INDIANA UNIVERSITY

THE UNIVERSITY GRADUATE SCHOOL

Internal Awards and Fellowships Nomination Submission Procedures

Note: This is for submission by departments/schools. Unless stated otherwise in the award guidelines, all nominations for Graduate School internal awards must come from a student's department/school.

SharePoint Site

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

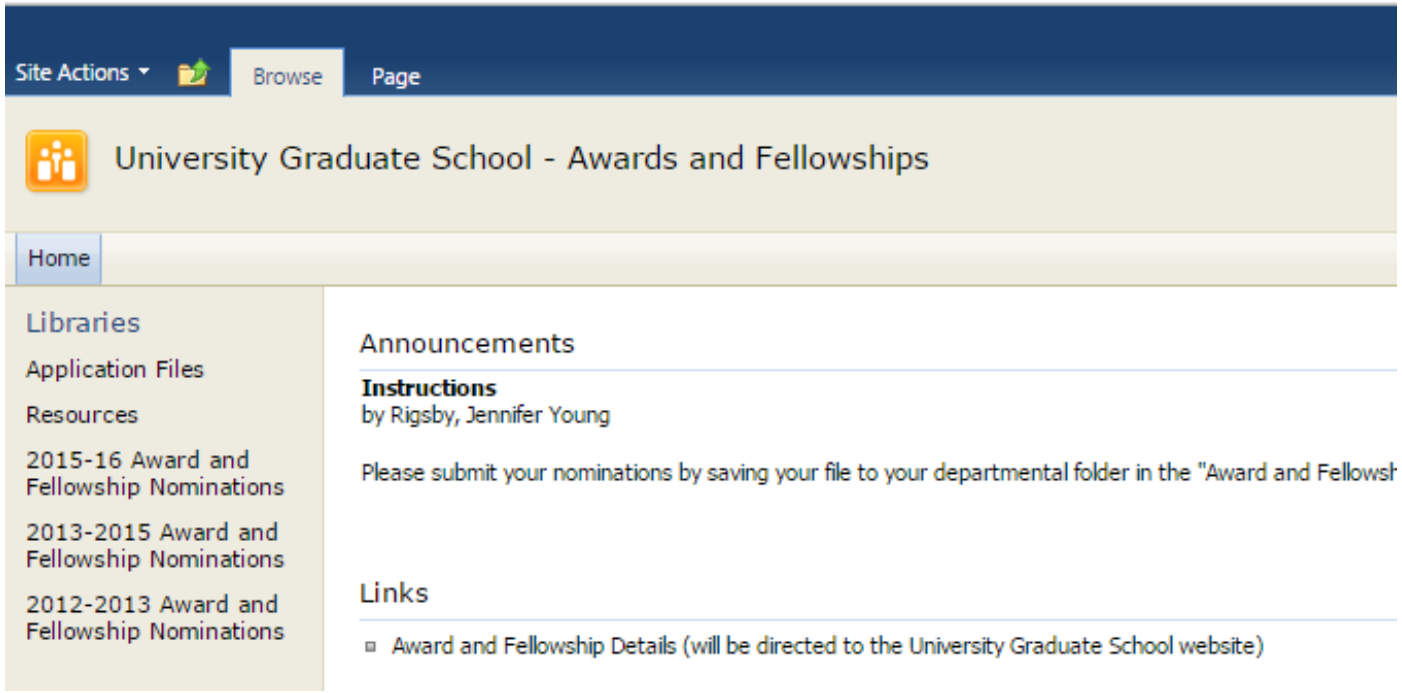
https://www.sharepoint.iu.edu/sites/UGSAwardsAndFellowships/default.aspx

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. It is managed by the University, so your data is protected and compliant with University policy.

