

Fellowship Nomination System Documentation

Overview

The Fellowship Nomination System is designed to allow programs to manage their candidates for fellowships. News and information regarding the fellowship process can be found at <https://gradsch.osu.edu/fellowship-guidelines-0>

The nomination process consists of three major steps.

1. Nominate the student through the Early Financial Aid Offer screen in SIS/BuckeyeLink.
2. Create and upload the nomination packet to EDWARD.
3. Verify the student information* in the Graduate School's Fellowship Nomination System.




**The information takes a day to transfer from SIS/Buckeye Link to the Fellowship System.*

SIS/Buckeye Link – To nominate an applicant









1. Locate the Early Financial Aid Offer screen under Student Admissions and Application Evaluation.
2. The following steps assume you have performed an [AME search](#) using "Admits" or "GREC'd Admits in Review" as the **Applicant Progression Category** and would like to nominate one or more applicants for a Fellowship award. You should be on the *Application Management Engine* page.
 - Click the [NO](#) link in the Fellowship Status column for the applicant you wish to nominate.
 - i. If the applicant has already been nominated, the link will be [YES](#) instead of [NO](#).
3. Type or Look up and select the **Aid Year**.
4. Type or Look up and select the **Aid Category**:
 - "GDDU" : Dean's Distinguished University Fellowship
 - "GDUF" : Distinguished University Fellowship
 - "GSUF" : Graduate University Fellowship
 - "GDDE" : Dean's Distinguished Graduate Enrichment Fellowship
 - "GDGE" : Distinguished Graduate Enrichment Fellowship
 - "GSGE" : Graduate Enrichment Fellowship


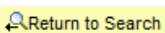

NOTE: If the applicant is nominated for the Dean's Distinguished University Fellowship (GDDU), the Graduate School will automatically consider them for the Distinguished University Fellowship (GDUF) *and* the Graduate University Fellowship (GSUF). If nominated for the Dean's Distinguished Graduate Enrichment Fellowship (GDDE), they will also be considered for the Distinguished Graduate Enrichment Fellowship (GDGE) *and* the Graduate Enrichment Fellowship (GSGE). Nominate for the highest level your program is willing to endorse - the Graduate School will consider them for a lesser award, if available, in the event they do not receive the award for which they were nominated.

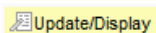
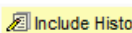
Early Financial Aid Offer

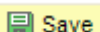
[REDACTED] 200000136 ★   

Career: Graduate Career Nbr: 0 Program Nbr: 0
 Application Nbr: 01185270 Academic Program: Graduate Allied Med Profession [Detail](#)

Find First 1 of 1 Last			
*Effective Date:	01/07/2011 	Sequence:	1
Aid Year:	2012 	Offer Total:	\$0.00  
Find View All First 1 of 1 Last			
*Aid Category	Status	Offer Amount	
GSUF  University Fellowship	Offered 	\$0.00  	

5. Change the **Status** to "Nominated".
 - a. **To nominate the applicant for an additional Fellowship in the same year, click + to add a row at the Aid Category level and repeat steps 4 and 5.**
6. Click .
7. The saved Early Financial Aid Offer entries will be moved to the Graduate School's Fellowship Nomination System the next day.

SIS/Buckeye Link – To upload the justification PDF

If a student is nominated in BOTH the UF and GE competitions, you must create and upload separate packets for each competition.

First, upload your justification **letter**:

1. In AME, search either the "Admits" or "GREC'd Admits in Review" progression category.
2. Click the ID of the student whose justification you want to upload. EDWARD will open in a new window.
3. If there are multiple applications, click the correct term and select "Upload Document."
4. A sub-menu will appear. Select "Program Document" as the document type and "Justification" as the document title.
5. Choose your justification letter and click upload.

