HOW TO NOMINATE AN APPLICANT FOR A GCF FELLOWSHIP IN SLATE

Please refer to Step #7 (Fellowship Nomination) below taken from GHSA’s "Slate Reader Step Sheet for Programs"

Second Read (Required)

* Previously known as ‘GPC2’ for Graduate School programs.

Applications in this bin have already been initially reviewed by the GPC/GPD and Dean/Committee (if applicable) and have been deemed sufficient to move forward with the next review.

In this bin you will input important information regarding the applicant’s admission decision (confirmation of admitted program, funding, decision date, etc.).

* Note - Any information filled out in the forms in these bins will generate on a reader form for others to see.

1. Under the Browse tab in the Reader, click the Second Read Bin.
2. To select the student you would like to review, click the ‘Display Copy’ icon on the far right of the student’s row.
   a. Note - You can click any of the column headers to sort by that field.
3. This will open up the application dashboard for the student. The dashboard gives you access to all parts of the application, including the review form. You can use the toolbar on the left to view each of the documents selected.

4. To assign the application to yourself, select the “Add to Queue” button located at the bottom left of the screen.

5. Click the ‘Review Form/Send to Bin’ button on bottom right which will open the Review Form.
   a. Admission Decision* - Recommended for Admission? (Required) - Check ‘Yes’ or ‘No’.
      i. If the student is being denied, select ‘No’.
      ii. If ‘Yes’, additional fields will populate which must be answered
         1. Admittance Program (Required)- Select the appropriate level of study
         2. Admitted Program (Required)- Select the appropriate program from the drop down to confirm which program the student is being admitted to. If the program is the same as the one the applicant applied to, click ‘Yes’. If admitted to a different program, click ‘No’.
         3. Admitted Concentration (optional) - If your program requires that students be admitted to a specific concentration/track, select the appropriate concentration from the drop down.

4. Full-time/Part Time - The question will only populate a dropdown if your program requires the student to answer this question on the application. The field will be automatically populated to what the student selected on the application. If the student has informed you they would like to switch their choice before a decision is made you can
5. **Location** - Is this applicant being admitted to a location other than Stony Brook Campus? Select ‘Yes’ or ‘No’.
   a. If ‘Yes’, checklist options will populate if your program offers options for a different location (Southampton, Manhattan, HSC). Please select the appropriate location from the list. The choice you pick here will populate on the GHSA admit letter so only check this if you would like the location to populate in the GHSA letter.
   b. Select ‘No’ if your program does not offer a location other than the SBU campus.

6. **Financial Support** (Required) - Select the appropriate type of financial support and enter the amount in the corresponding field. If not applicable or no support is being offered select “No Support”.
   a. Note - This field is primarily used for Graduate School Programs. Health Science programs can select ‘No Support’ if this field is not applicable for your program.
   b. You will need to check the appropriate box for each type of support being offered and input the amount for each type in the corresponding field. The fields that you fill out here for funding will be pulled directly into the GHSA admit letter (if applicable).
   c. Scholarship Conditions - If there are any specific conditions that relate directly to the type of funding being offered, please type them here exactly as you would like them to appear in the admission letter. What you type here will populate in the GHSA letter so please check spelling.
7. **Fellowship Nomination (optional)** - If the student is being nominated for a fellowship, select the corresponding choice and indicate their undergraduate GPA.
8. **Additional Comments (optional)** - You can input any additional comments that you would like to share here.

9. **Enrollment Deadline Date (required)** - Select an acceptance deadline date from the calendar.

   ![Calendar](calendar-image.png)

   - **Enrollment Deadline Date**
   - Please select an acceptance deadline date.

b. **GHSA Applications - Second Read Additional Review**
   
i. **Reviewer Form (Optional)** - If applicable to your program’s review, use the grading scale for each area while adding comments.

   ii. **Additional Comments (Optional)** - You can input any additional comments that you would like to share here.

   iii. **My Review of this Application is Complete?** Check ‘Yes’ or ‘No’.

   iii. **Recommended for Admission?** Check ‘Yes’ or ‘No’.

f. **Send to Bin** - When the application is ready to be moved for the next review, go to the “Next Bin (required)” section select “Final Read”.

   ![Send to Bin](send-to-bin-image.png)

   i. **Next Reader (optional)** - You may leave this field blank. If you know who the next reviewer will be you may start to type their name and then select their name/email once it appears. This will automatically assign the file to that person’s queue once it moves to the next bin.

   *Please note: If a program wishes to nominate an applicant after they have been admitted/offered admission, they must email gradadmissions@stonybrook.edu. Do not go back into Slate to perform the update.*