

2025 Vilcek Prizes for Creative Promise

This PDF is a guide to assist applicants of the 2025 Vilcek Prizes for Creative Promise as they navigate our online application portal. Included below are how-to instructions, troubleshooting steps for user experience issues, and frequently asked questions about the online application and the prizes.

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How-To Guide

Create a New Account (10 minutes)

Step 1

On the login page, click **New User?**

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FOUNDATION

English

Username

Password

Sign in

Can't access your account? | **New User?**

Our online system is offered in the hope that it will make our application process as easy and convenient as possible for you.

Once you begin your application, you may save and return to work on it as needed. You can only submit your application once.

For assistance, please contact the Vilcek Foundation via email at creativepromise@vilcek.org.

Step 2

On the next pages, you will be prompted to enter information about yourself. Enter all fields that are required, marked by a red asterisk. At the bottom of each page, click the button **Next** to go to the next page.

- Salutation
- First Name*
- Middle Name
- Last Name*
- Title*
- Institution/School/Organization*
- Date of Birth*
- Gender*
- Gender Description
- Race and Ethnicity*
- Race and Ethnicity Description

- Address Type*
- Country*
- Street*

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- City*
- State*
- Zip Code*
- Primary Phone*
- Mobile Phone*
- Business Phone
- Email*
- Confirm Email*
- Country of Birth*
- City of Birth*
- Immigration Year*
- Immigration Status*
- Username*

Step 3

Click the button **Continue** to finish your account confirmation.

Step 4

Check your email. You will receive a first email* from creativepromise@vilcek.org with the subject "Account Created - 2025 Vilcek Prizes for Creative Promise." Click the first link in the email to confirm your account.

** If you do not receive the emails, please check your Spam and Junk folders. It may take up to 15 minutes to receive this email. If you still do not receive the emails within 15 minutes, please contact creativepromise@vilcek.org.*

Step 5

A new webpage will open up in your browser. Click the button **Continue** to finish your account confirmation.

Step 6

Check your email. You will receive a second email* from creativepromise@vilcek.org with the subject "Your new Application Portal password." Click the link in the email to set your account password.

Once your password has been created, you will be directed to a blank applicant dashboard. Your account has been created.

To see steps on how to create your application, see "Create/Save a New Application" below.

Create/Save a New Application (4 minutes)

Step 1

In your email inbox, search for our email from creativepromise@vilcek.org with the subject "Account Created - 2025 Vilcek Prizes for Creative Promise." Now, click the second link in the email.

Step 2

A new webpage will open up in your browser with the application. (If you are not already logged in, you will be prompted to log in to your account using your username and password first.) Type your full name at the bottom of the page in the blank field and click the button **Save** or **Save & Next**. This will create your new application. Do not manually change the automated application name. You can now begin working in your application.

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IMPORTANT: While working through the tabs of your application, click the button **Save** or **Save & Next** at the bottom of each application tab to save your work.

Step 3

Check your email. A third email with the subject “Application Created - 2025 Vilcek Prizes for Creative Promise” from creativepromise@vilcek.org will arrive. Save this email and click on the link to continue working in your application at anytime.

** If you do not receive the emails, please check your Spam and Junk folders. It may take up to 15 minutes to receive this email. If you still do not receive the emails within 15 minutes, please contact creativepromise@vilcek.org.*

Return to Your Saved (In-Progress) Application (1 minute)


