



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>

Site Actions  Browse Page

 University Graduate School - Awards and Fellowships

Home

Libraries

- Application Files
- Resources
- 2015-16 Award and Fellowship Nominations
- 2013-2015 Award and Fellowship Nominations
- 2012-2013 Award and Fellowship Nominations

Announcements

Instructions
by Rigsby, Jennifer Young

Please submit your nominations by saving your file to your departmental folder in the "Award and Fellowst

Links

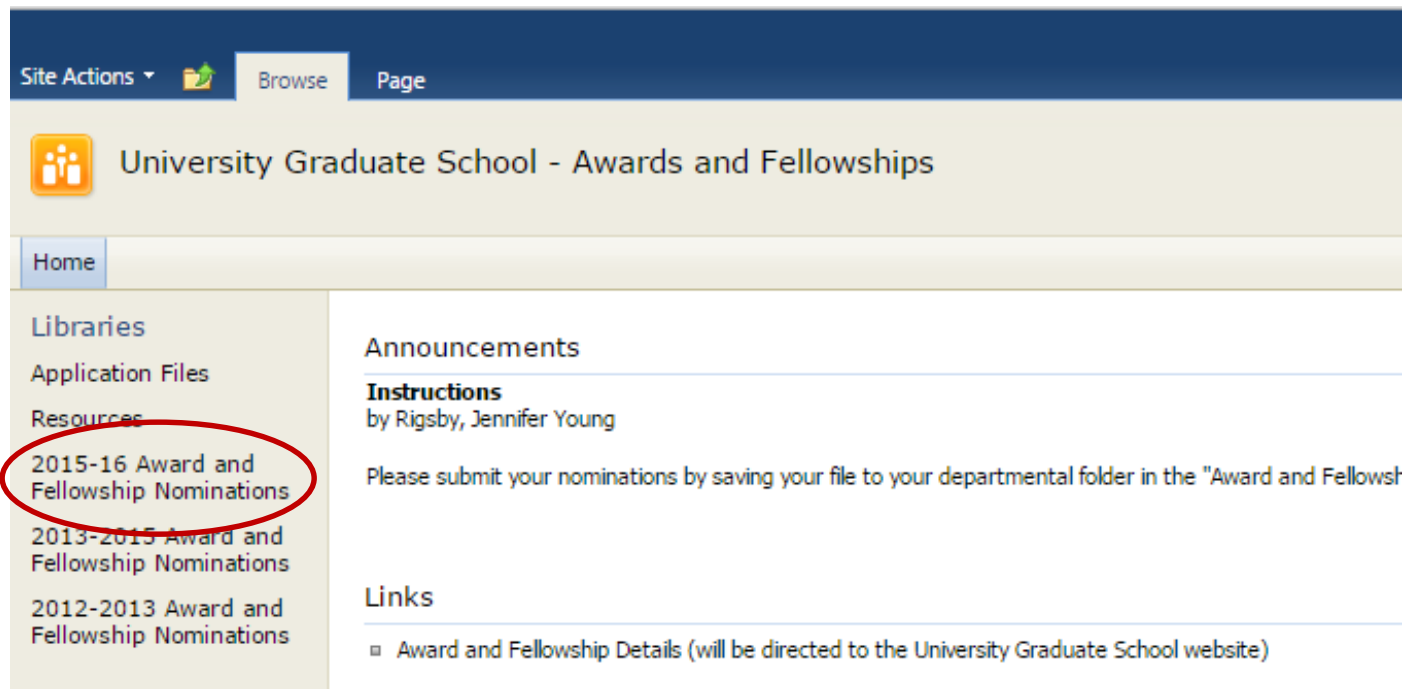
- Award and Fellowship Details (will be directed to the University Graduate School website)

****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



The screenshot shows the website interface for the University Graduate School - Awards and Fellowships. The top navigation bar includes 'Site Actions', 'Browse', and 'Page'. Below the navigation bar is a header with the site logo and the title 'University Graduate School - Awards and Fellowships'. A 'Home' button is visible. The main content area is divided into two columns. The left column, titled 'Libraries', contains a list of links: 'Application Files', 'Resources', '2015-16 Award and Fellowship Nominations' (circled in red), '2013-2015 Award and Fellowship Nominations', and '2012-2013 Award and Fellowship Nominations'. The right column, titled 'Announcements', features a section for 'Instructions' by Rigsby, Jennifer Young, with the text 'Please submit your nominations by saving your file to your departmental folder in the "Award and Fellowst'. Below this is a 'Links' section with a link to 'Award and Fellowship Details (will be directed to the University Graduate School website)'.

