

# Fellowship Workflow Nominations - How To For Departments

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Departments can nominate applicants for Incoming Student Fellowships in Slate. Fellowship nominations may be made either before or after applicants have been nominated for admission to the program. However, fellowship nominations will not be reviewed until applicants have been provisionally admitted.

At this time there is no limit on the number of nominations for the Tribal Membership Initiative, and UC HBCU fellowships which require verification of participation or affiliation.

<a href="#">Tribal Membership Initiative (TMI)</a>
<a href="#">Sloan Scholar (Physics &amp; JSOE only)</a>
Katzin
UC HBCU

For each department, the Graduate Coordinators (or anyone with a Graduate Coord./Admin role) will be the ones to move Fellowship nomination applications from bin to bin, similar to the process for nominating for admission. Queries will be available for Graduate Coordinators to access when the department is determining who qualifies for the Fellowships. **To access this query, please reach out to your department's Graduate Admissions Evaluator, and they will create the query for you to view.**

## To view the query and create your Short-list:

Before nominating applicants in the Fellowship Workflow, departments may run a query to see which applicants have answered at least two of the seven "Additional Education Experience" questions and view which Faculty reviewers have nominated the applicants for the Fellowships. This query can help you to identify and narrow down the department's list of applicants that will be nominated for Fellowships. Once the department has narrowed down the list, you may begin nominating applicants for Fellowships in the Fellowship Workflow found in the Reader.

To view a query, click on the Query tool, which is located at the top of the screen and is second icon from the left. After clicking on this button, you will be taken to the page with all of your queries.



On the right side of the screen, make sure that you have selected "Include Shared Queries" as well as "General Queries" under the "Folders" section. Be sure that you have set your realm to your department's realm. You should see the Query labeled "[Department Name] - Fellowship recommendations." Click on this and proceed to run the query.

Queries

Search Queries...

New Query Quick Query

Name	Folder	Base	Updated
...	General Queries / GPA	Applications	11/26/2019
...	General Queries / GPA	Applications	11/27/2019
Permanent Residents	General Queries	Applications	12/03/2019
Sample - Fellowship recommendations	General Queries	Application	01/21/2020

(2) Click on the Query titled "[Department Name] - Fellowship Recommendations"

(1) Be sure to have selected the following:

- "Include Shared Queries"
- Realm set to your department
- Folders set to "General Queries"

Queries

- Queries (preview)
- Reports
- Widgets
- Predictions
- Voyager
- Personal queries
- Include shared queries
- Realms
- Biomedical Sciences
- Folders
- All Folders
- General Queries
- GPA
- Rady PhD - Fall 2020
- GPS
- Grad
- Issues
- MAS.IA
- MIA.MPP.MCEPA
- Query Templates
- Queue
- Reader
- Reports
- Sample
- Shared
- Exclude archived
- Include archived
- Estimate Output

Sample - Fellowship recommendations

Folder: Query Templates

User: [Queenie Lau](#)

Realm: Graduate Division

Base: Configurable Joins Library (Preview) - Application

Execution Mode: Retrieve all records each time query is run

Filters:

- Count
- Bin History / Name IN Dept Review - DR - Dept Review 1, Dept Review - DR - Dept Review 2, Dept Review - DR - Open Review...
- Program Interest (App) IN Chemistry & Biochemistry
- (
  - Person / Citizenship Status IN US Citizen, Permanent Resident
  - OR
  - Person / Visa Type IN PR - Permanent Resident
- )

Matching Rows: 224

Run Query

Click on the "Run Query" button. This query will not be able to be edited.

Once you run the query, you should see all the applicants that are eligible to nominate for a Fellowship (those who answered at least 2 of the 7 "Additional Educational Experiences" questions in the application). The query will also include the number of Reviewers that have recommended the applicant for the Fellowships. This should assist you with narrowing down nominees to move forward and have considered by the Fellowship Committee.

Fellowship recommendations

Output:

[Export](#)

Rows 1–100 of 224 Prev Next Search...

