Departmental Nominations for Postgraduate Funding: 2013 Entry
Instructions for On-line Submission System

Getting started

Before starting the on-line process, please ensure you have carefully read the instructions below and have re-read the information pack sent to departments about postgraduate funding for 2013 entry (available on the welcome page of the on-line form)

1) Go to http://www.admin.cam.ac.uk/offices/trusts/submissions/ and log in using your Raven User-ID and Password

2) First time users are required to register

![Register User](image)

- Enter your name, email and default department and click save and close.
- The system remembers your default department, but you can choose other departments once in the Nominate screen if you need to work with more than one department. In this case, you will not need to submit one department in order to start work on the next.

Please note:

- You should use the ‘test email’ function to ensure the system has your correct email address
- Departments in the drop down list appear in exactly the same format as in CamSIS so are not in exact A-Z order (e.g. a few departments with longer names use ‘Dept of...’ instead of ‘Department of...’ and ‘Centre’ will appear before ‘Department’)

Click on ‘Save and Continue’. This will either take you to the ‘Choose Round’ screen (when there is more than one round open; you will need to choose the relevant round) or the ‘Nominate’ screen (when there is only one round open)
Quick Summary

Once in the system, users will see the following menu system at the top of the screen:

Welcome Page > Choose Round > Nominate > Review and Submit

Welcome Page

All the resources required to successfully complete this form are contained here.

Choose Round

There will be three funding rounds for which departments will be asked to nominate applicants (see below). Users will be able to choose which funding round they wish to work with when multiple rounds are open. Where there is just one round open, users will be taken to the Nominate screen.

Nominate

Viewing applicants:
Users will be able to view a full list of all applicants who have applied to their department by the funding deadline. This data can be exported into an Excel sheet. If your department is not visible in the drop down list, this is because there are no applicants to consider for this round.

Nominating applicants:
Users will be able to select applicants to nominate for funding by opening an individual applicant record. Here users can provide key nomination information (e.g. scores, comments and, for Gates, tick a box) before adding them to a final list of nominated applicants.

Review and submit

Review

This page allows users to review their list of nominated applicants, export a list of their nominations in Excel, and (where required) add a secondary ranking for those applicants with the same total scores. Please ensure your export your list at this stage, as it will not be possible to access this information again after you make the final submission.

Submit

This page will allow users to make a final submit for their department, which will be confirmed by email.
Funding Rounds

There are three funding rounds for which departments will be asked to nominate their most academically outstanding applicants. These are summarised below.


- Citizens of the USA currently residing in the USA who have applied for a Gates Cambridge Scholarship

Round 2: Gates International, CCT/COT and CISS: 3 Jan – 7 Feb

Gates Cambridge (International)

- Citizens of all counties who have applied for a Gates Cambridge Scholarship, excluding US citizens based in the USA (see below) and UK citizens (who are not eligible).
- US citizens normally resident outside the USA who have applied for a Gates Cambridge Scholarship can be nominated in this round.
- All current Gates Cambridge Scholars who are reapplying to continue their studies and wish to apply for second Gates Cambridge Scholarship can be included in this round.
- Please note: US citizens normally resident in the USA who were (a) considered in Round 1 or (b) applied after the Round 1 deadline cannot be considered in Round 2. These applicants will still appear in Round 2 (as they may be eligible for other funding sources) but should not be nominated for a Gates Cambridge Scholarship and the department should double check the eligibility of any US citizen against these rules before nominating for a Gate Cambridge Scholarship.

CCT/COT

- All postgraduate applicants from outside the EU (i.e. those who are likely to have Overseas Fee Status)

CISS

- PhD applicants Overseas PhD applicants only (i.e. those who are likely to have Overseas Fee Status)

Round 3: CHESS only 31 Jan – 22 March

- UK + EU PhD and ‘research track’ Masters applicants only

Please note:

- Only one option will be available when the first (Gates Cambridge US round) opens
- Rounds 2 & 3 have some overlap; if you intend to nominate a candidate in rounds 2 and 3, you will be required to provide a separate submission for the applicant in both rounds
**Step 1- Nominate**

**Main page**

Firstly, please check at the top of the page that you are nominating for the correct funding round.