How to Submit a Nomination

Step 3

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



The screenshot shows a web interface for submitting nominations. The top navigation bar includes 'Site Actions', 'Browse', 'Documents', and 'Library'. The breadcrumb path is 'University Graduate School - Awards and Fellowships > 2015-16 Award and Fellowship Nominations'. A left sidebar contains 'Libraries', 'Application Files', 'Resources', and 'Lists'. The main content area displays a table of folders with columns for 'Type', 'Name', and 'Modified'. The 'African Studies' folder is circled in red.

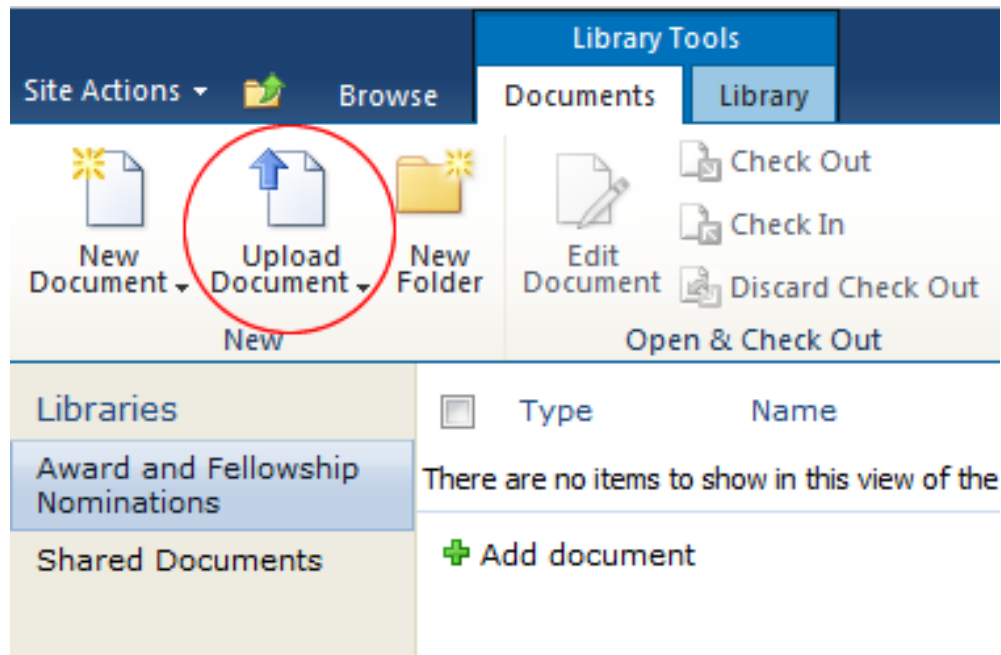
Type	Name	Modified
Folder	African American and African Diaspora Studies	9/1/2015 12:29 PM
Folder	African Studies	9/1/2015 12:40 PM
Folder	American Studies	9/1/2015 12:41 PM
Folder	Anthropology	9/1/2015 12:42 PM
Folder	Anthropology (IUPUI)	9/25/2015 10:30 AM
Folder	Art History-Fine Arts	9/1/2015 12:42 PM
Folder	Astronomy	9/1/2015 12:44 PM
Folder	Biochemistry	9/1/2015 12:46 PM

