yet

General Documents

General Documents	Document To Upload	Date Submitted	Submit or Modify
Curriculum Vitae (nominee or Group representative)	You have not submitted this document yet		Submit or Modify
Detailed Report (from nominating organization)	You have not submitted this document yet		Submit or Modify
Bibliographic Citation/Patent Registration	You have not submitted this document yet		Submit or Modify

Submit Completed Application

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A close-up of this page appears to the right.

Top: Nominator and Nominee
Details in two columns (this
was the information given in
the previous steps)

Bottom: General Documents

Control Panel & Upload page

Days Left before closure: 652 Days, 13 Hours, 12 Minutes.

Check your application

If you have any questions about the application form or need any technical assistance with the application process, please contact us at: help@psipw.org

Nominee Type

Individual – Modify

Branch

Creativity Prize

Nominator Details

– Modify This entry

Name of organization *	The Chevette Corporation
Area of Specialization *	Water Management Services
Mailing Address *	111 Markarth Way
City *	Markarth
Country *	UK
Phone *	1234567
E-mail *	info@chevretteco.co.uk
Website	www.chevretteco.co.uk
Name of Nominating Official *	Thongvor Silver-Blood
Position of Nominating Official *	CEO

Nominee Profile

– Modify This entry

Name *	Jennifer McInnerny
Title *	Dr.
Highest Academic Degree *	PhD
General Field of Specialization *	Hydrology
Nationality *	British
Occupation *	Professor
Place of Employment *	Lethbridge University
Address *	111 University Way
City *	Coldharbor
Country *	UK
Phone *	123456789
Cell	123456789
Email *	mcinnernyj@lethbridge.edu
Website	www.lethbridge.edu/mcinnernyj
Number of works *	5

Works to be submitted (5)

★ Work# 1 – You have not submitted this work yet

★ Work# 2 – You have not submitted this work yet

★ Work# 3 – You have not submitted this work yet

★ Work# 4 – You have not submitted this work yet

★ Work# 5 – You have not submitted this work yet

General Documents

General Documents	Document To Upload	Date Submitted	Submit or Modify
Curriculum Vitae (nominee or Group representative)	You have not submitted this document yet		Submit or Modify
Detailed Report (from nominating organization)	You have not submitted this document yet		Submit or Modify
Bibliographic Citation/Patent Registration	You have not submitted this document yet		Submit or Modify

Nominee Type	Individual – Modify
Branch	Creativity Prize
Nominator Details	Nominee Profile
– Modify This entry	– Modify This entry

It is possible to modify the Nominee Type, Nominator Details and Nominee Profile at the top of the **Control Panel & Upload Page**. For instance, if you wish to update the nominee’s information, you may do so by clicking [Modify This entry](#) next to the heading “Nominee Profile”. This will take you back to the page pictured to the right.

On this page, you may also change the number of the nominee’s works you wish to submit with the nomination. Increasing the number of works you wish to submit is simple. Just click the radio button for the new number. **However, be careful if you reduce the number of works.** If you have already uploaded the works, reducing the number may result in the loss of a work that you intend to submit.

The number of works specified is reflected in the middle of the **Control Panel & Upload Page**. Here is where you will submit the works you wish to nominate for consideration.

Works to be submitted (5)

★ Work# 1 – You have not submitted this work yet

★ Work# 2 – You have not submitted this work yet

★ Work# 3 – You have not submitted this work yet

★ Work# 4 – You have not submitted this work yet

★ Work# 5 – You have not submitted this work yet

Step 4 – Information on Individual nominee

Name *
Jennifer McInnery

Title *
Professor

Highest Academic Degree *
PhD

General Field of Specialization *
Hydrology

Nationality *
British

Occupation *
Professor

Place of Employment *
Lethbridge University

Address *
111 University Way

City *
Coldharbor

Country *
UK

Phone *
123456789

Cell
123456789

Email *
mcinneryj@lethbridge.edu

Website
www.lethbridge.edu/mcinnery

Number of works *

☐ 1
☐ 2
☐ 3
☐ 4
☒ 5

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Submitting Works

Works are submitted in the middle of the **Control Panel & Upload Page**. The number of works appearing in this section reflects the number of works you have specified. If a work has not yet been submitted, a message in red will appear next to it:

“You have not submitted this work yet”

Works to be submitted (5)

- ★ Work# 1 – You have not submitted this work yet
- ★ Work# 2 – You have not submitted this work yet
- ★ Work# 3 – You have not submitted this work yet
- ★ Work# 4 – You have not submitted this work yet
- ★ Work# 5 – You have not submitted this work yet

When you click on one of the works, a link will be made available for submission of that work.

