Awards and Fellowships Nomination
Submission Procedures

University Graduate School
The University Graduate School has created a SharePoint site for the submission of award and fellowship nominations.

For those of you not familiar with SharePoint, it is a cloud service for IU Faculty, grad students, and staff that allows document storage and sharing via the web using various online tools such as Word, Excel, PowerPoint, and OneNote. It is managed by the University, so your data is protected and compliant with University policy.
How to Submit a Nomination

1. Open the SharePoint site:
   https://www.sharepoint.iu.edu/sites/UGSAwardsAndFellowships/default.aspx
   • We suggest adding this site to your favorites
How to Submit a Nomination

2. Click the Award and Fellowship Nominations link under Libraries
How to Submit a Nomination

3. Click on your Department’s folder (you will only see yours)
How to Submit a Nomination

4. Click the Upload Document button
How to Submit a Nomination

5. The upload document window pops up
   • Leave the “Overwrite …” checkbox checked
   • Click “OK” to save, this will bring up another window
How to Submit a Nomination

6. This window has a few questions you need to answer
   A. Select the Award or Fellowship you are submitting the nomination for
   B. If you are submitting more than one nomination
      • Attach one nomination per file
      • Select the rank of the one you are attaching, one being the highest
   C. Enter the student’s university id
   D. Leave the Title field blank
How to Submit a Nomination

7. Click save
   • The window will go away and you will see your file has loaded to the site
   • If you have more nominations to submit, click the “Upload document” button
Awards and Fellowships SharePoint Site

• To be added or removed from the UGS Awards and Fellowships SharePoint site, requests must be sent by email to Ms. Yvonne Dwigans, ylivings@indiana.edu.
  ▪ Requests must include your user name and department.
Fellowship Details

• Refer to the University Graduate School website, http://graduate.indiana.edu/admissions/financial-support/fellowships-awards/index.shtml, to access the:
  – Guidelines for the nomination material that is required for each fellowship.
    • What materials need to be included
    • The order in which material needs to be submitted per nomination pdf
    • And any other important information
  – Application pdfs the student needs to submit