

Slate Application System User Guide

Submitting Self Graduate Fellowship Nomination

**last updated November 1, 2022*

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Introduction

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

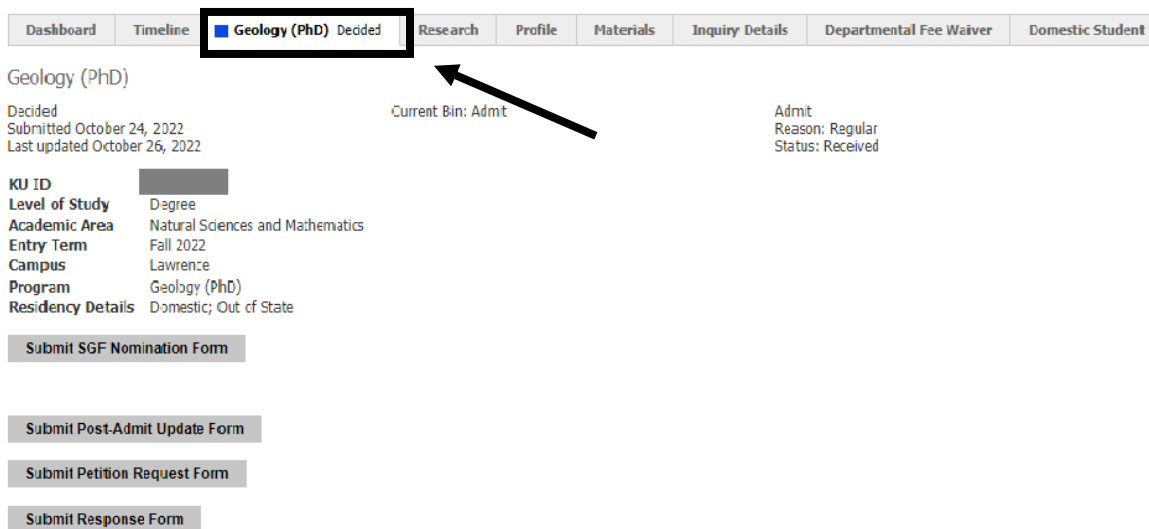
You will not be able to save the form along the way, so make sure you have all required documents before beginning the submission process.

Submitting the nomination form



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) Decided	Research	Profile	Materials	Inquiry Details	Departmental Fee Waiver	Domestic Student F
<p>Geology (PhD)</p> <p>Decided Submitted October 24, 2022 Last updated October 26, 2022</p> <p>Current Bin: Admit</p> <p>Admit Reason: Regular Status: Received</p> <p>KU ID [REDACTED] Level of Study Degree Academic Area Natural Sciences and Mathematics Entry Term Fall 2022 Campus Lawrence Program Geology (PhD) Residency Details Domestic; Out of State</p> <p>Submit SGF Nomination Form</p> <p>Submit Post-Admit Update Form</p> <p>Submit Petition Request Form</p> <p>Submit Response Form</p>								

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

Dashboard Timeline **Geology (PhD) Decided** Research Profile Materials Inquiry Details Departmental Fee Waiver Domestic Student

Geology (PhD)

Decided
Submitted October 24, 2022
Last updated October 26, 2022

Current Bin: Admit

Admit
Reason: Regular
Status: Received

KU ID [Redacted]
Level of Study Degree
Academic Area Natural Sciences and Mathematics
Entry Term Fall 2022
Campus Lawrence
Program Geology (PhD)
Residency Details Domestic; Out of State

Submit SGF Nomination Form

Submit Post-Admit Update Form

Submit Petition Request Form


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.

KU Graduate

2023 Self Graduate Fellowship Nomination Form

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 *January 25, 2023 at noon.*

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

Submit

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.