IU Scholarships

View and Submit College of Arts and Sciences Graduate Student Dissertation Research and Dissertation Completion Nominations

Overview

A guide for departmental reviewers to view their students that have applied for the College of Arts and Sciences Graduate Student Dissertation Research and Dissertation Completion awards and nominate their top 2 students for the College Dean's Office to review.

Process

All eligible students will submit their applications for the Dissertation Completion or Dissertation Research fellowships directly in IU Scholarships through a single opportunity application called the "IUB-College of Arts and Sciences Dissertation Research & Completion Fellowships."

The student's application will push a request to two recommenders to upload their recommendation letters. Please note that these recommendations do not need to be uploaded prior to being considered by their department, but the department will need to have both for the students they wish to nominate prior to submitting their nominations.

Appointed departmental users will review and select (up to) 2 nominations across both fellowships. **Only one departmental representative** will submit the nominations, though several users may have access to review applications.

The College Graduate Office will receive departmental nominations and select award winners. The fellowships will be posted in IU Scholarships by the College Graduate Office.

Departmental users will not be able to see final selections made by the College Graduate Office in IU Scholarships but will be notified by the College Graduate Office directly.

Steps

1. Sign into your One.IU account, https://one.iu.edu.

2. Search for "scholarships" or "IU Scholarships" in the search bar.

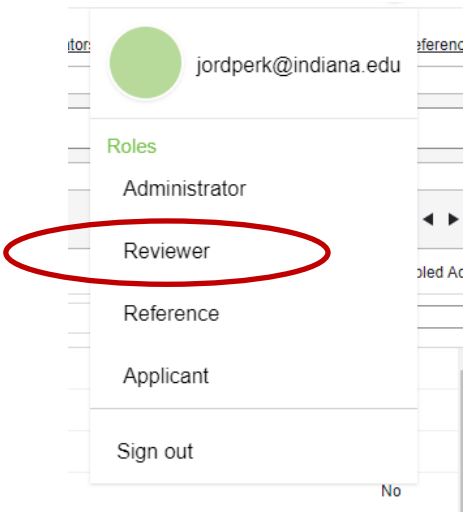
3. Click on the 'IU Scholarships' tile.

4. The welcome page will display:

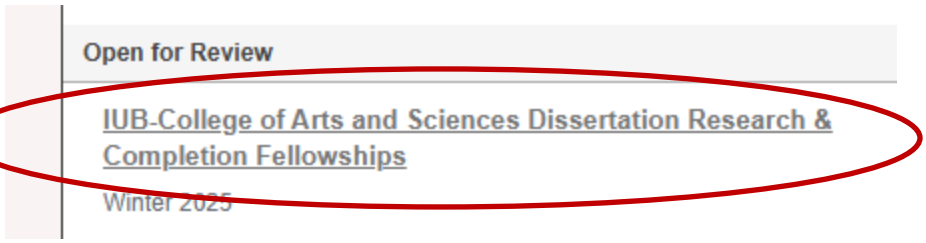
5. Click on the 'Sign In With Your Network ID' button. If you are already CAS authenticated in the browser, it will take you right into the system.

Do NOT click on the 'References and Reviewers' tab and set up a new account.

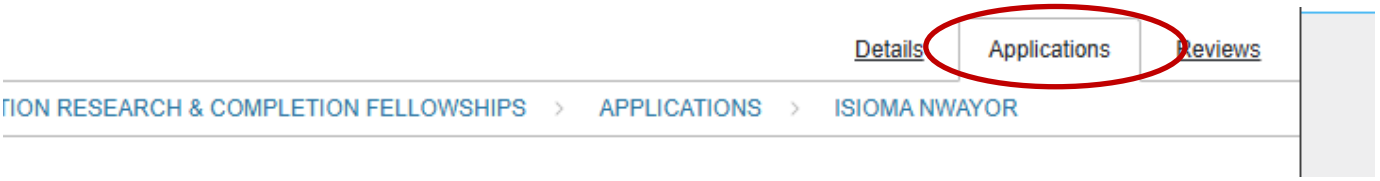
6. Confirm that your profile view is set to "reviewer" in the system. If you need to change your view, see the Changing User Profile View guide on the finance website.



