Slate Application System User Guide

Submitting Self Graduate Fellowship Nomination

*last updated November 13, 2023

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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.

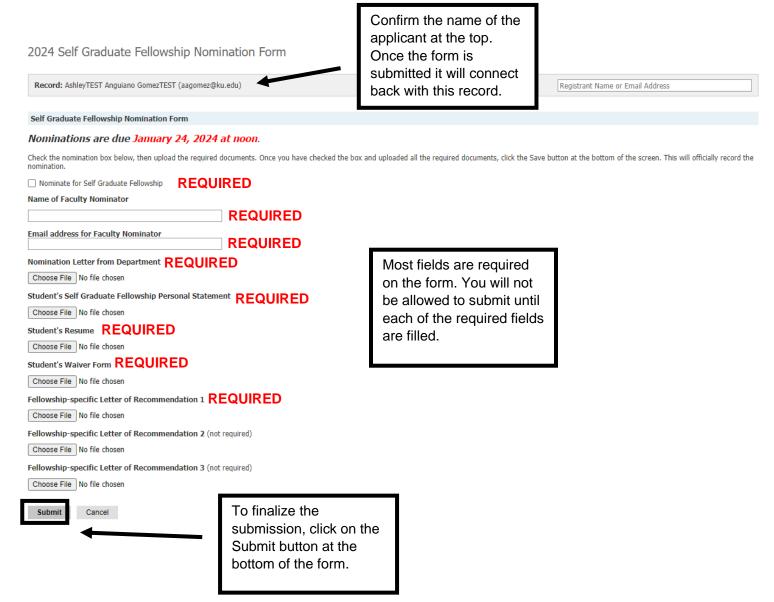
Dashboard	Timeline	Aerospace Engine Decide	d Medical Center A Awaiting Submission	GRAD Music (MM)	Profile	Materials	Inquiry Details
Aerospace E	ngineering	(PhD)	⊿ ★				
Decided Submitted November 13, 2023 Last updated November 13, 2023		1	rrent Bin: Awarsen Materials	Admit Reason: Regular Status: Released			
KU ID							
Online ID?							
Level of Study		Degree					
Academic Area	1	Engineering					
Entry Term		Fall 2024					
Campus		Lawrence					
Program		Aerospace Engineering (PhD)					
Subplan							
First Enrollme	nt Term						
Residency Det	ails	Domestic; In State					
App Rank		1					
App Rank Sub	mitted	1					
Submit SGF	Nomination F	Form					
Submit Post-	Admit Updat	e Form					
Submit Petiti	on Request f	Form					
Submit Resp	onse Form						

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

erospace Eng			Medical Center A Awaiting Submission	GRAD Music (MM)	Profile	Materials	Inquiry Details
	gineering ((PhD)					
Decided Current Submitted November 13, 2023 Last updated November 13, 2023			nt Bin: Awaiting Materials	Admit Reason: Regular Status: Released			
U ID							
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evel of Study	D	egree					
cademic Area	Er	ngineering					
ntry Term	Fa	all 2024					
ampus	La	awrence					
rogram	A	erospace Engineering (PhD)					
ubplan							
irst Enrollment	Term						
esidency Detail	ils D	omestic; In State					
pp Rank	1						
nn Rank Suhmi	itted 1						
Submit SGF No	omination Fo						
Submit Post-Ac	dmit Update	Form					
Submit Petition	n Request Fo	orm					
Submit Respon	nse 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.



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.