Applicant Name	Bin	Application Education...	Count of Education Ex...	# of San Diego Recom...	# of Cota Robles Reco...	# of SEED Recommen...
	CR - Committee Review 2	Leadership (e.g., coordina...	5	0	0	0
	DR - Dept Review 1	Overcoming Adversity (e.g...	4	0	0	0
	DR - Dept Review 2	Overcoming Adversity (e.g...	2	0	0	0
	Admit	Personal or Professional E...	6	0	0	0
	DR - Dept Review 1	Leadership (e.g., coordina...	6	0	0	0
	DR - Dept Review 2	Leadership (e.g., coordina...	5	0	0	0
	DR - Dept Review 2	Leadership (e.g., coordina...	3	0	0	0
	DR - Dept Review 2	Leadership (e.g., coordina...	2	0	0	0
	CR - Committee Review 2	Research (e.g., undergrad...	3	0	0	0
	DR - Dept Review 1	Leadership (e.g., coordina...	4	0	0	0
	DR - Dept Review 2	Personal or Professional E...	3	0	0	0
	CR - Committee Review 2	Leadership (e.g., coordina...	4	0	0	0
	DR - Dept Review 1	Overcoming Adversity (e.g...	3	0	0	0
	DR - Dept Review 2	Leadership (e.g., coordina...	4	0	0	0
	Department Nominations	Leadership (e.g., coordina...	6	3	0	0
	DR - Dept Review 2	Leadership (e.g., coordina...	3	0	0	0
	DR - Dept Review 2	Leadership (e.g., coordina...	4	0	0	0
	CR - Committee Review 2	Social Justice Experience (...)	4	0	0	0
	DR - Dept Review 2	Leadership (e.g., coordina...	5	0	0	0
	DR - Dept Review 1	Social Justice Experience (...)	5	0	0	0
	DR - Dept Review 1	Leadership (e.g., coordina...	4	0	0	0

## To Nominate Applicants in the Fellowship Workflow

### Part I: Upload Nomination Materials to the Student Record

Fellowship Nomination Form

Faculty Nomination letter

Tribal Membership Initiative

Tribal affiliation documentation

Sloan Scholar Award

Faculty Nomination Letter

Katzin Prize

Faculty nomination letter

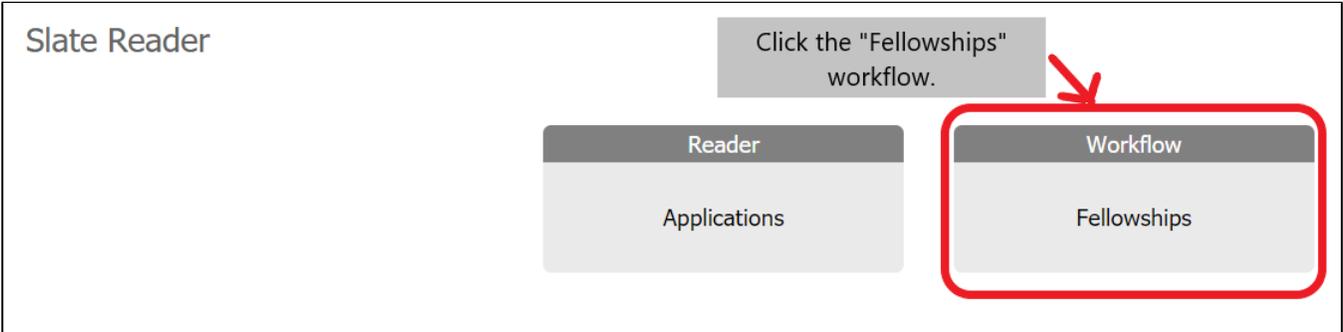
Financial Support Letter

STARS and UC HBCU fellowships require verification of participation but do not require materials to be uploaded to the Student Record.

**Please Note: Instructions on how to upload a new material to the Student Record can be found in the "Uploading New Materials Through the Student Record" page. Please be sure to read through the entire page for specific Fellowship information.**

### Part 2: Nominating in the Reader

First, go into the reader tool and click on the "Fellowships" Workflow. Go to the "Browse" tab to view all the bins:



The "Applicants" bin will hold all applicants that have been nominated by the department for admission. This bin is where you will go to select the students that you wish to nominate for the fellowships.