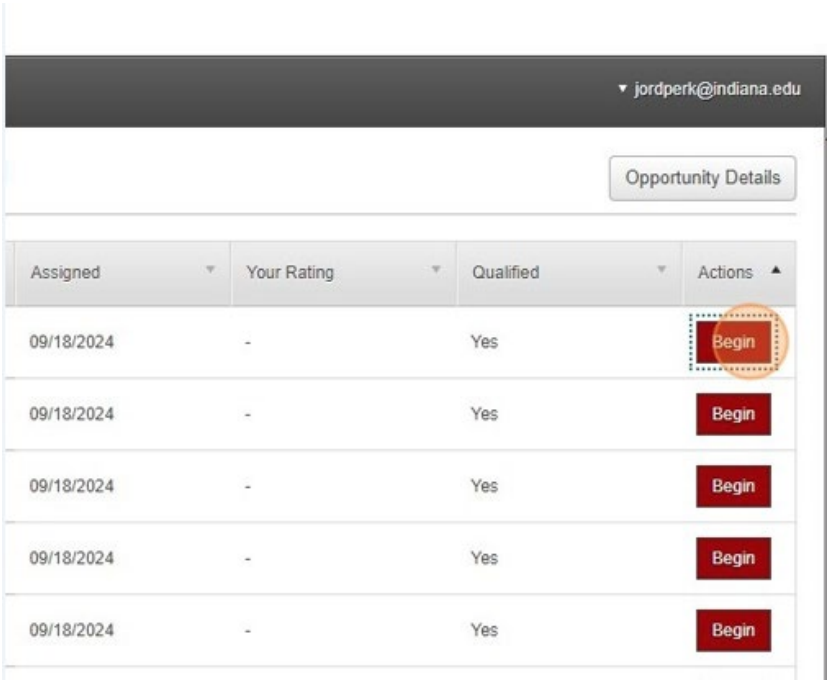
7. Select the "IUB-College of Arts and Sciences Dissertation Research & Completion Fellowships" opportunity



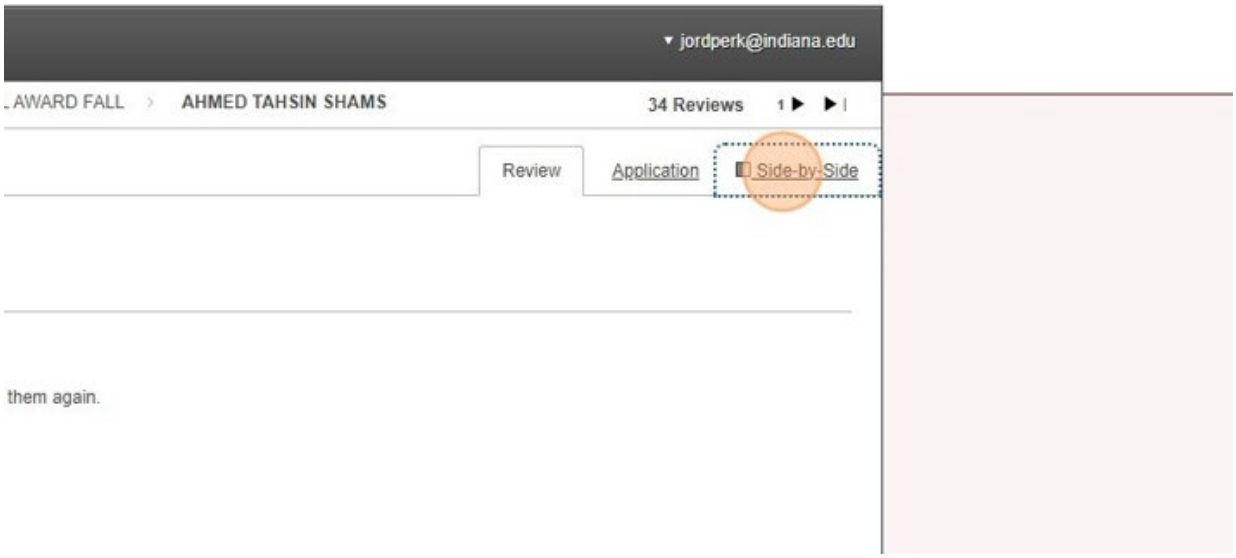
8. Select "Applications" to view your list of applications for review.