Works to be submitted (5)

- ★ Work# 1 – You have not submitted this work yet
– **Submit This work**
- ★ Work# 2 – You have not submitted this work yet
- ★ Work# 3 – You have not submitted this work yet
- ★ Work# 4 – You have not submitted this work yet
- ★ Work# 5 – You have not submitted this work yet

Clicking on – **Submit This work** will take you to the page pictured to the right.

Step 5 – Work #1 Information

Type of Work * ☐ Published Research Paper ☐ Published Books ☐ Registered Patent ☐ Published Software

Please Select a type of work

Title *

LANGUAGE SECTION

Language * ☐ English ☐ Other

If this work was published in other than English, select [Other].

Original Language

Please specify the original language of the published work if it was published in other than English.

UPLOAD DOCUMENTS (in PDF format)

Abstract Document No file chosen

Upload a separate abstract of roughly 1000 words describing the objectives, methodology and results of the work. **This abstract must be in English.**

Full Document No file chosen

Upload the full published research paper, published book, or registered patent here in the original language of publication.

English Translation * No file chosen

(mandatory for works published in other than English)

Upload a PDF copy of your English translation here if the original published work is not in English.

For Patent Only No file chosen

If the nominee has published an article about the patent in an academic journal and wishes to submit this article as part of the nomination, the article about the patent should be submitted here as a separate file..

On this page, you upload a pdf file for the work you wish to submit.

First you designate what type of work it is. Then you type its title in full. If the work is originally published in English, click the “English” radio button. If it is published in any other language, click the “Other” button and specify the language of publication in the space provided.

You must upload a 1000 word abstract of the work as a separate pdf file and the full document of the work itself in the appropriate places. An English translation of the work is required only if the original work was published in other than English.

The extra published article for patents is optional.

Step 5 – Work #1 Information

Type of Work *

☐ Published Research Paper

☐ Published Books

☐ Registered Patent

☐ Published Software

Please Select a type of work

Title *

LANGUAGE SECTION

Language *

☐ English

☐ Other

If this work was published in other than English, select [Other].

Original Language

Please specify the original language of the published work if it was published in other than English.

UPLOAD DOCUMENTS (in PDF format)

Abstract Document

Choose File

No file chosen

Upload a separate abstract of roughly 1000 words describing the objectives, methodology and results of the work. **This abstract must be in English.**

Full Document

Choose File

No file chosen

Upload the full published research paper, published book, or registered patent here in the **original language of publication.**

English Translation *

Choose File

No file chosen

Upload a PDF copy of your **English translation here** if the original published work is not in English.

(mandatory for works published in other than English)

For Patent Only

Choose File

No file chosen

If the nominee has published an article about the patent in an academic journal and wishes to submit this article as part of the nomination, the article about the patent should be submitted here as a separate file..

BACK

SUBMIT WORK #1

Once you have submitted a work, you will return to the Control Panel & Upload Page. The work will be designated as **Completed**, as seen below.

Works to be submitted (5)

★ Work# 1 – Completed

★ Work# 2 – You have not submitted this work yet

★ Work# 3 – You have not submitted this work yet

★ Work# 4 – You have not submitted this work yet

★ Work# 5 – You have not submitted this work yet

You can still go back at any time and replace the uploaded files if you wish, as long as you have not submitted your entire application.

Also, it is not necessary to upload all required files for a particular work at the same time. You may upload the abstract first and the full work at a later time. If you do so, the work will be designated as **Incomplete** on the **Control Panel & Upload Page**, as seen below.

Works to be submitted (5)

★ Work# 1 – Completed

★ Work# 2 – Incomplete

★ Work# 3 – You have not submitted this work yet

★ Work# 4 – You have not submitted this work yet

★ Work# 5 – You have not submitted this work yet

To update or change a submission, click on the Completed or Incomplete Work. The information on the work will be displayed as seen to the right. Then click on – **Modify This work**.

