

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.

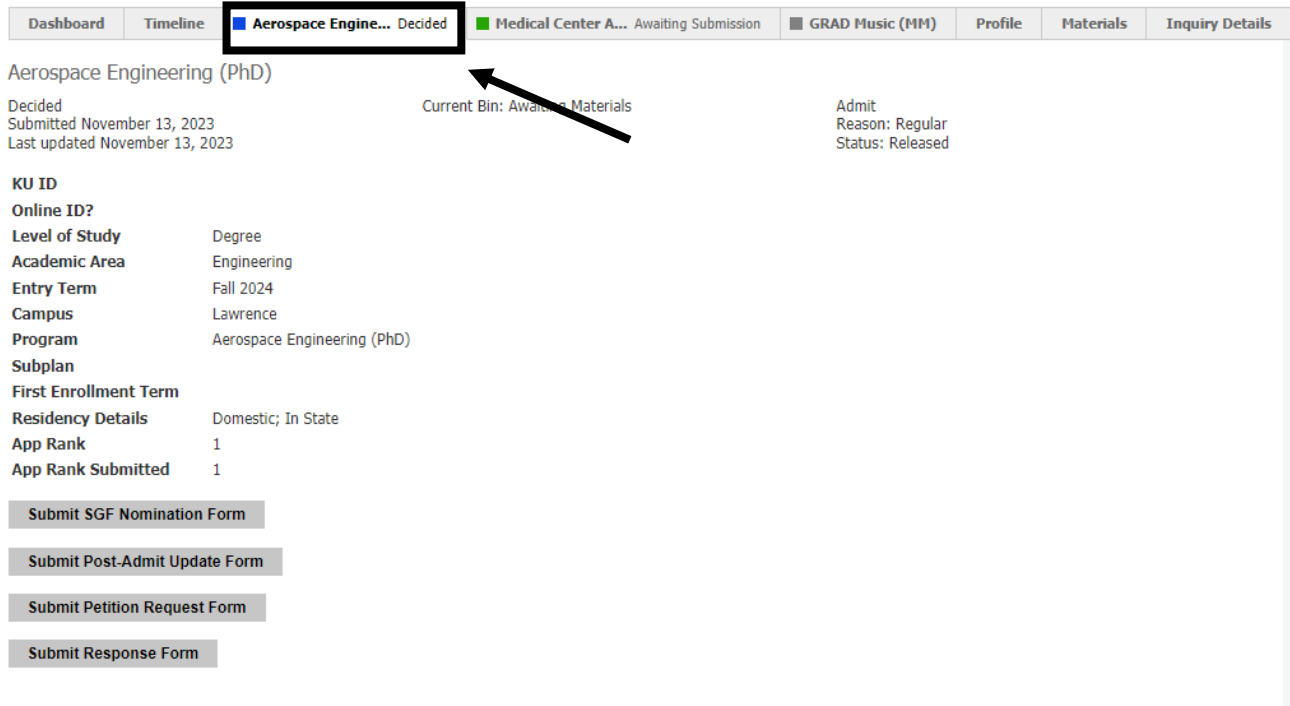
You will not be able to save the form along the way, so make sure you have all required documents before beginning the submission process.

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.



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

Dashboard | Timeline | **Aerospace Engine... Awaiting Materials** | GRAD Social Work... | GRAD Music (MM) | Medica

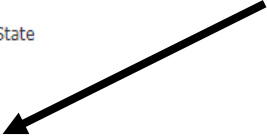
Aerospace Engineering (PhD)

Awaiting Materials
Submitted October 23, 2024
Last updated October 23, 2024

Current Bin: Awaiting Materials

KU ID	
Online ID?	
Level of Study	Degree
Academic Area	Engineering
Entry Term	Fall 2025
Campus	Lawrence
Program	Aerospace Engineering (PhD)
Subplan	
First Enrollment Term	
Residency Details	Domestic; In State
App Rank	2
App Rank Submitted	1

Submit SGF Nomination 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.

2025 Self Graduate Fellowship Nomination Form

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

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

Self Graduate Fellowship Nomination Form

Nominations are due January 29, 2025 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

No file chosen **REQUIRED**

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.