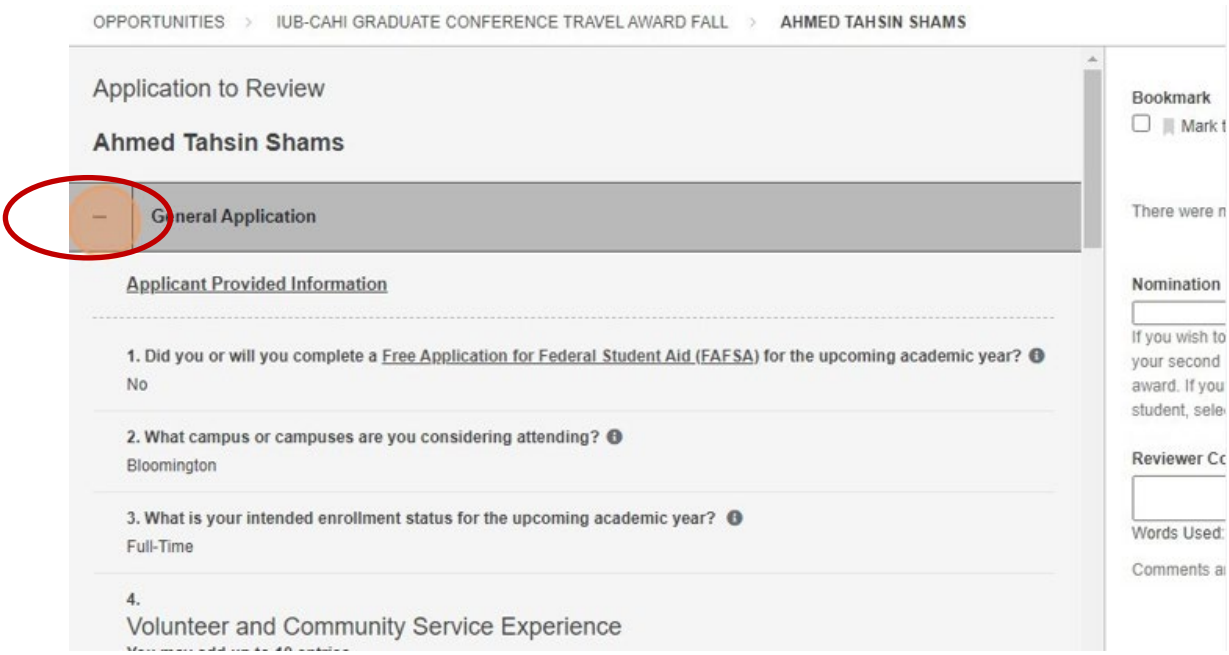
9. Select "Begin" on each student application for review



10. Select "Side-by-Side" in the upper right-hand corner to view the student's full application.



11. Collapse the General Application section of the student's application to review only the student's Dissertation Award application.



12. Review all applicants and their materials and determine the two students you would like to nominate to the College for review.

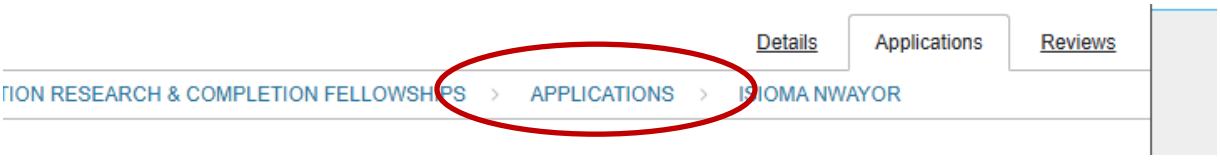
    NOTE: **Only one departmental representative** will submit the nominations, though several users may have access to review applications

    NOTE: Please ensure both letters of recommendation have been completed for both students you would like to nominate. They will appear linked below questions J & K if the faculty recommender has completed their upload.

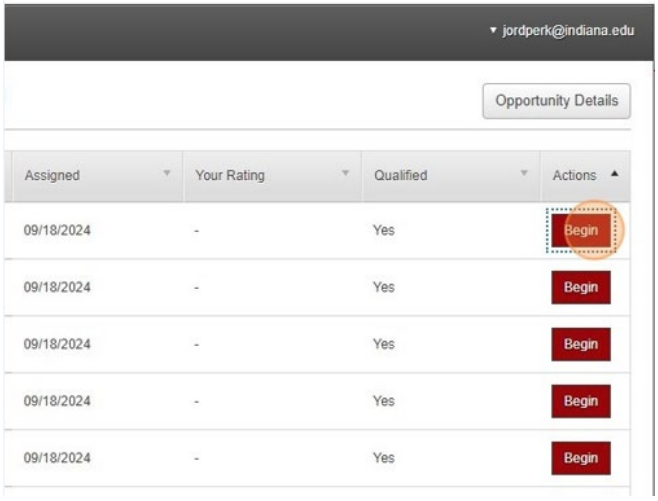
    If you have received their letter of recommendation directly from the recommender instead of via the upload in IU Scholarships, you will need to administratively add the letter to the student's application. Please use the Admin Document Upload Guide to attach their letter.

    If the recommender has neither completed their upload nor sent you their letter directly, you may need to reach out to the individual to encourage them to upload their letter. The College IU Scholarships team has created a Recommendation Letter Upload Guide and departments are encouraged to send this to recommenders if they are unsure how to complete their upload.