Step 1

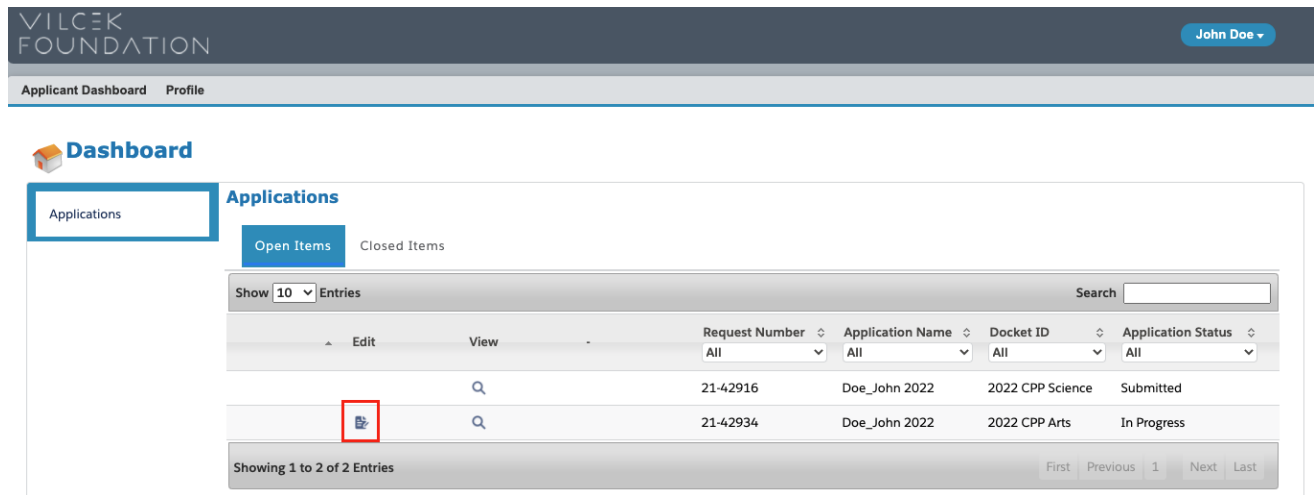
Return to your application at any time by clicking the link in our email with the subject “Application Created - 2025 Vilcek Prizes for Creative Promise” from creativepromise@vilcek.org.

Step 2

Log in to your online application using your username and password.

Step 3

You will arrive at your Applicant Dashboard. Click the paper and pencil icon  to edit your saved (in-progress) application.



The screenshot shows the Applicant Dashboard for the Vilcek Foundation. The user is logged in as John Doe. The dashboard has a sidebar with 'Applications' selected. The main content area shows a table of applications with columns for Request Number, Application Name, Docket ID, and Application Status. Two applications are listed: one submitted and one in progress. The edit icon (a paper and pencil) for the 'In Progress' application is highlighted with a red box.

Request Number	Application Name	Docket ID	Application Status
21-42916	Doe_John 2022	2022 CPP Science	Submitted
21-42934	Doe_John 2022	2022 CPP Arts	In Progress

Upload an Attachment (1 minute)

Step 1

Under the section you would like to upload a PDF attachment under, click the button **Choose file**. Select the file you would like to upload.

Step 2

You will see the file name appear below. Click the button **Upload**.

Step 3

You will see a success message “File Upload Successful.”

Step 4

Scroll to the bottom of the page, and click the button **Save** or **Save & Next**.

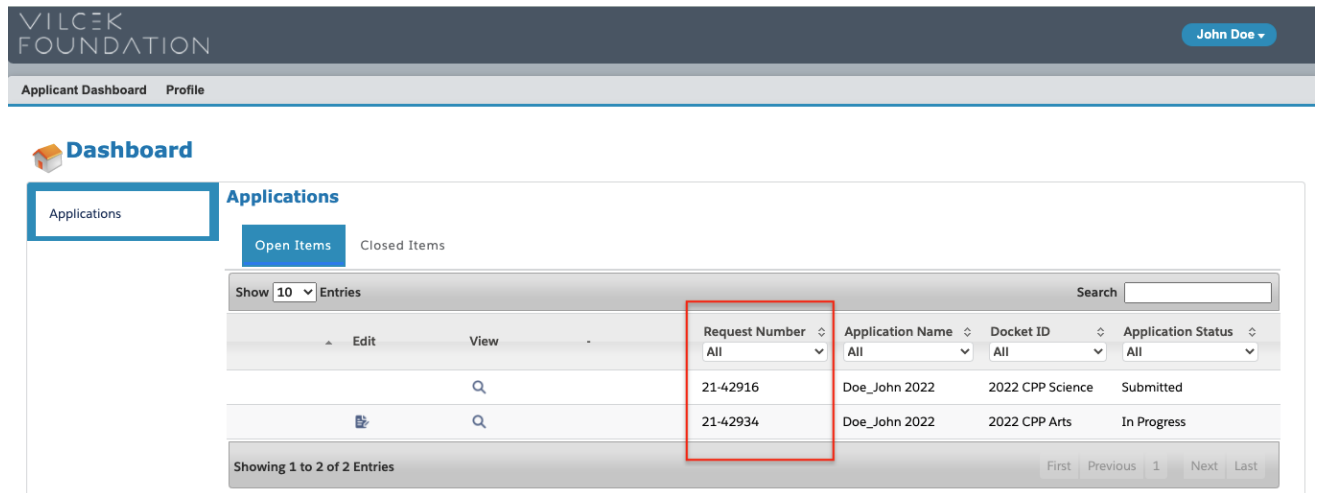
Locate Your Application’s Request Number (1 minute)

