Graduate School Online Awards System Tutorial:
OGS University Graduate Continuing Fellowship Nominations

For questions, contact:

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Graduate Coordinator (GC):
Select the proper award via the Graduate School Fellowships list in EASI and enter the student’s EID
The student’s info will pull up. See the rest of this screen on the next slide.
The system will send the student an email asking for the materials which the student must upload.

Click to move to next screen.
Dear Student Name,

You are being considered for a GS Named Continuing Fellowship 2015 - 2016. As part of the nomination consideration process, you are being asked to supply information and supporting materials. Supporting materials can be filled out at the following URL:

https://qual.its.utexas.edu/ogs/awards/candidate/student_app_profile.WBX?
s_sel_award_id=FELL2015000000

All nomination materials must be completed and submitted to The Graduate School by Deadline Date but some departments or programs may have an earlier deadline for their internal review.

Contact your graduate coordinator or graduate adviser for more information about your department's nomination procedures and expectations.

Thank you and good luck!

Sincerely,
Elizabeth M Korves
Assistant Fellowship Manager
The Graduate School

This is what the email to the student will look like.
Enter the name of the student’s research supervisor and the student’s anticipated date of graduation.

Then Save and Continue.
Upload the nomination letter from the Graduate Advisor.

Then Save and Continue
If you are allowed more than one nomination, then you will be asked to rank them.

Click the box to certify that the information you are submitting is complete and correct.

Select the committee that best matches your program. If you are not sure which committee, contact the Fellowship Office.

Note that you can review the nomination.

If ready to submit, click the Submit button.
The Student’s Part of the Nomination Process
Student will be asked to confirm his/her information.
The student will be asked to provide contact information for up to three references. We strongly recommend listing three even though only two are required so the minimum is met even if one reference does not summit the requested letter.
After listing the references, the student selects when the system will email a request to the references and whether they waive their right to access the letters. The deadline for the reference letters is ONE WEEK LATER than the deadline for the student to complete his/her materials.
Student now lists past fellowships and awards.
On the next screen, the student enters financial information and certifies that it is accurate and complete.
Next the student provides information regarding degree sought and anticipated graduation date.
Student now uploads a CV and a Personal Statement. The Personal Statement should be no more than three pages in length.
Finally, the student certifies that his nomination is complete and correct. Then the student submits the application.