

Eni Award 2010 Edition

Frequently Asked Questions (FAQ)

- **The forms and the award sections: general doubts and questions**
- **Upload and format of the forms: some practical indication**
- **Getting started: the on-line application step-by-step**

The forms and the award sections: general doubts and questions

1. Is there a maximum number of words not to be exceeded in the Candidature Proposal Form?

We don't have any particular rules regarding the length of the proposal. We don't want our applicants to feel constrained and uneasy about such a complex point; nevertheless due to technical reasons we kindly ask you not to exceed the maximum capacity of 3Mb for each form, otherwise the files won't be uploaded properly.

2. Concerning point 2 of the Candidature Proposal (Prize Section) I am not sure whether to put my research proposal in a section or in another.

We understand that often researches are in between two – or more – fields and it can be difficult to indicate univocally which Prize you should apply for, but we nonetheless ask you to insert your research in the section that you feel is the best suitable for your work.

3. I do not fully understand the difference between points 5.1 (ABSTRACT – GENERAL BRIEF DESCRIPTION OF THE RESEARCH RESULTS) and 5.2 (ABSTRACT - TECHNICAL DESCRIPTION OF THE RESEARCH RESULTS).

Although those sub-points might seem almost identical at a first glance, in the first of the two points we ask the applicants to give a general, introductory description of the research results and of their importance, while in the latter candidates will have the necessary space to describe in a more detailed and technical way their findings (including formulas, if any).

4. How many publications do I have to list in point 11 (LIST UP TO THREE PUBLICATIONS ON SCIENTIFIC REVIEWS REGARDING THE RESEARCH RESULTS TO BE SEND ATTACHED TO THIS FORM IN ELECTRONIC COPY)?

From one to three (maximum). Please bear in mind that those publications (usually papers) will have to be relative to the presented research results and will have to clearly give proof of those results. Nonetheless, at least one of the selected papers must have

been published within the period indicated in the Award Regulations (i.e. 3 years for the Protection of the Environment Prize and 5 years for the New Frontiers in Hydrocarbons and the Renewable and the Non-conventional Energy Prize).

5. Should I follow any precise rule regarding the name of the research?

No. You can choose the name that suits best your research results. The name can eventually coincide with the title of one of your papers, but it is not compulsory.

6. What if I would like to insert a book in point 11 of the Candidature Proposal?

It is of course possible, but since applications are exclusively in an electronic form, we kindly ask the applicants who wish to do so either to insert separately an electronic copy of the book in the .zip file, or to send an abstract of the book itself.

7. I am not the main author in one of the selected papers in point 11 of the Candidature Proposal: is it a problem ?

No. But it is compulsory that the applicant should be the main author of the research and appears as main author of at least one paper indicated in point 11 of the Candidature Proposal.

8. How many other collaborators of the research results shall I indicate?

Usually for “collaborators”, as mentioned in point 4 of the Candidature Proposal, we mean those people who had a key role in setting up and running the research.

9. One of my papers is currently under critical review, but since it is a very important piece of the research results, I would like to cite it in point 11 to give strength to my candidature, is it possible?

Yes, it is. Nevertheless, we kindly ask our applicants to send a print proof of the paper and in addition to that a final version of the paper must be sent as soon as published, so that the Scientific Commission may evaluate it. In any case at least one of the selected papers has to be published within the period indicated in the Award Regulations (i.e. 3 years for the Protection of the Environment Prize and 5 years for the New Frontiers in Hydrocarbons and the Renewable and Non-conventional Energy Prize).

10. What kind of publications are suitable of being cited in point 11 of the Candidature Proposal?

All kind of scientific publications: papers, peer reviews, books...

11. How many publications shall I indicate in the List of Publications form?

As many as you wish; the only limit for each form is given by the size (they cannot exceed 3Mb due to technical reasons). Please note that in the List of Publications form you should indicate publications that accordingly give a good idea of your scientific activities in the last past years, not compulsorily related to the research result you present with your candidature.