Step 1

Log in to your online application.

Step 2

On the Applicant Dashboard, view the column Request Number. This number is the unique number to identify your application record.



The screenshot shows the Applicant Dashboard for the Vilcek Foundation. The user is logged in as John Doe. The dashboard has tabs for 'Applicant Dashboard' and 'Profile'. The main content area is titled 'Dashboard' and contains a section for 'Applications'. There are two tabs: 'Open Items' and 'Closed Items'. The 'Open Items' tab is active, showing a table of applications. The table has columns for 'Request Number', 'Application Name', 'Docket ID', and 'Application Status'. The 'Request Number' column is highlighted with a red box. The table shows two entries: one with Request Number 21-42916 and Application Name Doe_John 2022, and another with Request Number 21-42934 and Application Name Doe_John 2022. The 'Request Number' column is highlighted with a red box.

Request Number	Application Name	Docket ID	Application Status
21-42916	Doe_John 2022	2022 CPP Science	Submitted
21-42934	Doe_John 2022	2022 CPP Arts	In Progress

View a Past Year’s Application (Biomedical Science Only) (1 minute)

Step 1


Log in to your online application. On the Applicant Dashboard, click the tab **Closed Items**.

The screenshot shows the Applicant Dashboard with the 'Applications' tab selected. There are two sub-tabs: 'Open Items' and 'Closed Items'. Below the tabs is a table with columns: Request Number, Application Name, Docket ID, and Application Status. Two entries are visible:

Request Number	Application Name	Docket ID	Application Status
21-42916	Doe_John 2022	2022 CPP Science	Submitted
21-42934	Doe_John 2022	2022 CPP Arts	In Progress

Step 2

Any past applications attached to your account will display in the table. Next to the past application

you would like to view, click the magnifying glass icon .

Your past application will display. Please note you cannot make changes to past submitted applications.

Check the Status of Your Recommendations (Biomedical Science Only) (1 minute)

Step 1

Log in to your online application. Click the tab **Recommendations**.

Step 2

Review the table displaying your recommenders' names. Next to your recommender's name, the column Status will display either "Sent" or "Submitted."

To continue, click **+NEW** and complete all fields accordingly.

The screenshot shows a '+ New' button in the top right corner. Below it is a table with columns: First Name, Last Name, Status, Date Sent, Date Submitted, and Action. Two entries are visible:

First Name	Last Name	Status	Date Sent	Date Submitted	Action
Shinnie	Kim	Sent	2/17/2021		Delete Edit View
Jan	Vilcek	Submitted	2/16/2021	2/17/2021	Delete Edit View

"Sent" means a request email was sent to your recommender.

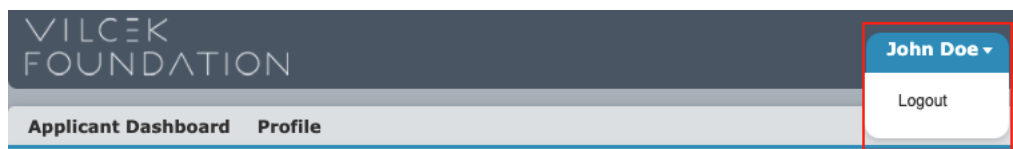
“Submitted” means your recommender’s letter was submitted. Please allow up to two business days from the date your recommender submits their letter for the record to be marked as “Submitted.”

Troubleshooting

I can’t upload my PDF attachment – Clear your cache (5 minutes)

Step 1

Logout of your online application by clicking the button **Your Name** (ie., John Doe) in the upper right corner of the webpage. Click the drop-down option **Logout**.