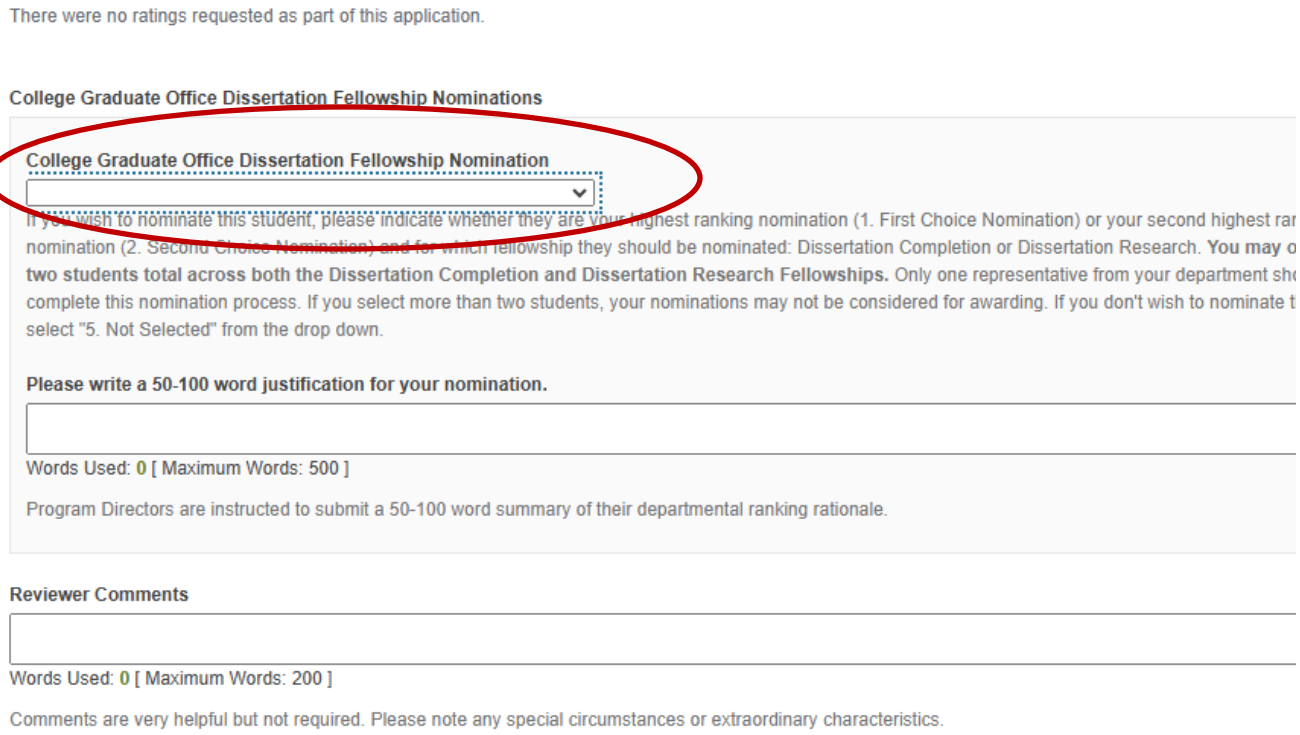
13. Navigate back to your full list of students by selecting "Applications" in the top navigation bar.



14. Open the profile of the first student you'd like to nominate by selecting "Begin" next to their name.



15. Use the Nomination Selection dropdown to indicate this student is your first choice nomination and for which award they should be nominated.