	Dept Fellowship Review	Fellowship Committee Review	Outcome
Home	Applicants	Nominations	Awarded
Browse			
Search	180	0	0
Queue			
Recent	Short-List		Denied
Share			
Classify	1		0
Help			
Exit			

There is no review form in the "Applicants" bin. You will simply be moving the applications to the "Short-List" bin. To move the desired applicants to the next bin, begin by searching their name in the "Search" tab and click on the paper icon to the right of the application.

This will take you directly into the application. Click on the Applicant name and Applicant ID on the top left of the page, which will prompt a window to pop up. Then click on the "Edit Bin/Queue" button.

slate **192048198 Wai (TEST), Jonathan (TEST)** 2020 Summer-ED78-M.Ed.

**Contact Information**  
[jkwai@ucsd.edu](mailto:jkwai@ucsd.edu)

**Biographical Details**  
 DOB: January 1, 2019 (Age 1)  
 Citizenship: Uganda

**Active Address**

**Application Details**  
 Status: Applicant  
 Submitted: January 3, 2020

[Lookup Application](#)  
[Read Application in New Window](#)  
[Show New Materials Report](#)  
[Edit Bin/Queue](#)  
[Download PDF](#)

**Decision**

Decision	Confirmed	Released
Admit	01/09 04:49 PM	01/09 04:49 PM
Admit/Accept	01/09 04:51 PM	01/09 04:51 PM

**Timestamp**    **Reader**    **Bin**    **Form**

01/03 02:03 PM	Kelsey Darvin		LOE Required
01/03 02:05 PM	Test Reviewer		LOE Departme...
01/03 02:06 PM	Kelsey Darvin		LOE Grad Adm...
01/10 02:44 PM	Jonathan Wai	Short-List	Fellowship Dep...
01/10 02:48 PM	Jonathan Wai	Short-List	Fellowship Dep...
01/13 12:05 PM	Jonathan Wai	Short-List	Fellowship Dep...
01/13 12:24 PM	Jonathan Wai	Short-List	Fellowship Dep...

**Score 2**  
100 (Quan

Under the "Bin" drop-down, select the next bin that you will need to move the application to. This will need to be the "Dept Fellowship Review - Short-List" option. Do not send the application to any other bin, as a review form will need to be submitted by the department from the Short-List bin.

Add yourself as a Reader so that you may complete the review form. Click "Save" when finished.

**Edit Bin/Queue**

Bin: Dept Fellowship Review - Short-List

Add Reader

Queues: Jonathan Wai

(2) Add Readers that will need to complete the form. This may be yourself.

(1) Set the bin to "Dept Fellowship Review - Short-List."

(3) Click "Save" when finished.

Save    Cancel

Applications that you have narrowed down will now be in the "Short-List" bin. This bin is where you will go to select which Fellowship you wish to grant to the applicants.

First, add all of the applicants to your queue so that you will be able to access the Review Form. You may do this by clicking all of the applications, followed by clicking the "Add to Queue" button on the top right of the screen.

Once all of the applicants have been added to your queue, you can start reviewing. Go into a student's application and click the "Review Form / Send to Bin" on the bottom right of the screen. The Review Form will pop up.

Select the Fellowship you wish to nominate the student for. Click "Send" when you have finished, and the application will be sent to the "Nominations" bin for the Nomination Committee to review.

**Fellowship Department Nomination Form**

List the following fellowships as checkboxes – can only check one

- San Diego
- Cota Robles
- SEED
- STARS: Must have been a participant in STARS within three years of admissions.
- Tribal Membership Initiative (TMI): Must be a member of a federally recognized tribe.
- None

UC HBCU Fellowship Check box-- May be combined with one of the above fellowships

UC HBCU Fellowship

List the following awards as checkboxes – can only check one. May be combined with any of the above fellowships

- Sloan Scholar (Physical Sciences and JSOE only)
- Katzin
- None

**Select the Fellowship you would like to nominate the student for.**

**Send to Bin** Bin is automatically set to "Nominations".

Current Bin  
Short-List

Next Bin (required)  
**Nominations**

Next Reader (optional)

**Send** Click "Send" when finished.

Draft Saved

After completing this process, send the Fellowship nominations to the "Nominations" bin for the Fellowship Review Committee to view. Students nominated by the Fellowship Committee will be sent to the "Awarded" bin. Fellowship nominations that the Committee does not grant an offer to will be sent to the "Denied" bin.