Step 2

Clear your web browser’s cache:

[Clear cache on Google Chrome](#)

[Clear cache on Safari](#)

[Clear cache on Firefox](#)

Step 3

Log in to your online application again and follow the steps to [Upload an Attachment](#).

I can’t upload my PDF attachment – Check your file (3 minutes)

Step 1

Make sure you are uploading a Portable Document File (PDF) with a .pdf file extension. The file name should end with “pdf”.

Step 2

Rename your PDF to have a simpler file name without any spaces or special characters like commas, dashes, quotation marks, parenthesis, etc.

Step 3

Make sure that the size of your PDF is less than 4 mb. See [I don’t know how to resize my PDF](#).

Step 4

Follow the steps to [Upload an Attachment](#).

My PDF exceeds the maximum size limit – Resize your file (3 minutes)

Step 1

For Mac Users, follow Apple’s steps to [Compress a PDF in Preview on Mac](#).

For PC Users, visit www.ilovepdf.com.

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Step 2

For PC users, click the button **Select PDF files** and select your file.

Step 3

For PC users, click your preferred compression level (extreme, recommended, less) and click the button **Compress PDF**.

Step 4

For PC users, click the button **Download compressed PDF**.

My Applicant Dashboard is blank (1 minute)

Step 1

Log in to your online application (If you are already logged in, please log out first).

Step 2

After logging in, click the following URL based on your application category.

[Link for biomedical science applicants \(2025\)](#)

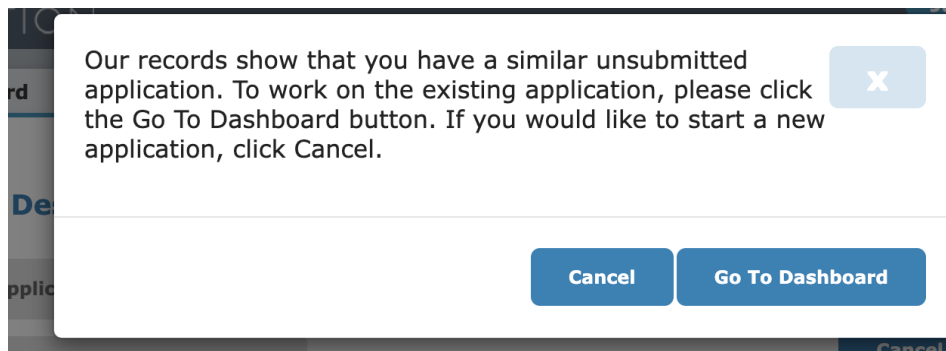
[Link for visual arts applicants \(2025\)](#)

[Link for curatorial work applicants \(2025\)](#)

Step 3

A new webpage will open up in your browser to a new*** application.

***If you have already started an application, a popup window will appear. To continue working in your existing application, click the button **Go To Dashboard**. The **Cancel** button will create a new application.