Works to be submitted (5)

★ Work# 1 – Completed

★ Work# 2 – Incomplete

[– Modify This work](#)

Type of Work *	Published Research Paper
Title *	River Systems and Hydrological Constraint Estimations
LANGUAGE SECTION	
Language *	English
Original Language	-
UPLOAD DOCUMENTS (in PDF format)	
Abstract Document *	https://psipw.org//media/uploads/2018-03-21-07-33-surface_test_2-PSIPW_9th_Slide.pdf
Full Document *	No file was uploaded.
For Patent Only	No file was uploaded.
English Translation *	No file was uploaded.
(mandatory for works published in other than English)	

★ Work# 3 – You have not submitted this work yet

★ Work# 4 – You have not submitted this work yet

★ Work# 5 – You have not submitted this work yet

Submitting General Documents

At the bottom of the **Control Panel & Upload Page**, all documentation that is required for the nomination is submitted in PDF format. Click the “Submit or Modify” link on the right-hand side of the General Documents table to submit or replace a document.



General Documents			
General Documents	Document To Upload	Date Submitted	Submit or Modify
Curriculum Vitae (nominee or Group representative)	You have not submitted this document yet		Submit or Modify
Detailed Report (from nominating organization)	You have not submitted this document yet		Submit or Modify
Bibliographic Citation/Patent Registration	You have not submitted this document yet		Submit or Modify

This will take you to the page where the particular document is uploaded.



Bibliographic Citation/Patent Registration

Document to upload No file chosen

Upload a single-page PDF document that declares where the nominated works are published or patented. For example, if you nominated 5 works, there should be 5 short citations, one for each work uploaded. Any standard citation format is acceptable. In the case of patents, give the patent registration number, the country of the patent office, and the date the patent was awarded. Also, in the event that an un-nominated authors appear in the majority of the nominated works, a brief justification should be given for not including that author in the nomination.

Once a document is submitted, the text “You have not submitted this document yet” will be replaced by a link to the uploaded document. Clicking on the link will open the document.



General Documents			
General Documents	Document To Upload	Date Submitted	Submit or Modify
Curriculum Vitae (nominee or Group representative)	You have not submitted this document yet		Submit or Modify
Detailed Report (from nominating organization)	You have not submitted this document yet		Submit or Modify
Bibliographic Citation/Patent Registration	https://psipw.org//media/uploads/2018-03-22-03-14-creativity_test_1-PSIPW 9th Slide.pdf	22-03-2018	Submit or Modify

Description of General Documents

There are various required General Documents that must be submitted in PDF format.

The “**Curriculum Vitae**” will be submitted for the nominee if the nominee is an individual. If the nomination is for a research team, then the CV will be needed only for the group representative.

The “**Detailed Report from the Nominating Organization**” is a report issued by the nominating organization describing the nominated works and the nominated team, explaining why the nominated team deserves to win the Creativity Prize and explaining the interdisciplinary nature of their work. It should be on the organization’s letterhead, signed by an organization official, and stamped with the organization’s seal. The report does not have a prescribed length or format. This is where the nominating organization presents its case for the nominated team to the international panel of judges who will be reviewing the work. This should be kept in mind when preparing the document.

The “**Declaration of Nominated Works**” document is a single-page document that declares where the nominated works are published or patented. This is only to confirm that the nominated works are indeed published or are registered patents, since only published works and registered patents are eligible for nomination. For example, if you nominated 5 works (which is the maximum number that you can nominate), there should be 5 short citations, one for each work uploaded. Any standard citation format is acceptable. In the case of patents, give the patent registration number, the country of the patent office, and the date the patent was awarded.

Also, in the event that an individual nominee has an article, book, or patent which has multiple authors, a brief justification should be given for nominating as an individual and not as a group. This is especially important where the other name appears on most or all of the nominated work. This also applies to group nominations, where other un-nominated authors appear in the majority of the nominated works.

The “**Group Endorsement**” document is needed only for nominations which have the nominee type designated as “group”. This is a document signed by all the team members stating that they accept the designated person to act as the team representative in the event they win the Prize. Ideally, all team members should sign the same page. However, if it is difficult to get each member of the team to sign the same sheet of paper, it is alright to submit a multiple-page PDF with identical endorsement texts signed by the different team members. A copy of an e-mail sent by one of the team members is sufficient for that member in the absence of a signature.

Checking & Submitting Your Application

At any time, you can check to see what information or documentation is still required to complete your application by clicking on the orange “Check your application” button at the top of the **Control Panel & Upload Page**.

In the illustration, the nominee’s information is complete. However, Work #2 is missing its full document, and Work #5 needs to be submitted in full, the documents of which need to be uploaded in PDF format in the **Works to Be Submitted** section. Also, this nominee’s Curriculum Vitae still needs to be uploaded in PDF format in the General Documents section. Then this person’s application will be complete.