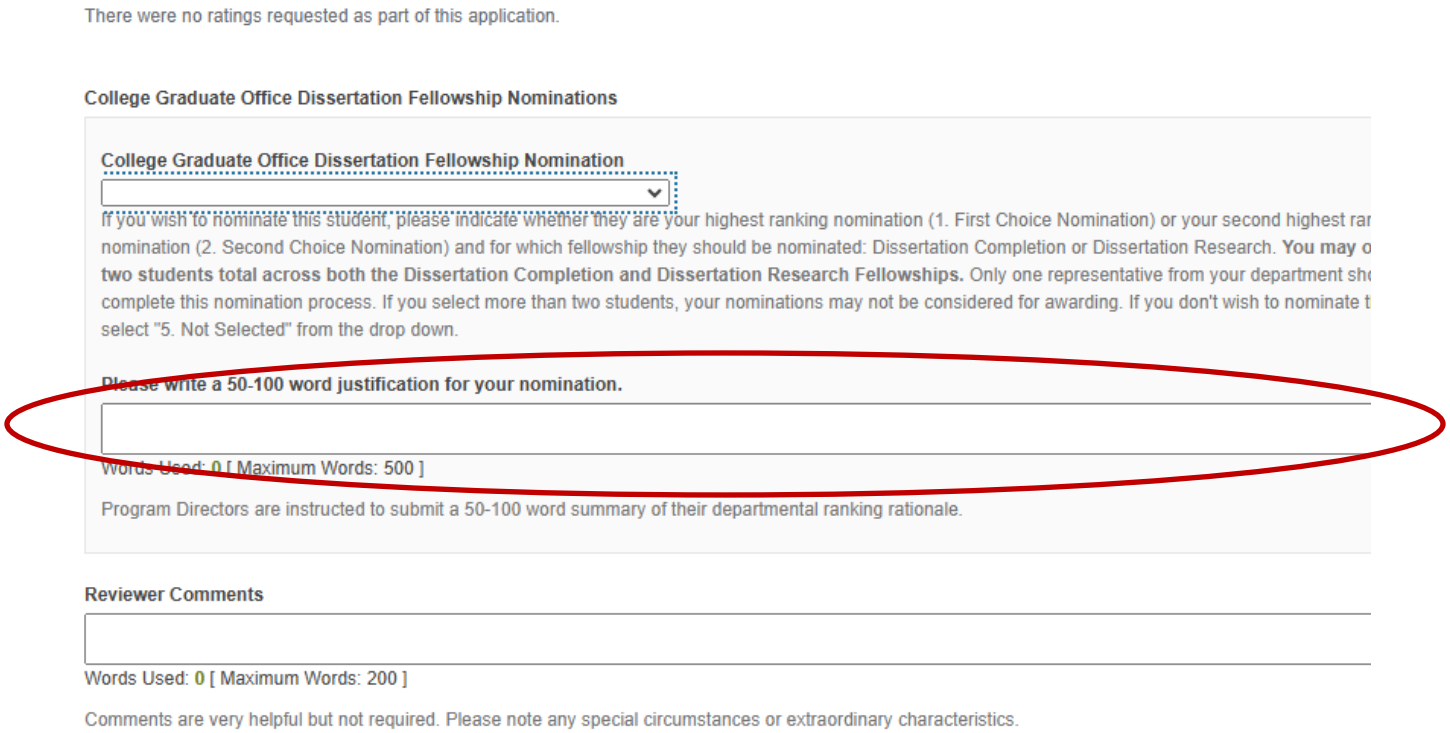


NOTE: The department/unit may nominate two total students for the Dissertation Completion and/or Dissertation Research fellowships. Only two nominations may be made total across the two awards.

Possible nomination combinations include:

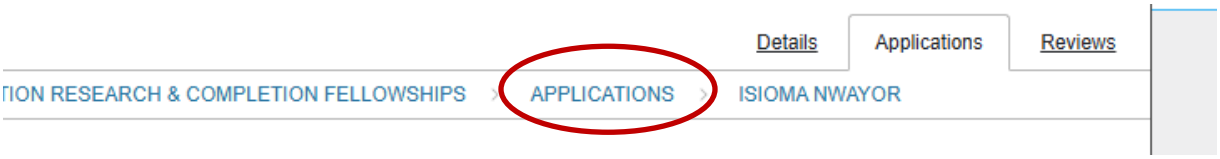
- 2 nominations for the Dissertation Research award OR
- 2 nominations for the Dissertation Completion award OR
- 1 nomination for the Dissertation Research and 1 nomination for the Dissertation Completion award

16. Provide a 50-100 word justification for your nomination. This information is used by the College Graduate Office to provide further clarifications for your nomination rankings and choices.