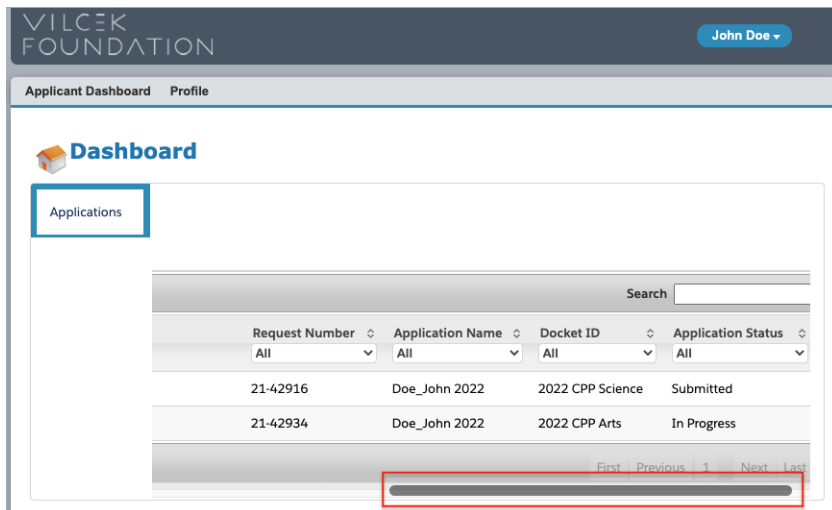
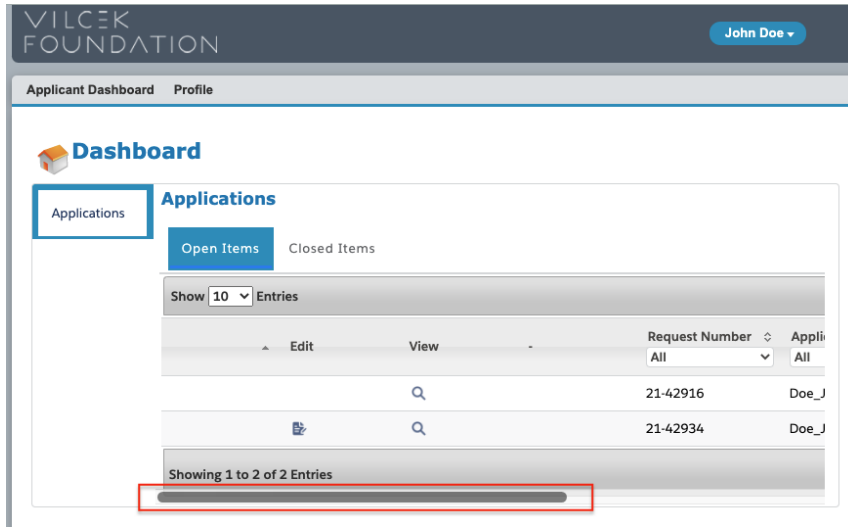


I can't see all the columns in my Applicant Dashboard (1 minute)

Step 1

On your Applicant Dashboard, click anywhere on the grey table. Use your left and right arrow keys to scroll to the right. A grey scrolling bar will appear at the bottom of the table.

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I forgot my account username (1 minute)

Step 1

Your username is the username (first part of your email address before “@”) of the email address you used to create your account.

I forgot my account password (2 minutes)

Step 1

Go to the login page. Below the login blank fields, click **Can't access your account?**

Step 2

Enter your username into the blank field. Click the button **Continue**.

Step 3

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Check your email. You will receive an email from creativepromise@vilcek.org with the subject "Set your Application Portal password". Click the link in the email to reset your password.

I accidentally created multiple applications (1 minute)

Step 1

[Locate your Application's Request Number](#)

Step 2

Please contact us at creativepromise@vilcek.org with the Request Number of the duplicate application(s) you would like deleted. A staff member will get back to you to inform you that the duplicate record has been deleted.

I don't have a Google Scholar profile (Biomedical Science Only)

Step 1

[Create a Google Scholar profile.](#)

Step 2

If you are unable to create a Google Scholar profile, type in "https://scholar.google.com/" in the field to continue working on your application and please contact us at creativepromise@vilcek.org with your PubMed or Web of Science link

Frequently Asked Questions (FAQ)

Immigration Requirement

- 1. I am currently here on OPT/student/other visa types; am I eligible?**
You are eligible if you currently hold a valid O-1 or H-1B or H-4 visa and have been residing in the United States for at least 4 years. Any other visa status is not eligible.
- 2. I am currently in the process of applying for a green card; am I eligible?**
If you are in the process of finalizing the application for a green card and expect to have the proper documentation by August 2024, please contact us at creativepromise@vilcek.org before submitting your application.
- 3. I am currently applying for Deferred Action for Childhood Arrivals (DACA) status; am I eligible?**
You are eligible if you have an I-797 approval notice showing approval of the I-821D DACA application. If you are in the process of applying for DACA and expect to have the proper documentation by August 2024, please contact us at creativepromise@vilcek.org before submitting your application.
- 4. My temporary green card has expired, but I have submitted paperwork to become a permanent resident. I do not know if and when they will receive my information. Am I eligible?**
Yes, applicants in the process of becoming a permanent resident are eligible. Please contact us at creativepromise@vilcek.org for further instructions.
- 5. I was born in Puerto Rico, Guam, or another U.S. territory; am I eligible?**
Regretfully, we do not accept applications from individuals born in the U.S. territories.
- 6. I was born outside the United States, but to American citizens; am I eligible?**
Regretfully, we do not accept applications from U.S. citizens who were born overseas but are American by birth.