12. Should I win the Prize what will happen? Is the amount in money of the Award tied up by any particular constraint regarding its end use?

There are no constraints regarding the use of the amount in money of the prize, and the winning candidates are free to use it in any way most suitable to them. Secondly, the Winner of the prize, who is also the main representative of the research proposed for

candidature may decide to eventually distribute the amount in money of the prize between the other collaborators and in which way.

13. What do I have to do with my endorsement letters, technical assessments, certificates or technical opinions?

If you have obtained any of the above mentioned documents to sustain your candidatures, please attach them in the .zip file along with the publications mentioned in point 11 of the Candidature Proposal.

Upload and format of the forms: some practical indication

14. Do we have to use any specific electronic format in order to upload the electronic documents (Candidature Proposal, CV, list of publication)?

Yes; we ask our applicants to upload their forms in .pdf , .doc or .rtf format. Files must not exceed 3Mb of size and their name can contain only standard alphanumeric characters (e.g. no accents or diaeresis, etc..), otherwise due to technical reasons we won't be able to open them once uploaded.

15. After having uploaded the forms and the .zip file, what happens if I cannot see that my application status has changed?

The Scientific Secretariat will check your uploaded files (both forms and the .zip file) within 72 hours from the moment you upload them. If, by any chance, your status has not changed after the 72 hours, please contact us.

Getting started: the on-line application step-by-step

16. What are all the practical steps I need to follow in order to apply to the Eni Award?

Starting from this year the application process of the Eni Award will be mostly electronic and web-based in order to make candidatures easier and more simple for all the Candidates.

Here you will find all the steps you will have to follow in order to apply:

- 1. You send an email to eniaward@feem.it where you state your will to participate as a Candidate to Eni Award.

- 2. You will then receive an email from us in which we send you all your personal data in order to be able to log in the private area of the website (www.ea2010.net).

Here is a facsimile of our letter:

Dear Professor XXXXXX,

thank you very much for submitting your candidature to the Eni Award 2010, it is a great honour for us to have you among our candidates. This year the Scientific Secretariat is offering an on-line process for the application procedure: thanks to this useful web tool Candidates will be able to access to private web area where they will be able to upload all the documents needed for the application. Furthermore, in the private area they will have the possibility to access to two sections (help and Faq) where they will find some useful information regarding the candidature and the candidature process.

The application procedure is developed through three main steps:

-Candidates will first have to upload their candidature forms.

-Secondly, they will have to send by email a .zip file containing the papers listed in point 11 of the Candidature proposal.

-Finally, they will have to send a fax to the Scientific Secretariat with their signature in order to finalize and to give legal value to the candidature.

Here you will find your username and your password that will allow you to access to your private area and upload your forms.

Moreover you will find a personal code that will identify your application and that will be used in the uploading procedure of the .zip file.

Private area web address: <http://www.ea2010.net/>

Username: 14XXXXXX

Password: 14XXX59

Personal code: 14c1XXXXXX

Please remember that you will have the possibility to change your password once logged in to the private area.

Once again the Scientific Secretariat would like to express its deepest satisfaction to have your candidature among the applications to the Eni Award.

We will remain at your entire disposal for any further information or clarification.

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The ENI AWARD Scientific Secretariat

Fondazione Eni Enrico Mattei

C.so Magenta, 63

20123 Milano

eniaward@feem.it

Please note that your username will be different from your personal code!

You will have to use your username ONLY to get in the website, while your personal code is a unique code with which your candidature is “labelled”.