Control Panel & Upload page

Application Checklist

General Information	ok
Nominee Profile	ok
Work#1	ok
Work#2	X
missed: - Full Document	
Work#3	ok
Work#4	ok
Work #5 - You have not submitted this work yet	X
General Documents	X
missed: - Curriculum Vitae (nominee or Group representative)	

Check your application

653 Days, 08 Hours, 11 Minutes.

assistance with the application

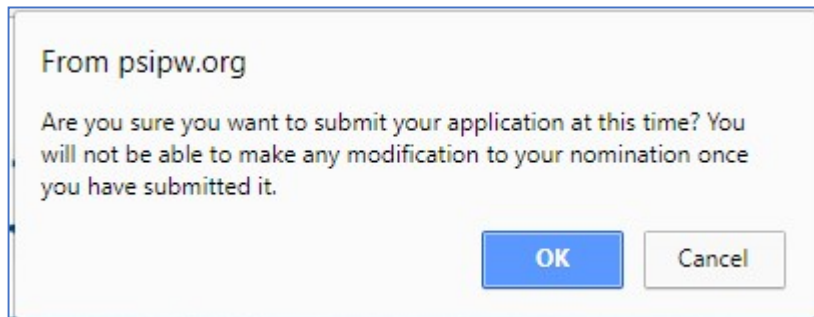
Name *

If the application is complete, clicking on the “Check your application” button will produce a checklist that looks like the one to the right.

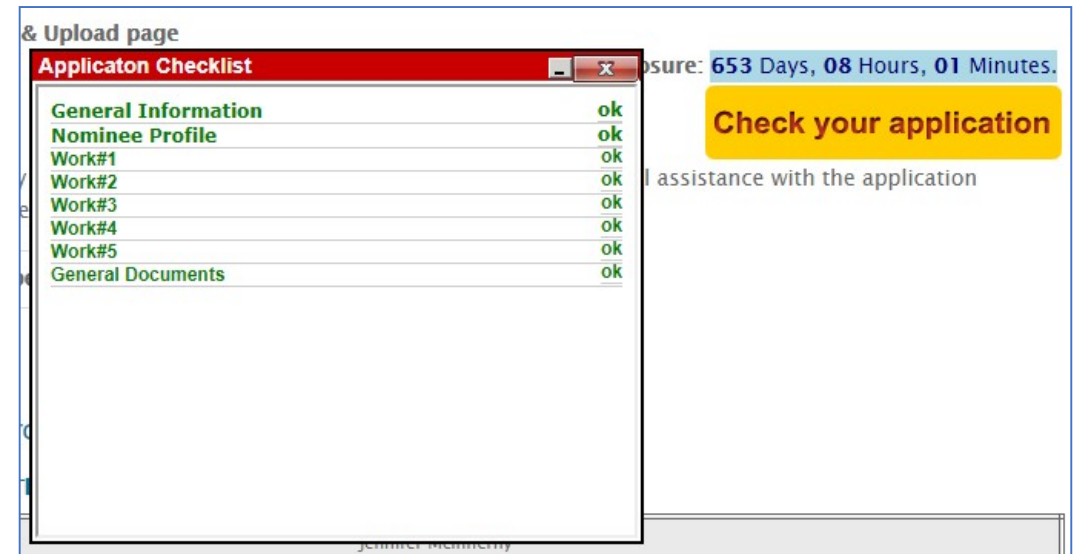
Also, at the extreme bottom-left corner of the **Control Panel & Upload Page**, the “Submit Completed Application” button will become active.

Submit Completed Application

Once this button is pressed, you will be given a prompt asking if you are certain you wish to submit the application.



Clicking “OK” will finalize and submit the application. Once the application is submitted, it will no longer be possible to modify it. If you log-in again, you will still be able to view your nomination, but you will not be able to change anything.



For Technical Assistance with the Application Form

If you have any further questions about the application form or need any technical assistance with the application process, please contact us at:

help@psipw.org

For all other inquiries about the Prize, please contact:

Prince Sultan Bin Abdulaziz International Prize for Water
General Secretariat
Prince Sultan Research Center for Environment, Water and Desert
King Saud University
P.O. Box 2454, Riyadh 11451, Saudi Arabia
Tel: (+966 11) 467-5573 Fax: (+966 11) 467-5574
e-mail: info@psipw.org
www.psipw.org