Slate Application System User Guide

Submitting Self Graduate Fellowship Nomination

**last updated October 23, 2024*

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Introduction

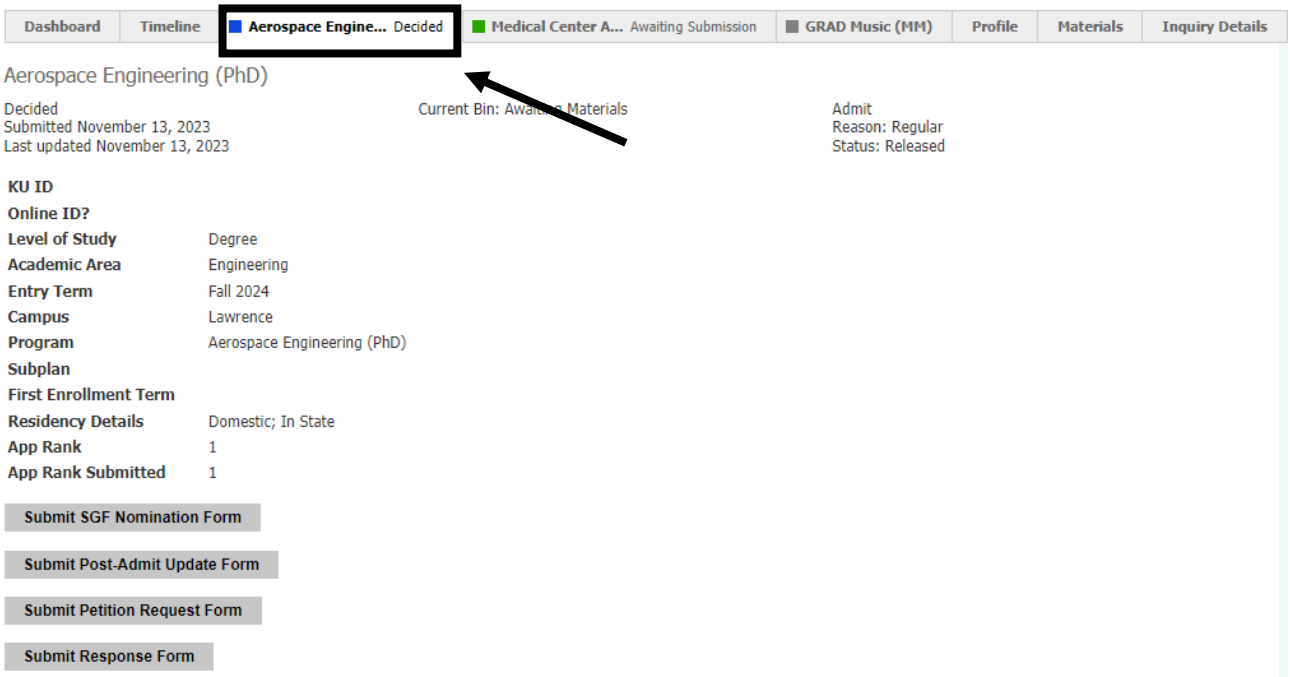
Submission of the nomination in Slate should be completed by a **staff administrator**. The following steps will be available to them.

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.