Then create the **packet**:

1. Click the "Create Packet" icon.
2. Save packet as either "UF Nomination Packet" or "GE Nomination Packet."
3. Select the appropriate files. **Justification Letters, Statements of Purpose, CVs, and Letters of Recommendation should be included. This year, transcripts should be included. Please include one copy of each relevant transcript.**

4. Click “View Packet” to review it (optional), then “Upload your Packet.”

IMPORTANT: If using Acrobat X, choose “Combine PDFs,” NOT the Portfolio option. Portfolio files cannot be read by older versions of Acrobat.

Graduate School's Fellowship Nomination System

- To login, go to this link and click Fellowship Log-in on the right side of the screen. <http://www.gradsch.osu.edu/fellowships.html>. Alternatively, you can login directly at this link <https://portal.gradsch.ohio-state.edu/NominationSystem>
- Select **2020 University Fellowship Competition** and login using your OSU account

You've requested a web page which requires a user login.

Identify Yourself

Enter your "name.#"

Examples: doe.1 or 234567890

Password or Passcode

Enter your account password.
BuckeyePass users, enter your Passcode.

Login

- If you have one or more program to administer you will see this page. If you see no programs to administer, please email Fellowship Services at grad-schoolfellowships@osu.edu for assistance. All Graduate Program Coordinators and Chairs will automatically have access to the Nomination System. In order to comply with University policies regarding data security, access to the Nomination System will be extremely limited.

Program Select

AAEP	View Nominees in this Program
ACCT	View Nominees in this Program
AEDECON	View Nominees in this Program
AEROENG	View Nominees in this Program
AFAMAST	View Nominees in this Program
AGREDUC	View Nominees in this Program
ALLIMED	View Nominees in this Program
ANATOMY	View Nominees in this Program
ANIMSC	View Nominees in this Program
ANTHROP	View Nominees in this Program
ARCH	View Nominees in this Program

Program Nominees overview page

The program overview page allows users to quickly view the status of the nomination process.

Waivers/Caps and Nominees Summary

At the top of the page, users are given two separate summaries of available nominations and waivers and the number currently used. The section titled **Caps for** will indicate the current number of nominees and waivers in the Nomination Management System. The section titled **Final Nomination counts for** will indicate the number of CONFIRMED nominees and waivers. A nominee is considered CONFIRMED when you click the NOMINATE button. The sums will change as students are nominated or deselected for nomination.

Nominees for AEROENG

Caps for AEROENG				
Waivers Used	Waivers Cap	UF Nominations Used	UF Nominations Cap	GE Nominations
3	4	10	5	6
College Allocations	College Allocations Used			
29	2			

Check For Alerts

Directly under this is the **Check For Alerts** link. The system filters each student's record and attempts to find situations where the students do not meet the requirements for a Fellowship or Enrichment for which they are nominated. This convenience feature was added so that obvious issues with candidates are highlighted. The program cannot determine all situations where a student fails to meet requirements, so please check each student manually to verify that they do indeed meet requirements. The alert will remain on the student's record even after a program has verified their eligibility.

View before clicking Check for Alerts.

[Check for Alerts](#)

First Name	Last Name	Major	DDU	DUF	UF	DGE	GE	GPA Waiver	UF Alloc.	DUF Alloc.	DDU Alloc.	Justifications/Transcripts
[REDACTED]	[REDACTED]	AEROENG-PH		Y	Y	Y	Y	Y				Documentation Details
[REDACTED]	[REDACTED]	AEROENG-MS	Y	Y	Y	Y	Y	Y				Documentation Details
[REDACTED]	[REDACTED]	AEROENG-MS	Y	Y	Y	Y	Y					Documentation Details

View after clicking Check for Alerts.