Age/Birthplace Requirement

- 7. I am over the age limit but not by much; can you make an exception?**
Regretfully, we are not able to make exceptions unless you experienced career interruptions due to caregiving, medical, military or parental leave, and are within two years of the age requirement (born between January 1, 1984, and December 31, 1985).
- 8. What kind of documentation should I provide to prove my career interruption?**
Below are examples of accepted documentation:
 - Confirmation letter from your employer, a medical provide, or a military office;
 - Official request for leave or approval notice;
 - Certificate of birth or military service.
- 9. Do you accept other reasons for career interruptions?**
No, currently we only make exceptions for caregiving, medical, military, or parental leave.
- 10. Are there any other monetary fees that I should be aware of before applying?**

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Winners of the Vilcek Foundation Prizes receive unrestricted cash prizes, which is considered taxable income. Consult your financial advisor to understand any tax implications of receiving a cash prize.

11. If I win, will I have to pay taxes on the prize?

Yes, you will have to pay taxes on any income you receive through any Vilcek Foundation Prize.

Cash Prize and Application Process

12. Can the winners use the prize money to support a specific project, personal expenses, etc.?

Each winner will receive an unrestricted cash prize; there is no obligation to use the money in any particular way.

13. Can a collective apply for the Vilcek Prize for Creative Promise?

Yes, as long as all members of the collective meet the eligibility requirements, a representative may submit an application. Please note that if selected, the cash awards can only be paid to individuals.

14. If I apply for the prize this year and am not chosen as a prizewinner, can I apply again in the future?

Yes, as long as you are within the age limit of a certain prize cycle and are not chosen as a prizewinner, you are eligible to apply as many times as you would like. Please note that our arts and humanity categories repeat every eight to ten years.

15. What biomedical science categories are eligible?

- Biochemistry
- Bioengineering
- Bioinformatics
- Biophysics
- Cancer research
- Cell biology
- Chemical biology
- Computational biology
- Developmental biology
- Epidemiology
- Genetics/molecular genetics
- Human disease
- Immunology
- Infectious diseases
- Metabolism/Endocrinology
- Microbiology
- Molecular biology
- Neuroscience
- Physiology
- Stem cell research
- Virology

If your category isn't listed, please contact us at creativepromise@vilcek.org.

16. Do the essay character count limits include spaces?

Yes, essay character count limits include spaces.

Institutions (Biomedical Science Only)

17. Can more than one person from an institution submit an application?

Yes, we will consider each application in its own right.

18. Do applicants have to be nominated by their place of employment?

No, applicants are encouraged to create and fill out an application on their own. They do not need to be sponsored.

Publications (Biomedical Science Only)

19. Which publications should I submit?

Please submit publications that best reflect your creativity as a scientist. Submit at least one publication in which you are listed as a corresponding author.

20. In the citation section, are you requesting the number of times my publications have been cited by other publications?

No, we are not looking for the number of times your article has been cited; instead, please submit a full reference allowing others to find your article in full, i.e., author names, journal name, volume number, publication date, etc.

21. My biomedical science publication uploads are over the accepted size limit.

Please be sure that you are submitting only the first page of your publication, or the first page and the page containing the abstract. Do not submit the whole article. The only exception to this is if you are submitting an article that has been accepted for publication but is still in press. If so, please contact us at creativepromise@vilcek.org to let us know.

22. I would like to submit an article that has been accepted but not yet published; is this acceptable?

Yes, please submit the article in full if possible. Please contact us at creativepromise@vilcek.org when you submit unpublished articles.

23. I do not have any corresponding author papers yet but have multiple independent grants. Am I eligible?

Applicants have to have at least one corresponding author publication to be eligible for the prize.

24. Can I submit a publication if I am a contributing author, instead of a corresponding author?

You do not have to be the corresponding author on all publications.

