



**Preparing the Nomination Materials:**

Before you navigate to GradWeb to submit the nomination, it is helpful to first read through step three, below, and gather the required components of the application.

**Submitting the Nomination**

- 1. Access to Awards Portal in GradWeb:** To submit a nomination in GradWeb, you must have access to the awards module. The awards module can be accessed through two different GradWeb portals- the Departmental portal and the Faculty portal.

	<b>Departmental Portal</b>	<b>Faculty Portal</b>
<b>Who has this type of access?</b>	Departmental staff who have submitted a GradWeb Access Form. (Typically Grad Coordinators)	All faculty have access to the faculty portal, though only DGS, Department Heads and two additional faculty can have access to the additional department view that includes the awards module.
<b>Link to login</b>	<a href="https://gradweb.uoregon.edu/main/main.asp">https://gradweb.uoregon.edu/main/main.asp</a>	<a href="https://gradweb.uoregon.edu/main/mainFaculty.asp">https://gradweb.uoregon.edu/main/mainFaculty.asp</a>
<b>Location of Awards Module</b>	Navigate to "Awards" on the top toolbar.	Navigate to "Departmental View" on the top toolbar. Then, Navigate to "Awards" in the top toolbar.
<b>I do not have access to the awards module.</b>	Submit a <a href="#">GradWeb Access Form</a> requesting access to the awards module.	Contact your Graduate Coordinator and ask them to follow the steps below to update Dept. Head/DGS/Additional Faculty Access.  Instructions for Coordinators: In GradWeb, navigate to: Admin>Head/Director Access>make updates>submit.

**2. Navigate to: Awards > Recruitment Awards > Submit application.**

Choose Raymund Fellows.

Enter the last name to find the student's application for admission.

Once you have selected an applicant, click "Start Application".

*Note: You will only be able to search for applicants who have been marked as "Admission Offered" in the Admissions module of GradWeb.*

**3. Complete each of the three nomination sections. Each section has information that you are required to provide and other information that is optional. See the tables below for more detail.**

<b>Student Information Section</b>	
<p><b>Required Fields</b></p> <ul style="list-style-type: none"> <li>• National Name Exchange: yes or no</li> <li>• Program Name</li> <li>• Assigned Advisor</li> <li>• Advisor Email</li> <li>• Department DGS</li> <li>• DGS Email</li> </ul>	<p><b>Optional Fields</b></p> <ul style="list-style-type: none"> <li>• GRE Scores: Verbal, quantitative reasoning and analytical percentiles.</li> <li>• Undergrad Cumulative GPA</li> <li>• Masters Cumulative GPA</li> </ul>



<ul style="list-style-type: none"> <li>• Financial Contact</li> <li>• Financial Contact Email</li> <li>• Graduate Coordinator</li> <li>• Graduate Coordinator Email</li> </ul>	
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Additional Documents Section
<p><b>Required Fields</b></p> <ul style="list-style-type: none"> <li>• <b>Unofficial transcripts</b></li> <li>• <b>Letter of Support from Department Head:</b> Departments nominating a prospective Fellow should respond to the following questions. Letters should be no longer than one page in length.             <ol style="list-style-type: none"> <li>1. How will this applicant raise the prestige of their degree program and the University of Oregon? What stands out about this applicant’s academic background?</li> <li>2. Describe this nominee’s potential to advance knowledge in their discipline and contribute to their field.</li> </ol> </li> <li>• <b>Statement of Purpose:</b> If there is already a statement of purpose attached to this section, it was pulled from the applicant’s application and you do not need to add anything here. If it was not pulled from the applicant’s application, upload the student’s statement of purpose in the Additional Supporting Documents section.</li> <li>• <b>Letters of Recommendation:</b> First check whether there are letters of recommendation attached to the next section. If so, you do not need to add anything here. If it was not pulled from the applicant’s application, upload a PDF of the recommendations here.</li> <li>• <b>Departmental Demographic Data:</b> Provide a statement describing departmental demographic data of current graduate students in your program and how this applicant would add to the diversity of your program. (e.g. race/ethnicity, gender, Pell eligibility).</li> </ul>

Letters of Recommendation Section
<p>This page shows a summary of the letters of recommendation submitted in GradWeb. For programs that use other systems (outside of the GradWeb application) to collect letters of recommendation for incoming students, please upload a PDF of the recommendations in the Additional Supporting Documents section.</p>

*Please note: Clicking on the Save button on any page will just save the information without attempting to validate that all the required information has been provided. Clicking on the "Save and continue" button will validate that all required information has been provided and will take you to a confirmation page. Clicking on the "Confirm" button on that page will mark that page as complete and take you to the next page in the process.*

**4. Submit Application:** Once these three sections are complete (indicated by green check marks on the page names at the top), you can navigate to the Complete App page and submit the application.

Questions? Contact Hannah Schneider-Lynch ([hslynch@uoregon.edu](mailto:hslynch@uoregon.edu)).