When you select your department from the drop down list you will have access to a list of all postgraduate applicants (PhD, MLitt/MSc, One-Year) who have applied for admission for 2013 entry. In the case of the Gates Cambridge US round the list will be limited to eligible applicants who applied by the deadline.

You are able to sort the records by clicking on any of the headers (e.g. if you wish to sort by Degree and Subject, click the header to sort) – see below.

1. For full details about the applicant, and to enter nomination details, click ‘view’ to open the individual applicant record.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>First Name</th>
<th>Last Name</th>
<th>Citizen (Primary)</th>
<th>Degree and Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>View 10177517</td>
<td>Joe</td>
<td>Bloggs</td>
<td>United States</td>
<td>MPhil in Development Studies</td>
</tr>
<tr>
<td>View 10253098</td>
<td>Anna</td>
<td>Smith</td>
<td>Pakistan</td>
<td>Phd (Probationary) in Development Studies</td>
</tr>
<tr>
<td>View 10213755</td>
<td>Andrew</td>
<td>Peterson</td>
<td>United States</td>
<td>Phd (Probationary) in Development Studies</td>
</tr>
<tr>
<td>View 10242018</td>
<td>Mary</td>
<td>Moore</td>
<td>United States</td>
<td>Phd (Probationary) in Development Studies</td>
</tr>
</tbody>
</table>

2. The individual applicant record contains both the non-editable details, as well as the section which must be completed by departments for those applicants they wish to put forward for funding.

This view will confirm which, if any, funding competition(s) the applicant has applied for (using the funding tick boxes in Section B of the GRADSAF form). When the data is exported, ‘True’ represents ‘Yes’, and ‘False’ represents ‘No’.

If any changes need to be made to the non-editable section (e.g. Degree and Subject or Scholarship applied for) - please refer to the Special Case Notes later in this document.
Individual applicant record

Non-editable section

<table>
<thead>
<tr>
<th>Application Number</th>
<th>10242500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Miss Duna Rode Boluda</td>
</tr>
<tr>
<td>Citizen (primary)</td>
<td>Spain</td>
</tr>
<tr>
<td>Citizen (secondary)</td>
<td></td>
</tr>
<tr>
<td>Degree and Subject</td>
<td>PhD (Probationary) in Earth Sciences</td>
</tr>
<tr>
<td>Work List Date Created</td>
<td>22 November 2011</td>
</tr>
<tr>
<td>Scholarship applied for</td>
<td>☑ Gates ☑ CCT/COT ☑ CISS ☑ CHESS</td>
</tr>
<tr>
<td>No Funding applied for</td>
<td></td>
</tr>
</tbody>
</table>

Editable section

The following section must be completed for every applicant you wish to nominate for funding.

Please note: You only need to specifically choose to nominate applicants for a Gates Cambridge Scholarship and each department has a maximum number it can nominate; all other applicants nominated will be automatically considered for all other funding competitions they are eligible for.

To Complete:

- Gates Cambridge nomination [☐ Gates Submissions Total: 3 Remaining: 2]
- Academic score
- References score
- Research potential score [☑ PhD Only]
- Total Score (Custom score only) 0 (Calculated Score)
- General Comments

Special Case

- Special case comments

Department co-funding

RC fees award

(Please see point 7 below for details on these options)
How to complete the Nomination requirements:

To nominate an applicant for a Gates Cambridge Scholarship, you must:
- Tick the ‘Gates’ box
- Add Academic, Reference and Research Potential (PhD only) scores
- Add a general comment
- Special Case: where an applicant has not applied for a Gates Cambridge Scholarship (no tick will appear in the Gates box in the non-editable section) you must tick the special case box and use the special case comments to explain why you are putting this candidate forward when they have not applied for a Gates Cambridge Scholarship.

To nominate for CISS, COT/COT or CHESS awards, only the following fields are required
- Academic, Reference and Research Potential (PhD only) scores
- General comment if required [One-Year score is 17 or above] or [PhD score is 26 or above]

Step-by-Step instructions:

1. Gates Cambridge Nomination: If you wish to nominate the applicant for a Gates Cambridge Scholarship please select the Gates box. You will note that your Departmental submission total is displayed, including the number remaining. You are not permitted to exceed the department maximum number, which is for both PhD and One-Year applicants. You may, however, nominate fewer applicants than the total number allocated to your department. Please refer to Gates Cambridge Department Nomination document (available on the Welcome Page) for your maximum Gates Cambridge departmental allocation.

