



# Promising Scholar Nomination Instructions

## Material Prep + Access

- ❑ **Program Contact Information:** Names and emails of Department Head, Finance Manager, Graduate Coordinator, and Director of Graduate Studies
- ❑ **Candidate Information:** Full name, UO ID#, cumulative GPA(s)—*The Division of Graduate Studies will arrange for all additional candidate information, such as letters of recommendation, to be available to the selection committee.*
- ❑ **Letter of Support from Department Head (new wordcount limits):** Click [here](#) for the template. Click [here](#) for support with defining “underrepresentation” and what to prioritize in the 250-word limit.
- ❑ **Slate Access:**

	Program Staff Access	Reader Access
<b>Who typically has access?</b>	Grad Coordinators, Finance Managers, and Staff	Faculty, admissions committee members
<b>How to Login</b>	<a href="#">Staff Login</a>	<a href="#">Reader Login</a>

## Nomination Instructions

- ❑ Gather candidate information -and- Letter of Support from the Department Head for **each** candidate. Programs may nominate up to six candidates per round.
- ❑ Click the “Nominate a Promising Scholar” button to access the nomination form. Use the nomination form **only once per round** to submit all candidates’ information and support letters. Submission of the nomination form completes your program’s nomination.
- ❑ Programs are encouraged to notify recruits of their nomination. A template is available [here](#).