

# Slate Application System User Guide

## Submitting Self Graduate Fellowship Nomination

*\*last updated November 13, 2023*

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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 | **Aerospace Engine... Decided** | Medical Center A... Awaiting Submission | GRAD Music (MM) | Profile | Materials | Inquiry Details

Aerospace Engineering (PhD)

Decided  
Submitted November 13, 2023  
Last updated November 13, 2023

Current Bin: Awaiting Materials

Admit  
Reason: Regular  
Status: Released

**KU ID**

**Online ID?**

**Level of Study** Degree

**Academic Area** Engineering

**Entry Term** Fall 2024

**Campus** Lawrence

**Program** Aerospace Engineering (PhD)

**Subplan**

**First Enrollment Term**

**Residency Details** Domestic; In State

**App Rank** 1

**App Rank Submitted** 1

**Submit SGF Nomination Form**

**Submit Post-Admit Update Form**

**Submit Petition Request Form**

**Submit Response Form**

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

The screenshot shows a navigation bar with tabs: Dashboard, Timeline, Aerospace Engine... Decided, Medical Center A... Awaiting Submission, GRAD Music (MM), Profile, Materials, and Inquiry Details. Below the navigation bar, the program name "Aerospace Engineering (PhD)" is displayed. To the left, there is a list of program details: Decided, Submitted November 13, 2023, Last updated November 13, 2023, KU ID, Online ID?, Level of Study (Degree), Academic Area (Engineering), Entry Term (Fall 2024), Campus (Lawrence), Program (Aerospace Engineering (PhD)), Subplan, First Enrollment Term, Residency Details (Domestic; In State), App Rank (1), and App Rank Submitted (1). To the right, there is a "Current Bin: Awaiting Materials" and "Admit Reason: Regular Status: Released". Below the program details, there is a list of buttons: "Submit SGF Nomination Form", "Submit Post-Admit Update Form", "Submit Petition Request Form", and "Submit Response Form". The "Submit SGF Nomination Form" button is highlighted with a blue box, and a black arrow points to it from the right.

**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.

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

2024 Self Graduate Fellowship Nomination Form

Record: AshleyTEST Anguiano GomezTEST (aagomez@ku.edu)

Registrant Name or Email Address

Self Graduate Fellowship Nomination Form

**Nominations are due January 24, 2024 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

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.