



# INSTRUCTIONS, INFORMATION AND DOCUMENTATION

Before starting on your submission, we recommend that you take time to read through the call conditions, available at this [link](#).

- Submissions in this call are through an online form comprising a number of steps, in the course of which you will be asked to provide detailed information and attach a series of documents. Before you start, we recommend that you set aside sufficient time to prepare the material and complete the process before the deadline specified in the call conditions. At the end of the process, in the "Summary" section, you will be invited to submit your form, after which you will receive an email setting out the basic details of your candidature.
- The system is compatible with versions of Chrome above 109, Firefox above 100, and Safari above 15.4.
- 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.
- Entries may be completed over 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 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 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.
- Once the submission is complete, you will not be able to access it or make changes.
- In general, you are advised not to copy and paste text into the form. It is better to type in the content using the Latin alphabet, without an elaborate format, or to convert it first to a text file (.txt).
- Once the submission is complete, the person completing the form and the candidate(s) (in direct submissions) or nominators (in indirect submissions) will receive a summary and a reference number which they should quote in all subsequent correspondence with the BBVA Foundation.
- The material for candidatures in the categories Biodiversity Award Africa, Worldwide, Biophilia and Environmental Education and Communication Worldwide can be presented in Spanish or in English.
- The material for candidatures in the categories focused on Spain and Latin America may only be presented in Spanish, with the exception of letters of support and CVs, which may also be in English.
- We recommend that only one person complete the form, and that they do not keep it open in multiple sessions simultaneously.
- To avoid incidents when uploading, the links provided and 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 performs an automatic security scan of all attached documents, which may take some time depending on the size of the files.
- You are asked not to fill in the form using capital letters, unless their use is required by the rules of grammar or spelling.
- If you do not receive an email confirming a partially saved form, check that it has not gone to your spam tray or that you are not using some filter that could block emails from the accounts [biodiversidad@bbva.es](mailto:biodiversidad@bbva.es) and [otp-manager@bbva.com](mailto:otp-manager@bbva.com).

If you have any queries, please contact us at: [biodiversidad@bbva.es](mailto:biodiversidad@bbva.es).

To complete your submission, you will need the following information and documentation:



## Getting started. REGISTRATION

To begin a submission under this call, you must first enter a valid email address. You will be sent a message to that account with an access password, with which you can 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 organization carrying out the candidate action, the candidate(s) or the nominator(s).

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

The online form allows you to choose between Spanish (ESP) and English (ENG) in the top right-hand corner of your screen.

## Step 0. SELECTION OF LANGUAGE, CATEGORY AND TYPE OF CANDIDATURE

The list of categories appearing will depend on the language selected at the top right of the screen:

### A. Spanish:

1. Biodiversity Award Spain
2. Biodiversity Award Latin America
3. Biodiversity Award Africa
4. Biodiversity Award Worldwide
5. Biophilia Award in Environmental Humanities and Social Sciences
6. Biodiversity Award Environmental Education and Communication in Spain
7. Biodiversidad Award Environmental Education and Communication Worldwide

### B. English:

1. Biodiversity Award Africa
2. Biodiversity Award Worldwide
3. Biophilia Award in Environmental Humanities and Social Sciences



#### 4. Biodiversity Award Environmental Education and Communication Worldwide

In this same step, you should also select the type of candidature you wish to present:

- **Direct:** Submitted by the interested parties.
- **Indirect:** Submitted by other individuals or entities via letters of nomination.

If you select the direct candidature option the system will take you directly to Step 1.

If you select the indirect candidature option, a drop-down menu will open asking you for information on nominators and the corresponding letters of nomination, up to a maximum of 3, including:

In the case of natural persons, the nominator's basic details (name and address, position and profession) and contact information.

In the case of legal persons, the organization's basic details (name of organization, legal representative, position) and contact information.

Nominators should provide signed letters of nomination accompanied by a signed copy of the personal data processing form. Both documents should be attached in PDF format and be no larger than 2MB.

With the nominator details complete, the system will take you to Step 1.

**IMPORTANT:** The award category selected cannot be changed once you have saved the form for the first time.

## **BIODIVERSITY AWARDS SPAIN, LATIN AMERICA, AFRICA AND WORLDWIDE**

### **Step 1. ORGANIZATION**

- A. Basic details of the organization:** Provide the identifying data of the organization submitting its candidature or nominated for the award, including name and contact information, type of organization, tax identification number, legal form and date of establishment, among others.
- B. Description of the organization carrying out the action:** To include:
  - I. Description of organization
  - II. Description of its activity and track record



The description should have a maximum of 5 pages and be attached as a PDF file no larger than 2MB.