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



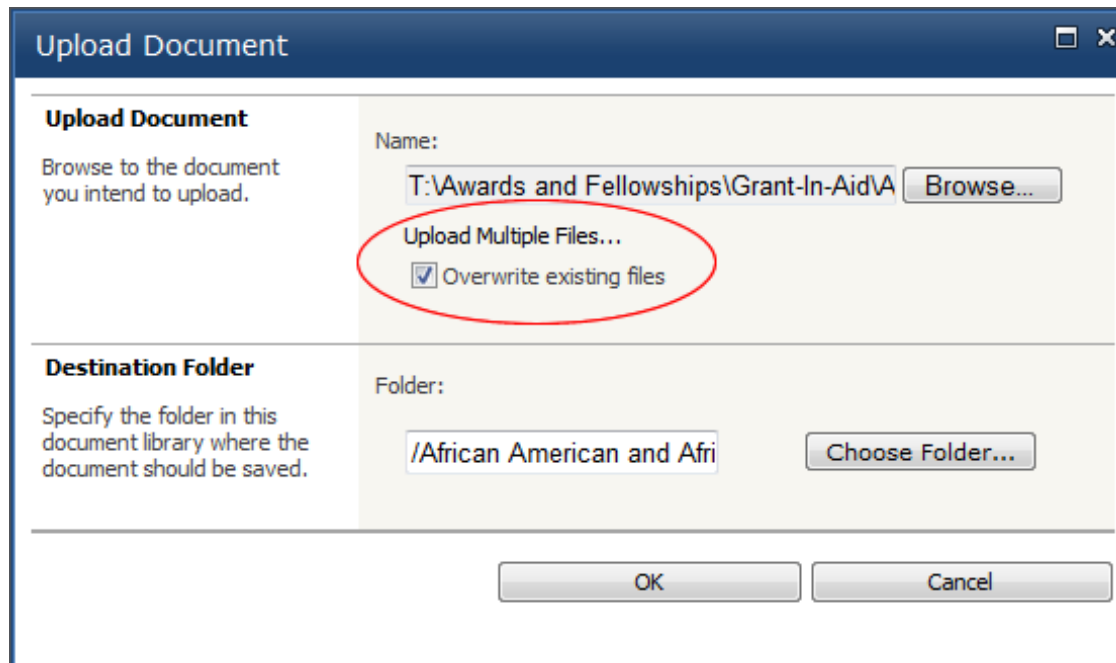
The screenshot displays the SharePoint interface for a library named 'Award and Fellowship Nominations'. The top navigation bar includes 'Site Actions' and 'Browse'. The 'Library Tools' section is active, showing 'Documents' and 'Library' tabs. Under the 'New' section, the 'Upload Document' button is circled in red. Other options include 'New Document' and 'New Folder'. The 'Open & Check Out' section includes 'Edit Document', 'Check Out', 'Check In', and 'Discard Check Out'. The main content area shows a table with columns 'Type' and 'Name', and a message: 'There are no items to show in this view of the'. Below the table is a '+ Add document' button.

Libraries	Type	Name
Award and Fellowship Nominations	There are no items to show in this view of the	
Shared Documents	+ Add document	

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



The screenshot shows a dialog box titled "Upload Document" with a blue header bar. The dialog is divided into two main sections: "Upload Document" and "Destination Folder".

Upload Document Section:

- Name:** A text field contains "T:\Awards and Fellowships\Grant-In-Aid\A" followed by a "Browse..." button.
- Upload Multiple Files...** This text is circled in red.
- Overwrite existing files:** A checkbox is checked, also circled in red.

Destination Folder Section:

- Folder:** A text field contains "/African American and Afri" followed by a "Choose Folder..." button.