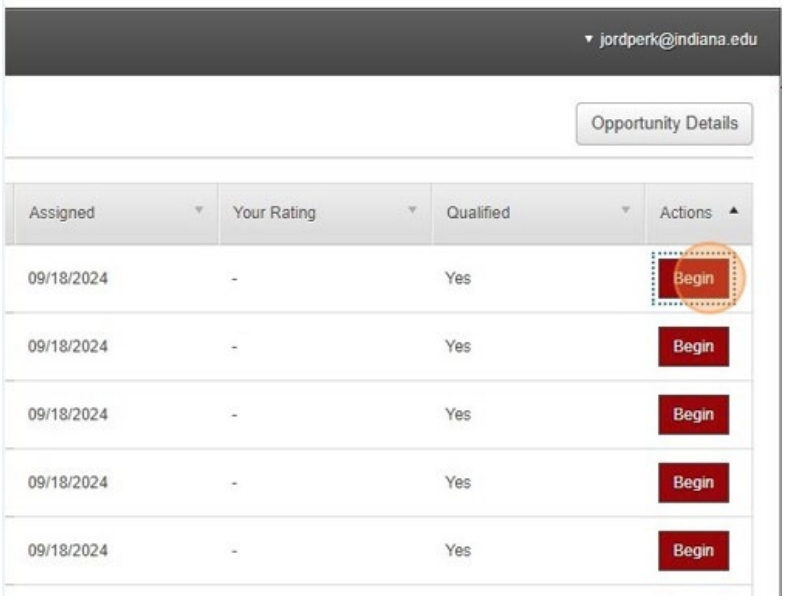


17. Select “Submit” at the bottom of the page.

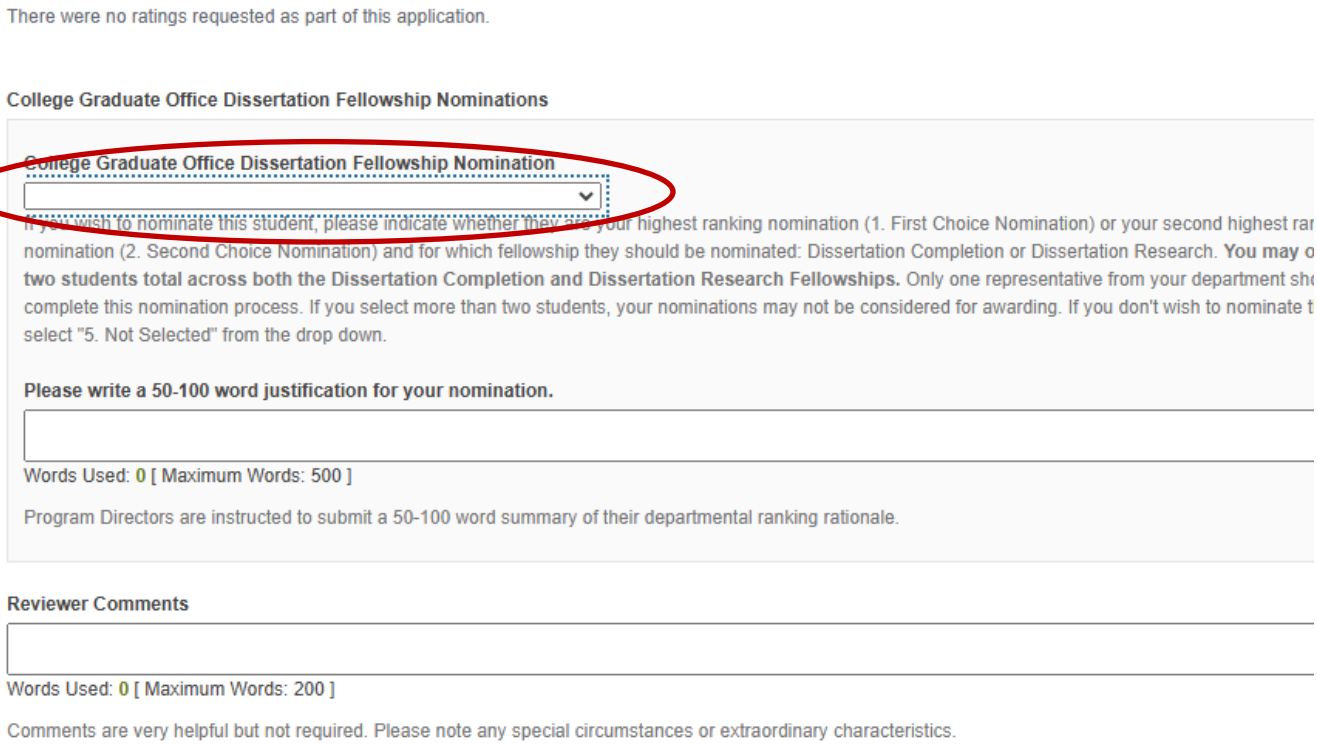
18. Navigate back to your full list of students.



19. Open the profile of the second student you'd like to nominate by selecting "Begin" next to their name.



20. Use the Nomination Selection dropdown to indicate this student is your second choice nomination and for which award they should be nominated.