- 3. You may now enter the personal area and upload your forms (Candidature Proposal, List of Publications and CV). Get in:

The screenshot shows the Eni Award 2010 website interface. At the top left is the Eni logo and the word "award". To the right, there are language options (ITA) and a "Reserved Area" button. A search bar is also present. Below this is a navigation menu with tabs for HOME PAGE, HISTORY, SCIENTIFIC COMMISSION, 2010 ANNOUNCEMENTS, 2009 EDITION, and MEDIA. The main content area features a login form with fields for "User" and "Password", a "Candidate" dropdown menu, and "Log In" and "Reset" buttons. At the bottom, there is a footer with a search bar and several columns of links: Company (Company Profile, Corporate Governance), Sustainability (People, Environment), Investor Relations (Eni on the Stock Markets), Products & Services (Electric Power, Fuels), Media (Press Releases, Media Library), Jobs & Careers (Jobs at Eni), Innovation & Technology (Technological Innovation to Create Value, The Technological Challenges), Customers (Agip.it, Customers area), and Interest Themes. A "Mission" section is also visible on the right side of the footer.

And upload your forms: - first click on “Upload File”



User panel

Type: **candidate**
 Username: **4XXXXXX**
Submission Status
 Personal Data
 Faq
 Contact Us
 Logout

Submission Status

Name	Surname	Code	Prize	Forms	Papers	Fax
XXX	XXX	4c1XXXXXX	Hyd	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Files uploaded

Candidature proposal:

List of publications:

CV:

File Zip:

GETTING STARDED

To begin the upload procedure of the documents required for your candidature presentation, please click

- [Upload File](#)

and then upload your forms:

User panel

Type: **candidate**
 Username: **4XXXXXX**
 Submission Status
 Personal Data
 Faq
 Contact Us
 Logout

Send Files

Name	Surname	Code	Prize	Forms	Papers	Fax
XXX	XXX	4c1XXXXXX	Hyd	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Candidature Proposal:

List of publications:

CV:

FORMS SUBMISSIONS

The Candidature Proposal, the List of Publications and the CV Forms must be uploaded by selecting the initial file with the three forms, according to the following scheme:

File 1: Candidature Proposal
 File 2: List of Publications
 File 3: CV

Once the files have been selected, please click on the "Upload Files Button" to confirm the process.

Please note that once the upload is confirmed, the uploaded forms are considered unalterable, except by the System Administrators.

- 4. Once the forms are uploaded, you have to send the following package of documents:
 - a) the publications listed in point 11 of your Candidature Proposal, together with

b) endorsement letters, technical assessments, certificates and technical opinions (if any) to the email address: repository-eniaward@feem.it.

All files must be compressed into one single zip file renamed: code.zip, where “code” stands for the personal code assigned to each candidate and is issued automatically by the system.

For example: if your personal code is 100c1aaa you should send a zip file named: 100c1aaa.zip

- 5. Once your .zip file has been checked by the Scientific Secretariat, you will receive an e-mail in which we will provide the receipt of your candidature. In order to finalize and give legal value to your application, you will have to click on the link contained in that email, print it, and fax it, duly signed, no later than the deadline stated in the Eni Award 2010 official announcement. Here is a facsimile example of the fax form to be printed, signed and sent:

<http://www.premiotalgasr.net/dsstudio/dsadmin/content/candidati/fax.aspx?police=14c1XXXXXX> 30/06/09 17:54

ENI AWARD 2010

SUMMARY OF THE CANDIDATURE PROPOSAL

Forename: XXXXX
Surname: XXXXXX
Candidature code: 14c1XXXXXX
Title of the research:
Prize section: The New Frontiers in Hydrocarbons

To the Eni Award Scientific Secretariat:

I hereby declare that if my research will be rewarded, I, XXXXX XXXXXX, will commit myself to participate to the Award Winning Ceremony which will be held in Italy in the last week of May.

DATE:

SIGNATURE OF THE MAIN REPRESENTATIVE OF THE RESEARCH RESULTS:

NOTE:
You have to send this fax form before **OCTOBER 30** no later than **5.00 pm** (CET), as requested in the Official Announcement.

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<http://www.premiotalgasr.net/dsstudio/dsadmin/content/candidati/fax.aspx?police=14c1XXXXXX> Pagina 1 di 1