Letters of Recommendation (Biomedical Science Only)

25. Can I submit my application even though my recommenders have not submitted their letters?

Yes, we encourage you to submit your application as soon as you can without waiting for your recommenders to submit their letters. You can always log in to your account to check on the status of your recommendation letters after your application has been submitted.

26. I applied to the Creative Promise Prizes last year. Can I please use the same recommendation letter I used in my last application?

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Your recommenders may submit the same letters (not recommended), but you still have to re-enter your recommenders' contact information and have them re-submit the letter.

27. Is there a length limit for the letters of recommendation?

No, there is no limit on length.

Visual Arts and Curatorial Work

28. What visual arts and curatorial work categories are eligible?

- **Visual arts:**

Applicants in the visual art category will be considered across the following areas of practice, please select all subcategories below that apply to your practice in general: painting, drawing, sculpture, photography, printmaking, ceramic, textile, installation, film/video, digital art, performance that manifests in time-based visual presentation, etc.

- **Curatorial work:**

Applicants in the curatorial work categories will be considered for having organized and developed single artist or group exhibitions at any scale or extending over any or time period in the following professional capacities: private or public institutions, foundations, independent curatorial practice, biennials or art fairs, galleries, etc.

29. Can a collective apply for the Vilcek Prize for Creative Promise?

Yes, as long as all members of the collective meet the eligibility requirements, a representative may submit an application. Please note that if selected, the cash awards can only be paid to individuals.

30. Are interdisciplinary practices eligible?

Yes, interdisciplinary practices can apply for the Vilcek Prize for Creative Promise as long as you identify with at least one of the eligible categories. Applicants should select one main category that best represents the practice.

31. Do you accept research-based practices?

Yes, research-based practices will be accepted. However, you must be able to provide evidence of 3 professional, implemented solo or collective visual arts or curatorial projects (research-based or not) to be eligible.

32. Can I receive feedback on my application?

Due to the high volume of applications we receive, we regret not being able to provide feedback on applications.

33. Why must I have completed “at least 3 professional, implemented solo or collective visual arts or curatorial projects” in order to apply?

Our selection process involves several stages of review and in order to spend ample time on each application, we carefully have to narrow our pool of applications. For our prizes in visual arts and curatorial work, we decided to narrow this by requiring an applicant to display proof of completion of 3 professional, implemented solo or collective visual arts or curatorial projects. These are minimum qualifications and they don't have to be your best projects.

34. How will you verify proof of “professional, implemented solo or collective visual arts or curatorial projects”?

Applicants will need to provide proof that they completed 3 professional projects through implementation by including a link to the project, example might include images of installation shots, individual artworks, exhibition descriptions, artists statements, catalog essays, wall text, and if applicable, a brief statement on the process and intended impact of that work. These 3 examples will **not** be viewed by the jury, and do not have to be your best work. A round of initial screeners will verify

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that an applicant has completed 3 professional, implemented projects, without examining the quality or success of those projects. Should your examples demonstrate you meet this requirement, your application and actual portfolio can advance to the review stage by established curators and art professionals.

35. Why must I have had “5 years of professional experience in visual arts or curatorial work” in order to apply? How do you define this?

By 5 years of professional experience we mean an applicant’s professional practice should span at least 5 years.

36. What is the difference between the portfolio and the “professional, implemented solo or collective visual arts or curatorial projects” requirement?

Our jury will assess the work you include in your portfolio only. The professional, implemented solo or collective visual arts or curatorial projects will only be viewed by an initial round of screeners for verification purposes, without examining the quality or success of those projects.

37. The projects I am looking to submit fall across more than one of your categories. Will my application be more or less competitive depending on the categories I select?

No. We realize that visual arts and curatorial work may fall within more than one and you are encouraged to check all of the subcategories that are applicable. This is an organizational lens for us; this is **not** a lens that will impact the validity or merit of the application or how the jury will conduct their assessment.

38. Can I submit materials in foreign languages?

Yes, but please include English translations for non-English materials.

39. I am a full-time student of a PhD doctoral program and I expect to finish my program before the end of this year; am I eligible?

If you meet all other requirements, you are likely eligible. Please contact us at creativepromise@vilcek.org so we can help you determine your eligibility.

Other Questions?

For other questions, please contact us at creativepromise@vilcek.org and a staff member will get back to you.