## **Step 2. LETTERS OF SUPPORT**

**Indirect candidatures do not require letters of support.**

**Direct candidatures** may come with **up to three letters of support**, though note that such letters are not obligatory, and candidatures can be submitted without them.

The letters, which will be kept confidential, should be signed by the endorser and presented in either **Spanish or English**. Files should be in PDF format and no larger than 2MB.

The process for presenting letters of support is as follows:

- I. The signatories of letters of support should be identified on the online form using the “Add endorser” button. A letter request can then be issued.
- II. The signatories of letters of support will receive an email directing them to access the form by entering their email address and a password generated automatically by the system and included in the body of the text. Once they have entered these data through the corresponding link, they will be sent a second activation password (OTP code) that they will be asked to verify. This second password will be valid for 10 minutes.
- III. This will take signatories to the digital environment where they can upload their letters, which is configured in English by default. They can switch to Spanish by selecting “Esp” in the top right-hand corner.  
At this point, they can also edit their personal details, except for the email address.
- IV. Once the letter has been uploaded the system will send a confirmation email to both the person completing the form and the endorsing party.
- V. Letter of support signatories can upload their letters through the link provided up to the closing date for submissions.
- VI. If the email address of a signatory is changed after a letter has been requested, the link provided will cease to be valid. The signatory will be sent an email stating that their letter is no longer needed. In the event that they have already uploaded it, the letter will be deleted. Only the last person whose name appears in the online form will be able to access the virtual environment.
- VII. The system allows you to send a reminder to endorsers who have not attached a letter by clicking on the envelope icon next to their name.

Letters of support may not be provided by the person submitting the candidature, who will have no access to their contents.



### Step 3. DESCRIPTION OF THE ACTION

You will now be asked to provide information and specific documentation relative to the biodiversity conservation action presented in this call:

- A. Type of action:** State whether the candidate action deals with habitats or species and whether it was organized along campaign or other lines. In the case of habitats, specify either terrestrial or marine, and in the case of species, specify a conservation status from those employed in the Red List of the International Union for Conservation of Nature (IUCN), choosing from extinct, endangered or least concern.
- B. Geographical scope of the action:** Define the geographical scope within which the action unfolded: local, regional, national, in collaboration with other countries, etc. (maximum 500 characters).
- C. Summary of the biodiversity conservation action:** Provide a concise outline (maximum of 2000 characters) of the key aspects of the candidate action.
- D. Summary of use to be made of the prize money in the event of winning:** Give a concise account (maximum 200 characters) of how the money will be spent in the event of winning the award.
- E. Description of the biodiversity conservation action undertaken:** Provide a project narrative that covers the points listed under the following headings.
  - I. Background:** description (background, needs and context), beneficiaries and location of the action.
  - II. Objectives, methodology, work plan and funding:** objectives (general and specific), calendar (start and end date of activities), project implementation (methodology, work plan and work team), degree of cooperation needed to carry out the action, and source and application of funds. Short curriculum vitae of the main participants with an outline of the role performed by each.
  - III. Results and impact:** description of concrete, tangible results obtained, an account of the specific biodiversity conservation benefits deriving from these results, list of organizations that have verified results, evaluations carried out on the results of the action, objective indicators of the action's effectiveness and impact (effects on beneficiaries, quality, place and duration, resources employed) and impact (social, economic, cultural, political, others).

This description should run to a maximum of 10 pages and be attached as a PDF file no larger than 4MB.



## **Step 4. MATERIALS DOCUMENTING THE CANDIDATE ACTION**

You may include up to 20 attachments substantiating the implementation of the candidate project. All materials should be uploaded via the online form or identified via an external link (recommended for video and audio).

Note that these documenting materials are not obligatory, and candidatures may be presented without them.

Materials can be presented in any language. However each attachment should be identified by its original title and a short description of the contents in Spanish or in English (maximum 500 characters).

Files should be attached in PDF format, and be no larger than 4MB.

When materials are identified by an external link to a website, they should be available for download until at least the announcement of the jury's award decision on the BBVA Foundation website ([www.biophilia-fbbva.es/en/](http://www.biophilia-fbbva.es/en/)).

