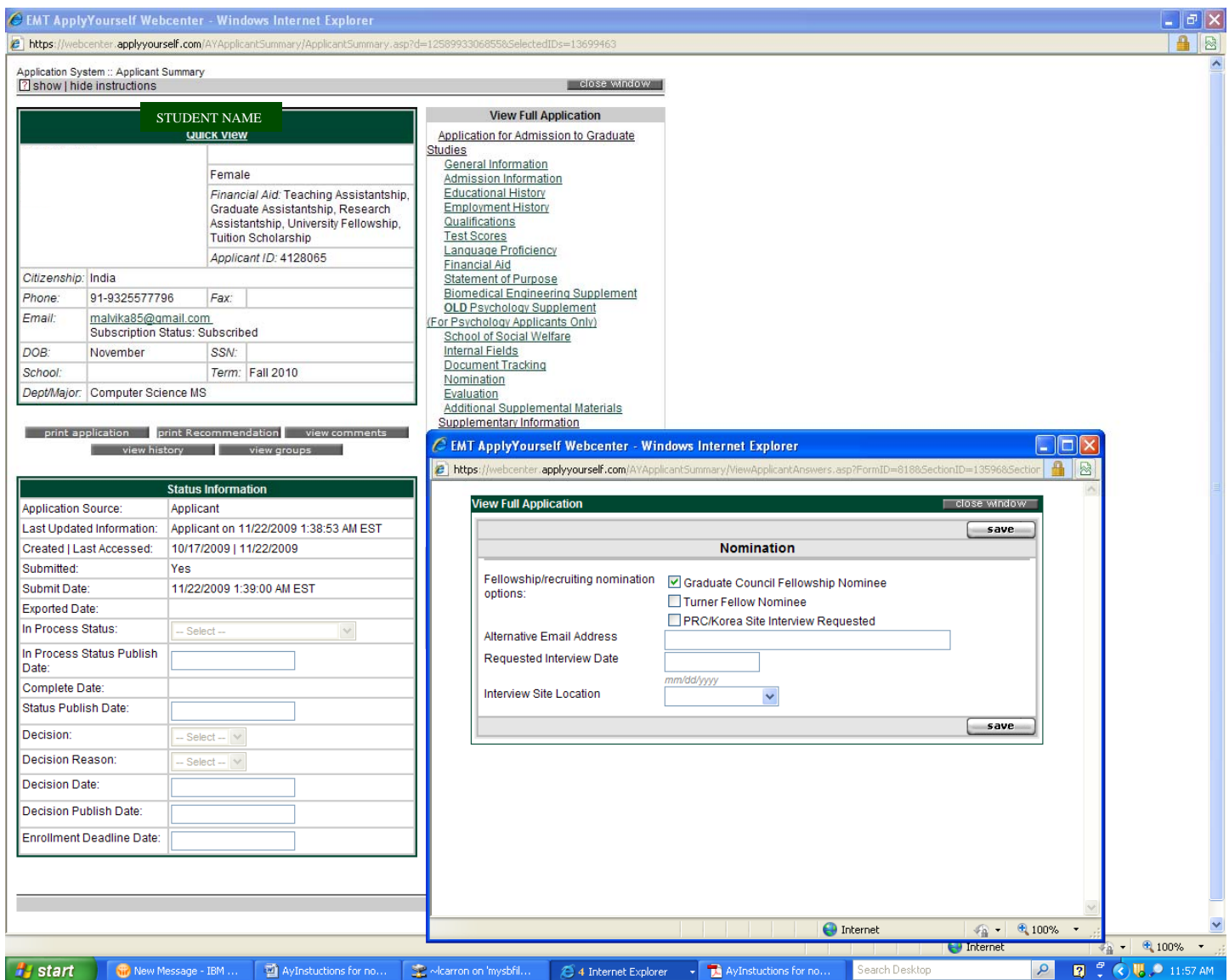


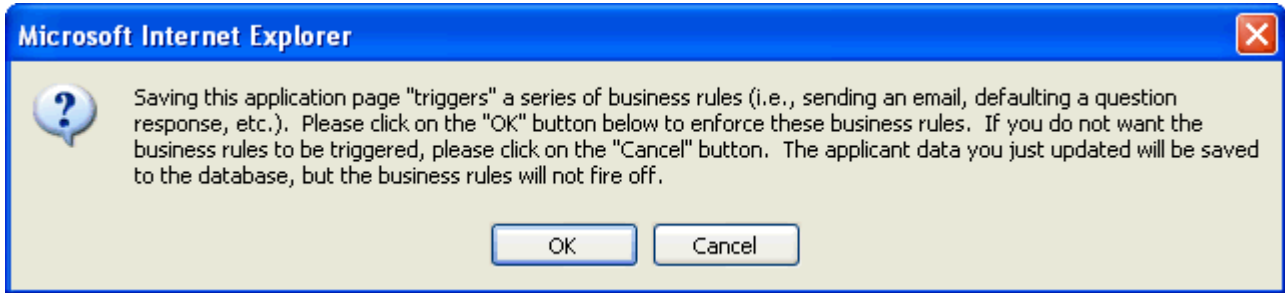
INSTRUCTIONS FOR NOMINATION AN APPLICANT FOR A GCF WITHIN APPLY YOURSELF:

1. From the MAIN MENU, select Select a System, then Application System, then Application for Admission.
2. From the APPLICATION MENU, Search for Applicants (using various search criteria).
3. From an individual, opened application, use the navigation box on the right and click on Application for Admission to Graduate Studies. From the options, select Nomination.
4. You will then see a Nomination selection box. Check “Graduate Council Fellowship Nominee”. Your screen should appear as below. Click Save.



INSTRUCTIONS FOR NOMINATION AN APPLICANT FOR A GCF WITHIN APPLY YOURSELF(continued):

5. You will then see a message indicating that your actions have triggered “business rules”. Click “OK”. This action will add the applicant to the GCF nominee roster and collect all pertinent information from his application.



**** Because all applications are in Apply Yourself, the Graduate School will directly access the student’s application and letters of recommendation.**

EXAMPLE OF FINANCIAL SUPPORT PROPOSAL (Item #3 of Nomination Package):

Example 1: Philosophy PhD student and GCF nominee was offered admission and full academic year TA support of \$15,145/yr for 4 years.

If awarded a GCF, Philosophy proposes the following support package:

	Year 1	Year 2	Year 3	Year 4	Year 5
TA support					
From PHI,	15,145	15,145	15,145	15,145	0
GCF supplement	7,000	7,000	7,000	7,000	22,000 (total=\$50K)
Total	22,145	22,145	22,145	22,145	22,000

Example 2: Science PhD student and GCF nominee was offered admission and full support of \$25,000/calendar year (Students in this program are typically supported by TA + summer rsch funds in yr 1 and then move to RA support in year 2 & forward). If awarded a GCF, Grad Program recommends a revised package of:

	Year 1	Year 2	Year 3	Year 4	Year 5
TA support					
From DEPT, Incl summer					
RA stipend	25,000				
RA 12 month stipend		25,000	25,000	25,000	none
GCF supplement	5,000	5,000	5,000	5,000	30,000 (total=\$50K)
Total	30,000	30,000	30,000	30,000	30,000