How to Submit a Nomination

Step 1

Open the SharePoint site:
https://www.sharepoint.iu.edu/sites/UGSAwardsAndFellowships/default.aspx

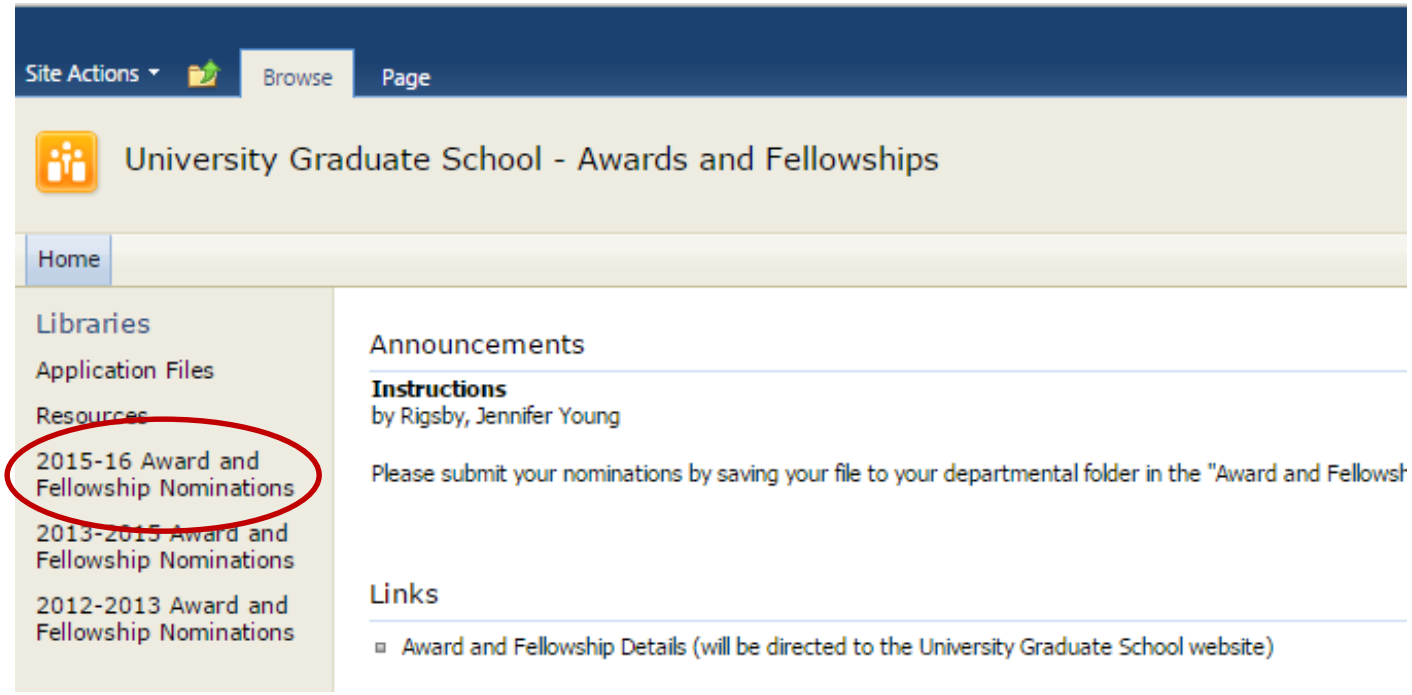


****Add this to your favorites for easy access****

How to Submit a Nomination

Step 2

Click the Award and Fellowship Nominations link (with the current academic year) under Libraries



How to Submit a Nomination

Step 3

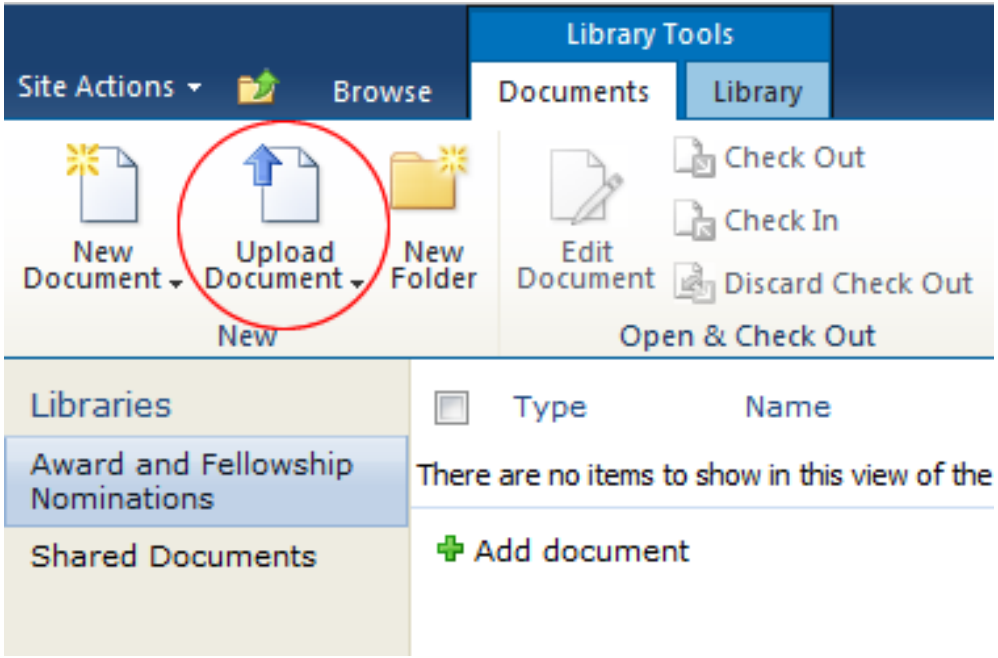
Click on your Department's folder (you will only see yours)