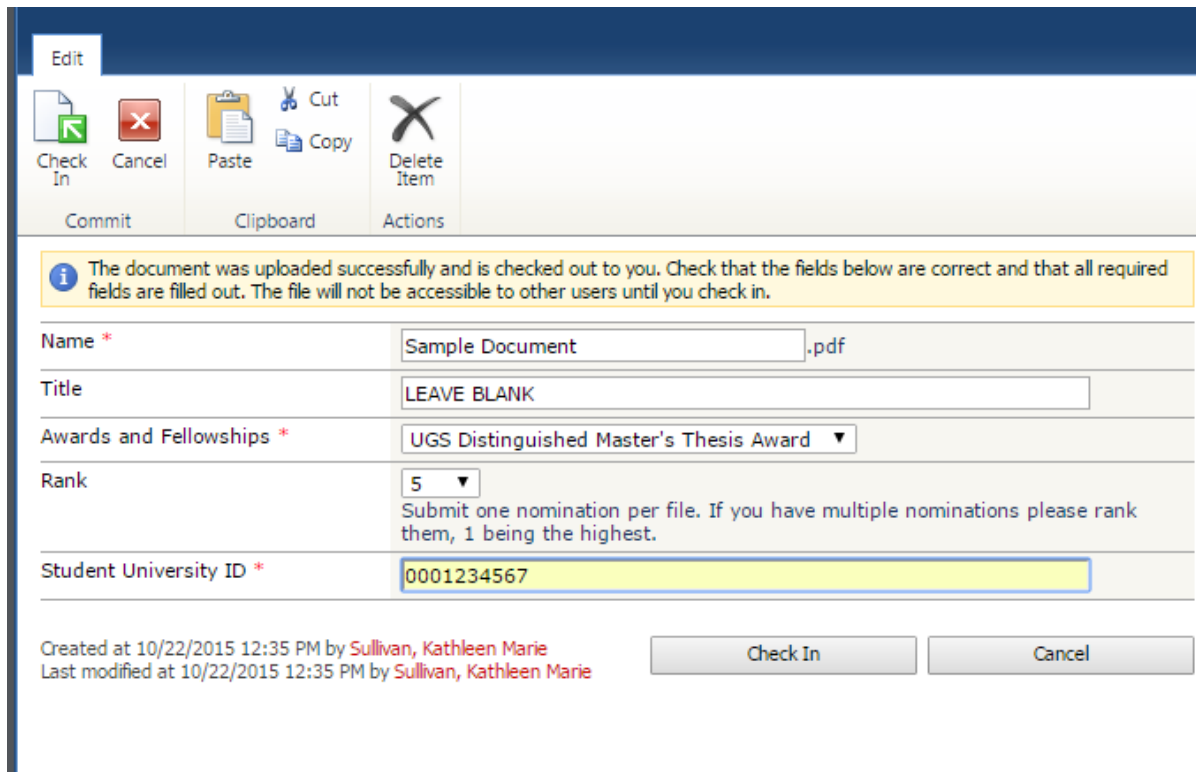
At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

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




The screenshot shows a web-based form for submitting a nomination. At the top, there is a toolbar with icons for 'Check In', 'Cancel', 'Paste', 'Copy', and 'Delete Item'. Below the toolbar is a yellow information box stating: 'The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.' The form fields are: 'Name *' with the value 'Sample Document.pdf'; 'Title' with the value 'LEAVE BLANK'; 'Awards and Fellowships *' with a dropdown menu showing 'UGS Distinguished Master's Thesis Award'; 'Rank' with a dropdown menu showing '5' and a note: 'Submit one nomination per file. If you have multiple nominations please rank them, 1 being the highest.'; and 'Student University ID *' with the value '0001234567'. At the bottom, there is a footer with creation and modification dates: 'Created at 10/22/2015 12:35 PM by Sullivan, Kathleen Marie' and 'Last modified at 10/22/2015 12:35 PM by Sullivan, Kathleen Marie'. Two buttons, 'Check In' and 'Cancel', are located at the bottom right.

Created at 10/22/2015 12:35 PM by Sullivan, Kathleen Marie
Last modified at 10/22/2015 12:35 PM by Sullivan, Kathleen Marie

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

Libraries	Type	Name	Modified	Modified By	Awards and Fellowships	Rank	Student University ID
		Sample Document NEW	10/22/2015 12:37 PM	Sullivan, Kathleen Marie	UGS Distinguished Master's Thesis Award	5	0001234567

[+ Add document](#)

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