

# 2024 Slate Application System User Guide

## *Submitting Self Graduate Fellowship Nomination*

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## Introduction

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Submission of the nomination in Slate should be completed by a staff administrator. The following steps will be available to them.

You will not be able to save the form along the way, so make sure you have all required documents before beginning the submission process.

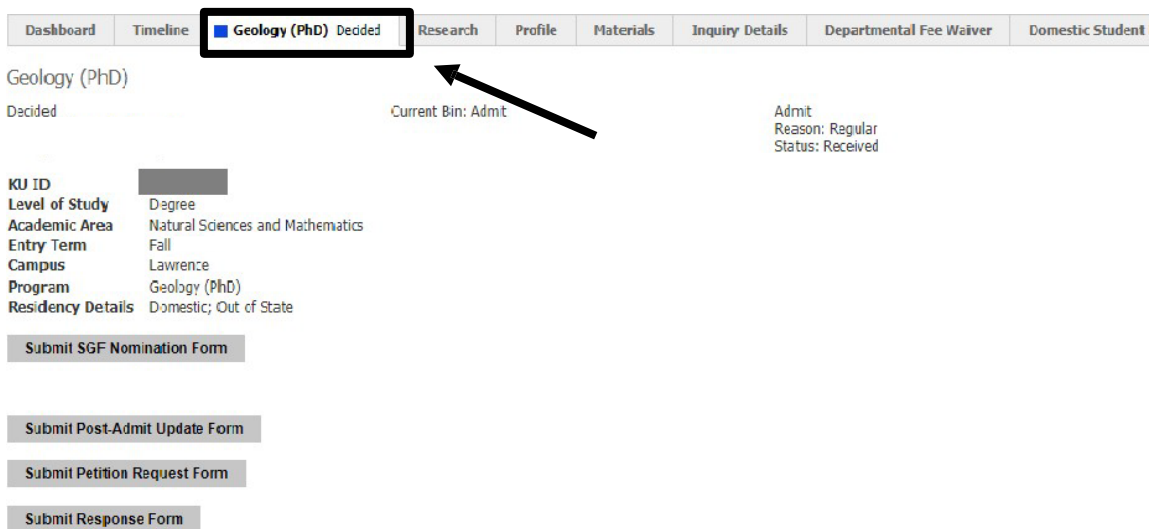
## Submitting the nomination form

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**STEP 1:** Find the application record in *Records* for the person for whom you would like to submit the nomination. You may do this by searching for the name in *Records* (instructions for searching for *Records* are in the *Records and Reader* training document).

**STEP 2:** Click on the application tab.



Dashboard	Timeline	Geology (PhD) Dedded	Research	Profile	Materials	Inquiry Details	Departmental Fee Waiver	Domestic Student
Geology (PhD)								
Decided			Current Bin: Admit			Admit Reason: Regular Status: Received		
<b>KU ID</b>								
<b>Level of Study</b> Degree								
<b>Academic Area</b> Natural Sciences and Mathematics								
<b>Entry Term</b> Fall								
<b>Campus</b> Lawrence								
<b>Program</b> Geology (PhD)								
<b>Residency Details</b> Domestic; Out of State								
<b>Submit SGF Nomination Form</b>								
<b>Submit Post-Admit Update Form</b>								
<b>Submit Petition Request Form</b>								
<b>Submit Response Form</b>								

**STEP 3:** Click on the *Submit SGF Nomination Form* button that will appear under the program information.

The screenshot shows a web application interface with a top navigation bar containing tabs: Dashboard, Timeline, **Geology (PhD) Decided**, Research, Profile, Materials, Inquiry Details, Departmental Fee Waiver, and Domestic Student. Below the navigation bar, the page title is "Geology (PhD)". Underneath, there is a "Decided" status indicator and a "Current Bin: Admit" label. To the right, there is an "Admit" section with "Reason: Regular" and "Status: Received". A list of student details is displayed on the left, including KU ID, Level of Study (Degree), Academic Area (Natural Sciences and Mathematics), Entry Term, Campus (Lawrence), Program (Geology (PhD)), and Residency Details (Domestic; Out of State). Below this list, a button labeled "Submit SGF Nomination Form" is highlighted with a blue rectangular box. A black arrow points from the right towards this button. Below the highlighted button, there are four more buttons: "Submit Post-Admit Update Form", "Submit Petition Request Form", and "Submit Response Form".

**NOTE:** The applicant must be a US citizen and have been admitted for this button to appear. If the button is not on the record, confirm that the applicant is a US citizen and that the Department Recommendation has been submitted.

**STEP 4:** Fill out the fields on the form.  
**2024 Self Graduate Fellowship Nomination Form**

KU Graduate

Record:

Confirm the name of the applicant at the top. Once the form is submitted, it will connect back with this record.

Registrant Name or Email Address

Self Graduate Fellowship Nomination Form

**Nominations are due.**

Check the nomination box below, then upload the required documents. Once you have checked the box and uploaded all the required documents, click the Save button at the bottom of the screen. This will officially record the nomination.

☐ Nominate for Self Graduate Fellowship **REQUIRED**

Name of Faculty Nominator **REQUIRED**

Email address for Faculty Nominator **REQUIRED**

Nomination Letter from Department **REQUIRED**

No file chosen

Student's Self Graduate Fellowship Personal Statement **REQUIRED**

No file chosen

Student's Resume **REQUIRED**

No file chosen

Student's Waiver Form **REQUIRED**

No file chosen

Fellowship-specific Letter of Recommendation 1 **REQUIRED**

No file chosen

Fellowship-specific Letter of Recommendation 2 (not required)

No file chosen

Fellowship-specific Letter of Recommendation 3 (not required)

No file chosen

Most fields are required on the form. You will not be allowed to submit until each of the required fields are filled.

To finalize the submission, click on the Submit button at the bottom of the form.

**STEP 5:** Once you click submit you will be taken back to the applicant's record. You can then start the process over again for another applicant.