[Check for Alerts](#)

First Name	Last Name	Major	Alerts	DDU	DUF	UF	DGE	GE	GPA Waiver	UF Alloc.	DUF Alloc.	DDU Alloc.	Justifications/Transcripts
[REDACTED]	[REDACTED]	AEROENG-PH			Y	Y	Y	Y	Y				Documentation Details
[REDACTED]	[REDACTED]	AEROENG-MS	UF GPA Percentage Low.	Y	Y	Y	Y	Y	Y				Documentation Details
[REDACTED]	[REDACTED]	AEROENG-MS	UF GPA Percentage Low. UF GPA Low.	Y	Y	Y	Y	Y					Documentation Details

Nominees – Confirming the nomination

Students with “Y” in a nomination column are considered *potential* nominees until you use the NOMINATE button to formally confirm their entry. You will NOT be able to exceed the nomination cap for your program(s). Once you’ve reached your program’s nomination cap, you will not be able to confirm the nomination of additional students without FIRST removing a nominee’s confirmation.

NOTE: there is no NOMINATE button for students in the GE competition since there are no caps in the GE competition. If you designate a nominee for both competitions, you WILL still need to click on the NOMINATE button for that student’s UF competition selection.

Nominees Summary – Editing nominee information

This section allows users to view and modify the students nominated in the UF and GE fellowship competitions as well as apply waivers and petitions. In order to modify a record, simply make your modification(s) to the correct student in the desired column(s) of the grid.

Changes are saved when you insert the **Y** into the appropriate category and press the **ENTER** key (the field will change colors).

**** Your changes will NOT be saved if you DON’T press ENTER! ****

If you wish to remove a nominee, remove **all** of the **Y**’s from the categories. You can have as many nominees as you’d like during the planning phase of the competition.

You **MUST** confirm which nominees are to be included in the competition by clicking the **Nominate** button next to the nominee’s information **BEFORE** the nomination deadline.

PLEASE NOTE: you will NOT be able to exceed your nomination cap. Once you’ve reached your program’s nomination cap, you will not be able to nominate additional students without FIRST removing a nominee by clicking “REVERSE NOMINATION”.

[Check for Alerts](#)

First Name	Last Name	Major	DDU	DUF	UF	DGE	GE	GPA Waiver	UF Alloc.	DUF Alloc.	DDU Alloc.	Justifications/Transcripts
			Y	Y	Y							Documentation Details Nominate
					Y			Y			Y	Documentation Details Nominate

Documentation link

The **Documentation** link will take you to the nominee’s documents in EDWARD (Graduate Admissions). You must use your OSU username and password to login to that system after clicking on the link.

Details link

Clicking the **Details** link will take you to the detailed view for that applicant. This view has additional information about a nominee including previous GPA’s.

Details Information section

The Details information section has similar editing capabilities as the Overview page and the nominee can be updated using the dropdown lists on the page.

Detailed Information

DDU	DUF	UF	DGE	GE	GPA Waiver
<input type="checkbox"/>	<input type="checkbox" value="Y"/>	<input type="checkbox" value="Y"/>	<input type="checkbox" value="Y"/>	<input type="checkbox" value="Y"/>	<input type="checkbox" value="Y"/>

Student Information - GPA Verification

For some nominees, there will be no calculated GPA. If this happens there will be an alert that says **“GPA verification required”**. If this alert is displayed, there will be a **Verify GPA** link to indicate that the student’s GPA has been reviewed by the program and meets the requirements for the award. Once clicked, you will not be prompted again to check the GPA of this student.

Calculated GPA

Undergraduate GPA

0.000

Graduate GPA

0.000

[Verify GPA](#)

Student Information – General

The student information section is a read-only section that shows additional information about the students. This can be used to determine if the student meets the qualifications necessary to apply for a Fellowship or Enrichment.

Student Information

Personal				
First Name	Last Name	Middle Initial	Student EmpId	Application Number
[Redacted]	[Redacted]		[Redacted]	[Redacted]
Gender	Ethnicity	Country of Citizenship		
M	Hispanic/Latino			
Calculated GPA				
Undergraduate GPA	Graduate GPA	Verify GPA		
0.000	0.000			
Full GPA				
University	Degree Type	Graduation Year	Scale	GPA Alt. GPA
University of Virginia	Undergraduate	2011	4PT	3.37 3.37

TOEFL

Overall

Listening

Writing

Reading

Speaking

Test Date