2. Scoring (all nominations): Please enter the relevant Academic, Reference and Research potential (PhD & CPGS Only) scores – please refer to the Marking Scheme for Postgraduate Funding for 2013 entry for further information on this – this is available on the Welcome Page.

A Total Score will be automatically calculated by the system. You are able to enter a ‘Custom Score’ if you wish to amend the Total Score for any reason. You will need to make a Special Case for this, please refer to the Special Case notes at below.

3. A General Comment must be given in the following circumstances:
- You have nominated the applicant for a Gates Cambridge Scholarship
- The total or custom score is 17 or above for a One-Year applicant
- The total or custom score is 26 or above for a PhD applicant

General comments should add value to the information included in application, rather than simply summarise it. In particular, it is helpful to provide informed comments about individual strengths and weaknesses in any given application, and why Cambridge is a particularly appropriate place for the applicant to study. This comment will be used by all potential funding sources. Please note: There is a character limit of 2000 for the comment field.
4. **Department co-funding**: If available, please enter the value of any available departmental; co-funding for the applicant.

5. **Research Council funding? (CHESS only)**: If available, please enter details of any Research Council funding available for the applicant.

6. **Special Case**: Please tick the Special Case box and provide a Special Case comment if in the following circumstances:
   - You are nominating an applicant for the Gates Cambridge Scholarship and the applicant did not apply for it in the GRADSAF
   - You wish to nominate an applicant who has selected the ‘No funding’ box in the GRADSAF
   - You wish to give an applicant a custom score – i.e. the department’s total score is not a straight addition of the component scores (in this case you will also need to complete the custom score field)

A Special Case Comment should be a short comment giving further explanation e.g. “Applicant did not understand they needed to apply for funding” or “Custom score has been used as the Total Score did not accurately reflect individual within the pool of applicants”.

7. You now have the following options:
   - **Save and continue**: will save your record and return you to the full list of applicants
   - **Save**: will save your record and remain on the current screen
   - **Add to final list**: will add the applicant (and nomination information) to the final list, which you will have a chance to review before final submission. The applicant will now no longer appear on the main list, you will now find this applicant on the ‘Review and Submit’ page.
   - **Cancel**: will discard all edits since your last save
   - **Previous/Next record**: will navigate you through the records, you must save all changes before progressing through records.

**Please note**: You must save all changes for them to take effect please; the system will not automatically save, we recommend that you save regularly.

8. **Add to final list**: When you select ‘Add to final list’ you will then be asked to confirm that you wish to add the applicant to the final list, before being returned to the main list page.

9. **Nominating more applicants**: Continue to add details for all applicants the department wishes to nominate. You can return to the departmental list of applicants and make further submissions until the final deadline. Please remember to complete the final ‘Review and Submit’ step in the process.

**Review and submit**: From the Nominate page, please proceed to next step: Review and submit by clicking on the breadcrumb link at the top of the page.
**Step 2 - Review and Submit**

1. **Review and Submit**: this page lists all the applicants that you have nominated for a scholarship. On this page you can:
   - View all applicants you have added to your department’s nomination list
   - Remove an applicant from this list by selecting ‘Remove’. Or, if you need to make further edits to an applicant (e.g. change their score) you must remove them from the list, and re-submit them to the final list in the same process you followed initially.

   To return to the list of all applicants who have applied to your department click ‘Nominate’ from the options at the top of the page.

2. **Secondary ranking**

   By default, nominated applicants are sorted by their Total Score. Where the Total Score is the same for two or more students you **must** differentiate them by adding a ‘Secondary Rank’.

   - To add a Secondary Rank, click ‘Add’ then select the appropriate secondary ranking before clicking ‘Save’.

   Please **do not** assign the same Secondary Rank to applicants with the same Total Score - it is very important that funding bodies are able to differentiate these applicants. You must **double-check** all secondary ranking as the system will not detect any errors.

