Slate Application System User Guide

Submitting Graduate Studies Fellowship Nomination

*last updated November 13, 2023

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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.
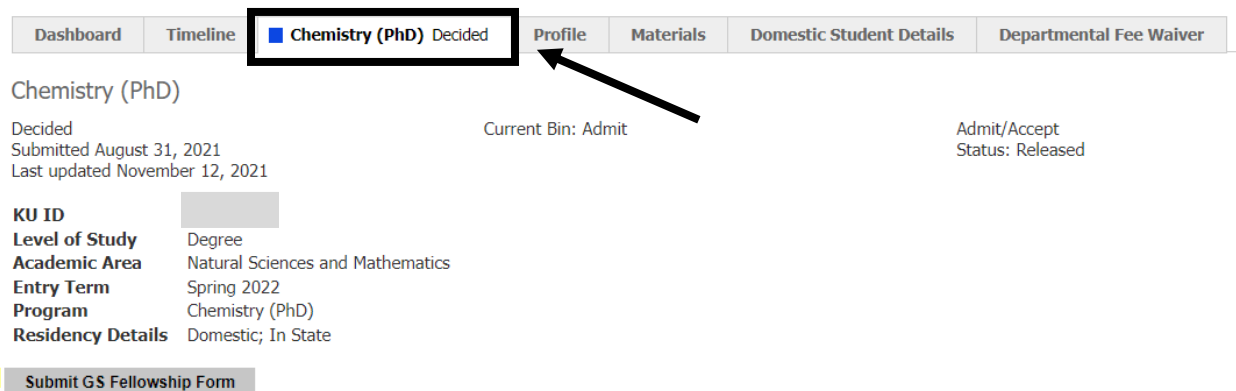
Submitting the nomination form

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 GS Fellowship Form* button that will appear under the program information.

NOTE: The button will appear for all eligible applicants. Programs may nominate eligible applicants prior to admission. However, programs must confirm admission of the nominee prior to offering the fellowship.

STEP 4: Fill out the fields on the form.

2024 CDF/BGL Graduate Fellowship Nomination Form

Record: /

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

Graduate Studies Fellowship Nomination Form

Nominations are due by 1:00 p.m. on January 26, 2024.

Check the nomination box below, then upload the required documents. Once you have checked the box and uploaded all the documents, click the Save button at the bottom of the screen. This will officially record the nomination.

This form is capturing the nominations for the following Graduate Studies Fellowships: The Chancellor's Doctoral Fellowship and the Bernadette Gray-Little Fellowship.
☐ Nominate for Graduate Studies Fellowships **REQUIRED**

I confirm that I have reviewed the eligibility criteria for the Chancellor's Doctoral Fellowship and/or Bernadette Gray-Little Fellowship, and that the doctoral candidate meets all the eligibility criteria as outlined on the fellowship webpage.
☐ Confirmed eligibility **REQUIRED**

Name of Faculty Nominator (who prepared the materials for submission)

[   ] **REQUIRED**

Email address for Faculty Nominator (so that an email confirmation can be sent to them)

[   ] **REQUIRED**

Is this candidate also being nominated for the Self Graduate Fellowship? REQUIRED
○ Yes
○ No
○ N/A - Candidate is not in a field that is eligible for the Self Graduate Fellowship

Departmental Letter of Nomination REQUIRED
The department's nomination letter must address:

- the candidate's academic excellence and research productivity (publications, creative works, awards, scholarships, and funding will be highly valued)
- how the candidate shows their vision for their field of study and how they plan to use a doctoral education from KU to launch themselves into a leadership role in their field.

Note: If the student being nominated does not have a doctoral program application in Slate, their nomination may be submitted using their master's application. In this case, the nomination letter must include a letter explaining the situation, as well as any additional documentation needed.
[Choose File] No file chosen

Note: Departments/Programs may nominate eligible applicants prior to admission. However, departments/programs must confirm admission of the nominee prior to making a fellowship offer if awarded a CDF or BGL fellowship.

[Submit] [Cancel]

All the 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.