

INSTRUCTIONS FOR DEPARTMENTS NOMINATING AN APPLICANT FOR AN IACS NEW RECRUIT AWARD WITHIN APPLY YOURSELF:

1. From the MAIN MENU, hit 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 "IACS Award Nominee". Your screen should appear as below.

The screenshot shows the 'Quick View' section of an applicant's profile. The applicant's name is 367-403 EAST CAMPUS USTC, Hefei 230026, China. The gender is Female. The financial aid section lists Teaching or Graduate Assistantship, Research Assistantship, Graduate Council Fellowship (U.S. Citizens and permanent residents only), Turner Fellowship (underrepresented minorities only), and Tuition Scholarship. The applicant ID is 5641045. The citizenship is China, and the phone number is 8618756919367. The email is viron10@mail.ustc.edu.cn. The navigation menu on the right includes General Information, Admission Information, Educational History, Employment History, Qualifications, Test Scores, Language Proficiency, Financial Aid, Statement of Purpose, Biomedical Engineering Supplement, OLD Psychology Supplement (For Psychology Applicants Only), School of Social Welfare, Internal Fields, Document Tracking, and Nomination. A red arrow points to the 'Nomination' link in the navigation menu.

ApplyYourself Webcenter

<https://webcenter.applyyourself.com/AYApplicantSummary/ViewApplicantAnswers.asp?FormID...>

The screenshot shows the 'View Full Application' window with the 'Nomination' section. The 'Fellowship/recruiting nomination options:' section has four checkboxes: Graduate Council Fellowship Nominee, IACS Fellowship Nominee (checked), Turner Fellow Nominee, and PRC/Korea Site Interview Requested. A red arrow points to the 'IACS Fellowship Nominee' checkbox. There is a 'save' button in the top right corner of the window.

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 IACS nominee roster and collect all pertinent information from his/her application.

The screenshot shows a Microsoft Internet Explorer dialog box with a question mark icon. The text inside the dialog box reads: "Saving this application page 'triggers' a series of business rules (i.e., sending an email, defaulting a question response, etc.). Please click on the 'OK' button below to enforce these business rules. If you do not want the business rules to be triggered, please click on the 'Cancel' button. The applicant data you just updated will be saved to the database, but the business rules will not fire off." There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.