   As demonstrated below, all applicants that fall into the same ‘Total Score’ bracket have been given a secondary rank from the drop down box (1 – 30), with 1 being the highest. As in this example, the secondary ranking should be restarted from 1 for the next scoring bracket.

   **Example of secondary ranking:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Citizen</th>
<th>Total Score</th>
<th>Special Case</th>
<th>Secondary Rank</th>
<th>Degree and Subject</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Blogs</td>
<td>United States</td>
<td>19.0</td>
<td>✓</td>
<td>1</td>
<td>MPhil in Development Studies</td>
<td>Remove</td>
</tr>
<tr>
<td>Anna Smith</td>
<td>United States</td>
<td>19.0</td>
<td></td>
<td>2</td>
<td>MPhil in Development Studies</td>
<td>Remove</td>
</tr>
<tr>
<td>Andrew Peterson</td>
<td>United States</td>
<td>19.0</td>
<td></td>
<td>3</td>
<td>MPhil in Development Studies</td>
<td>Remove</td>
</tr>
<tr>
<td>Mary Lake</td>
<td>United States</td>
<td>18.0</td>
<td></td>
<td>1</td>
<td>MPhil in Development Studies</td>
<td>Remove</td>
</tr>
<tr>
<td>Joel Crane</td>
<td>United States</td>
<td>18.0</td>
<td></td>
<td>2</td>
<td>MPhil in Development Studies</td>
<td>Remove</td>
</tr>
</tbody>
</table>

3. **‘Export Nomination Data’** – you **must** export a file summarising your list, which allows you to keep a full record of your nominations, before submitting your department’s nominations (see below).
All submissions are final so it is important that you download the nomination data to double-check your list of nominations before submitting them. Once you have submitted your department’s nominations it will not be possible to use the export nomination data function.

NB:    True = Yes
       False = No

4. ‘Submit Final List’ – this will submit your department’s final list of nominations to the funding bodies. This step is final, and you will not be able to make any further edits after this point. Once you submit a window will appear asking you to confirm submission.

If you wish to add further applicants to the list before submitting, you can use the breadcrumb menu system at the top of the page and return to Nominate.

5. Submission: After a successful submission the following will occur:

   • An on-screen message will appear informing you that all ‘Department’s nominees are successfully submitted’
   • You will receive an email confirmation to the email address registered
   • Your department will no longer be permitted to make any further edits or nominations; if someone tries to access the department’s information after a submission they will receive an on-screen message explain that the department has already submitted its data.

6. Deadlines: Please ensure you submit your nominations by the relevant deadlines, and where possible earlier, listed below:

   • Round 1: Gates Cambridge US round: midday on Friday 23 November 2012
   • Round 2: Gates International, CCT/COT and CISS: midday on Thursday 7 February 2013
   • Round 3: CHESS only: midday on Friday 22 March 2013

Unique cases:

   • Applicant not on list:

     If you do not see an applicant on the departmental list that you were expecting, it is likely that they did not apply before the deadline, or because they are not eligible for the competition. If you believe that an applicant has been excluded in error, please contact us.

   • Applicant has changed department/course:

     If an applicant has changed department or course since their initial application (e.g. they are now showing in the wrong department list or have the wrong course details) please contact us by email so that we can change our records.

   • I have made the final submission but want to make further nominations:

     Please only submit when you are ready. In the case that it is essential that you change your final submission, please contact us so that we can allow for you to re-submit.
• I missed the deadline!

It is very important to our process that all nominations are made by our deadline (ideally well before!) Therefore, we are unable to take late submissions, as the round will be closed, and the on-line form will no longer be available to you.

• My department does not wish to nominate any applicants – or, we don’t have any in our list:

If there are no applicants you wish to nominate, you are not required to do anything. For a matter of thoroughness, we ask that you either email us to let us know; or, submit a nil return (by simply choosing your department on the ‘Nominate’ page, and on Step 2: Review and Submit, ‘Submit final list’ with no applicants nominated.

Further information and help

For all of the above unique cases, or if you have any questions, experience any difficulties or would like to send us feedback about the new system, please email the following address:
Funding.Nominations@admin.cam.ac.uk