Note: Your uploaded materials will only be visible to those with access to your department's folder

How to Submit a Nomination

Step 4

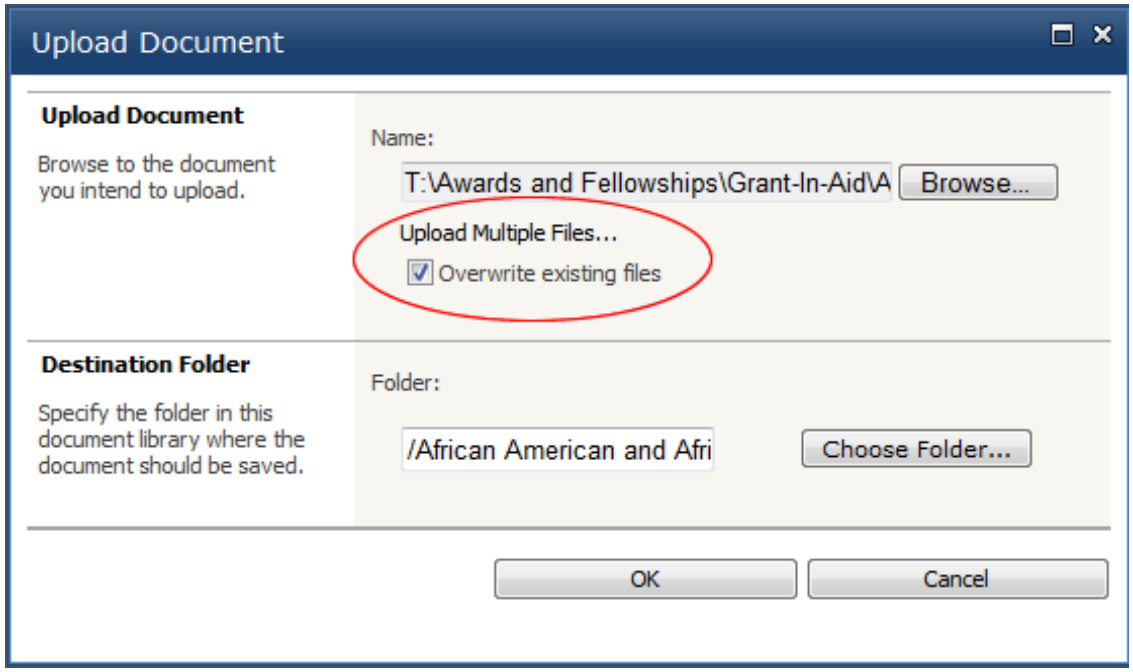
Click the Upload Document button



How to Submit a Nomination

Step 5

1. The upload document window will pop up
2. Leave the "Overwrite …" checkbox checked
3. Click "OK" to save, this will bring up another window