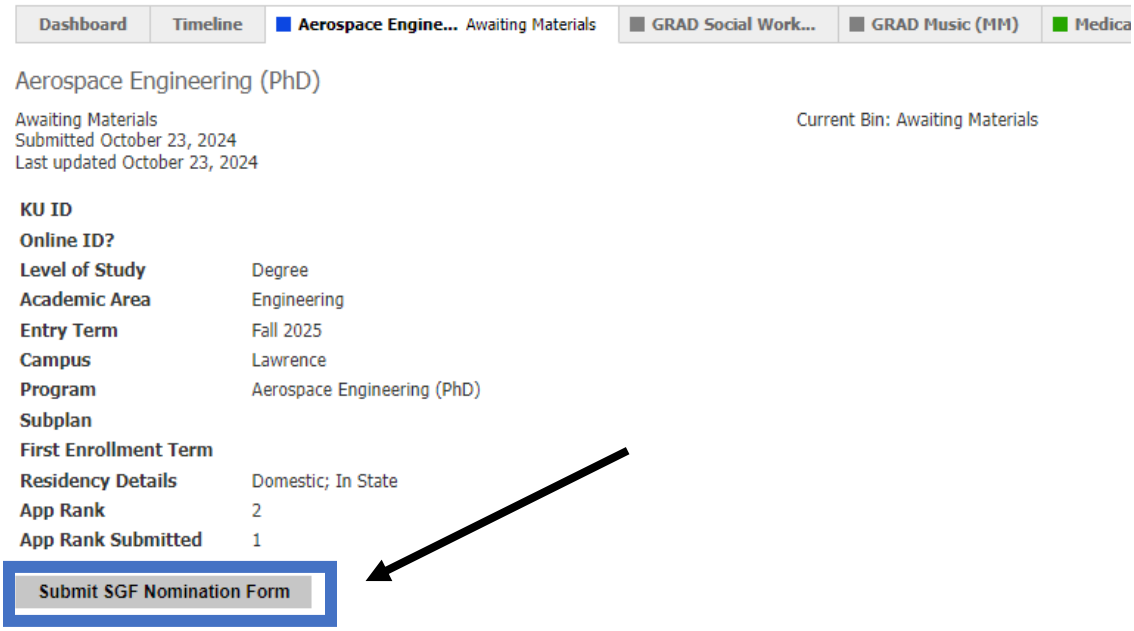
Submitting the nomination form

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.

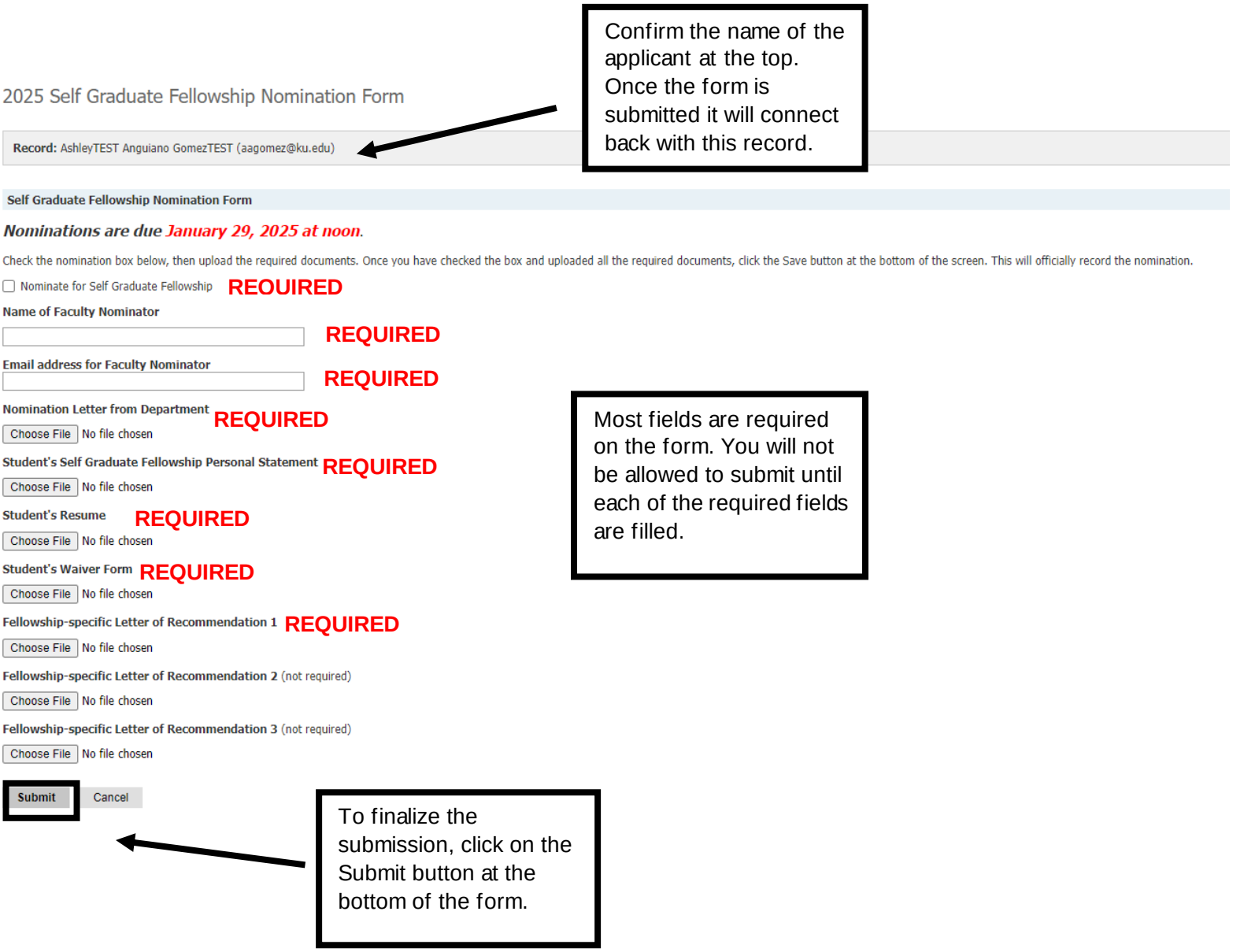


STEP 3: Click on the *Submit SGF Nomination Form* button that will appear under the program information.



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.