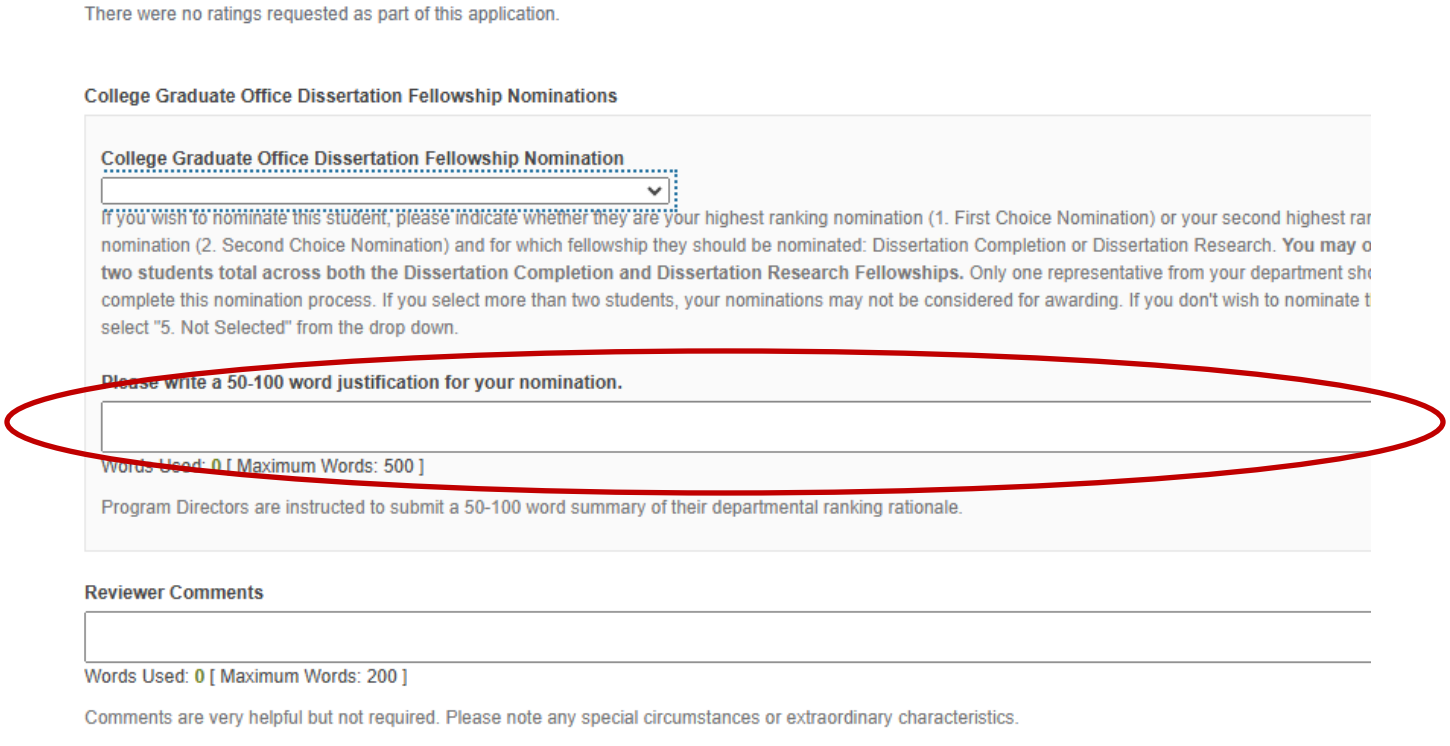


NOTE: The department/unit may nominate two total students for the Dissertation Completion and/or Dissertation Research fellowships. Only two nominations may be made total across the two awards.

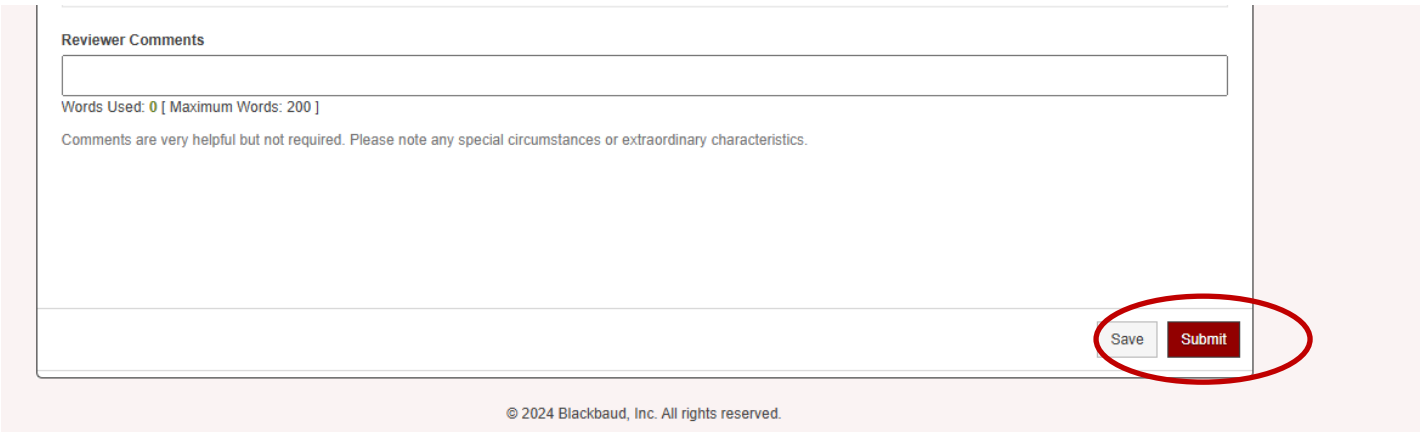
Possible nomination combinations include:

- 2 nominations for the Dissertation Research award OR
- 2 nominations for the Dissertation Completion award OR
- 1 nomination for the Dissertation Research and 1 nomination for the Dissertation Completion award

21. Provide a 50-100 word justification for your nomination. This information is used by the College Graduate Office to provide further clarifications for your nomination rankings and choices.