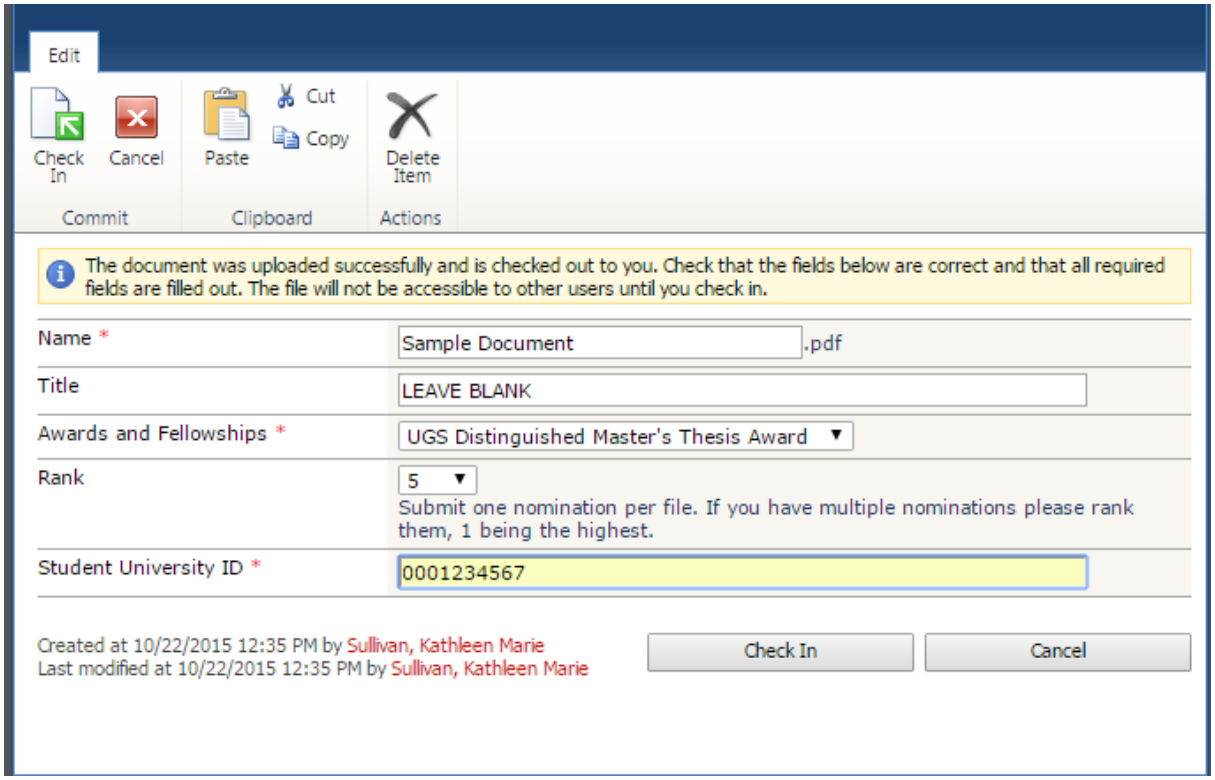


How to Submit a Nomination

Step 6

This window has a few questions you need to answer:

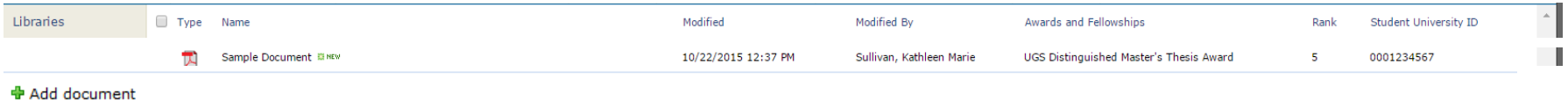
1. **Leave the Title field blank**
2. **Select the Award or Fellowship you are submitting the nomination for**
3. **If you are submitting more than one nomination:**
   - **Attach one nomination per file**
   - **Select the rank of the one you are attaching, one being the highest**
4. **Enter the student's University ID**
5. **Click Check In**



How to Submit a Nomination

Step 7

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



Graduate Awards and Fellowships SharePoint Site

To be added or removed from the UGS Awards and Fellowships SharePoint site please send an email with your user name and department to the Graduate Fellowships & Awards Coordinator at ugsawrd@indiana.edu

Fellowship Guidelines

For details about the required application materials for each fellowship/award please refer to the University Graduate School website:

http://graduate.indiana.edu/admissions/financial-support/fellowships-awards/index.shtml

Any questions regarding awards and fellowships can be directed to the Graduate Fellowships & Awards Coordinator at

ugsawrd@indiana.edu