## **Step 5. SUMMARY OF CANDIDATURE**

Before sending the submission and finalizing the process, 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.

To submit your completed entry, click on the "Send" button on the bottom right of the form. The system allows you to complete the process even if letters of support have not yet been received. You will also be asked to affirm the truthfulness of all the information provided.

In the case of direct candidatures, the person completing the form and the candidate(s) themselves will then receive an automated email with a summary and the key details of the submission.

In the case of indirect candidatures, this same summary email will be sent to the person completing the form and the nominator(s).



# **BIOPHILIA AWARD, BIODIVERSITY AWARD ENVIRONMENTAL EDUCATION AND COMMUNICATION IN SPAIN AND WORLDWIDE**

## **Step 1. CANDIDATE PROFILE**

Entries in these categories may be either individual or joint, comprising two or more natural and/or legal persons, up to a maximum of 20, who have engaged collaboratively in activities of environmental thought, culture, education, or communication in the course of parallel careers.

Provide general information on all candidates for the award, up to a maximum of 20, including:

In the case of natural persons:

- A. Candidate(s)' basic details:** Provide each candidate's identifying data (name, national ID document, date of birth, academic qualifications and employment situation, and contact information).
- B. Candidate(s)' curriculum vitae:** Provide a CV for each candidate in the call. CVs should be in PDF format and no larger than 2MB.

In the case of legal entities: Provide the identifying details of the organization submitting its candidature or nominated for the award, including name and contact information, type of organization, tax identification number, legal form and date of establishment, among others.

All candidates should provide a signed copy of the personal data processing terms, which you can download from this [link](#). This requirement does not apply in the case of indirect candidatures.

## **Step 2. LETTERS OF SUPPORT**

**Indirect candidatures do not require letters of support.**

**Direct candidatures** may come with **up to three letters of support**, though note that such letters are not obligatory, and candidatures can be submitted without them.

The letters, which will be kept confidential, should be signed by the endorser and presented in either **Spanish or English**. Files should be in PDF format and no larger than 2MB.

The process for presenting letters of support is as follows:



- I. The signatories of letters of support should be identified on the online form using the “Add endorser” button. A letter request can then be issued.
- II. The signatories of letters of support will receive an email directing them to access the form by entering their email address and a password generated automatically by the system and included in the body of the text. Once they have entered these data through the corresponding link, they will be sent a second activation password (OTP code) that they will be asked to verify. This second password will be valid for 10 minutes.
- III. This will take signatories to the digital environment where they can upload their letters, which is configured in English by default. They can switch to Spanish by selecting “Esp” in the top right-hand corner.  

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Letters of support may not be provided by the person submitting the candidature, who will have no access to their contents.

### **Step 3. DESCRIPTION OF CANDIDATURE**

Provide the following information and documentation relative to the candidature being submitted:

- A. Summary of the candidate(s)' professional track record and contributions in environmental thought, culture, education or communication.** Give a concise account of the salient aspects of the professional experience of the individual candidate or joint candidates, in the case of collaborative contributions (maximum 2,000 characters).
- B. Description of the activity carried out in environmental thought, culture, education or communication.** The information given should address the points listed under the following headings:





- I. Description of **professional track record** in environmental thought, culture, education or communication.
- II. **Activities undertaken in the realms of environmental thought, culture, education or communication:** educational and pedagogical actions; articles, monographs, popular science books or multimedia materials; the production, editing or presentation of reports and documentaries; the curation and design of exhibitions; or the launch of communicative ventures through any channel (press, radio, television, film, internet or social media, among others).

In the case of joint submissions, special emphasis should be placed on the candidates' collaborative contributions, including the motivation for submitting a joint application.

Files should be in PDF format with a maximum of 5 pages, and be no larger than 2MB.

- C. Materials documenting candidate contributions.** Copy of materials substantiating the candidate(s)' most salient contributions that have achieved the greatest impact. In the case of joint submissions, provide copies of materials produced in collaboration.

Note that these documenting materials are not obligatory, and candidatures may be presented without them.

You may include up to 20 attachments, which should be uploaded via the online form or identified via an external link (recommended for video and audio).

Materials can be presented in any language. However each attachment should be identified by its original title and a short description of the contents in Spanish or in English (maximum 500 characters).

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