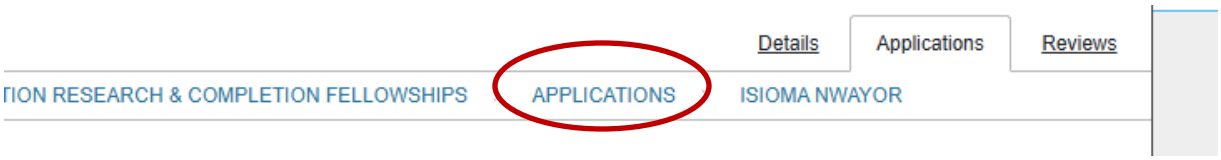


22. Select “Submit” at the bottom of the page.

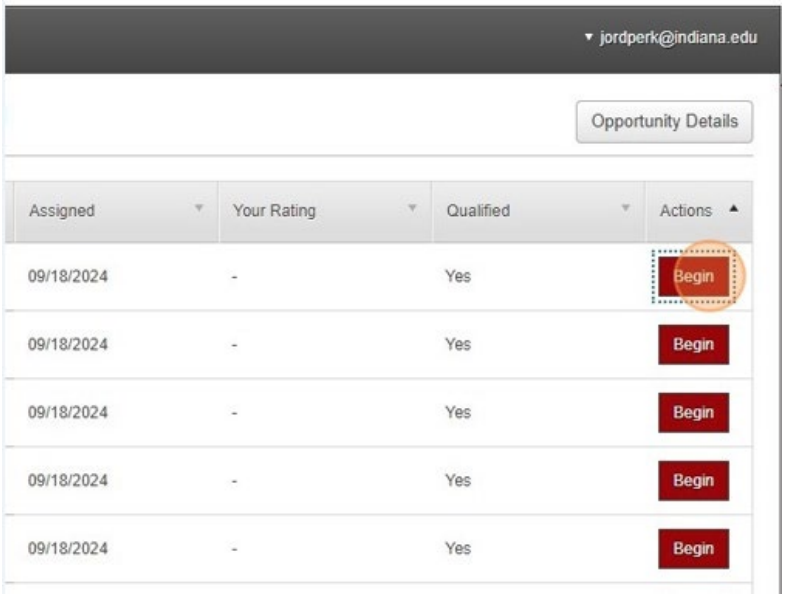


Note: Steps 23-26 are optional steps for if you wish to indicate students that have not been selected for nomination. There is no negative consequence to not completing steps 23-26 if you have nominated your top two choices. These steps are only if you wish to confirm their status as not nominated.

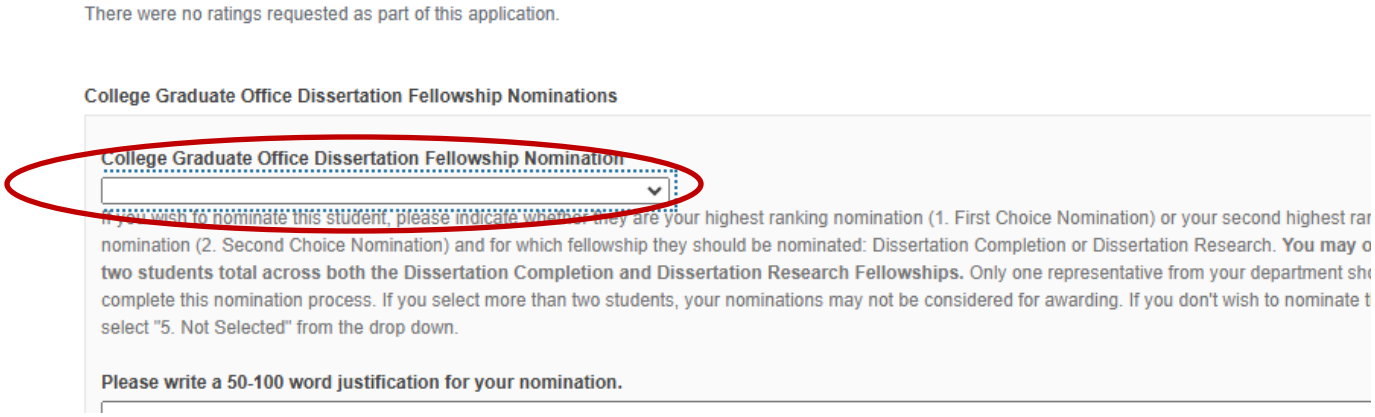
23. Navigate back to your full list of students.



24. Open the profiles of the students who will not receive a nomination by selecting "Begin" next to their names



25. Use the Nomination Selection dropdown to indicate this student has not been selected by choosing "Not Selected"



26. Select "Submit" at the bottom of the page.