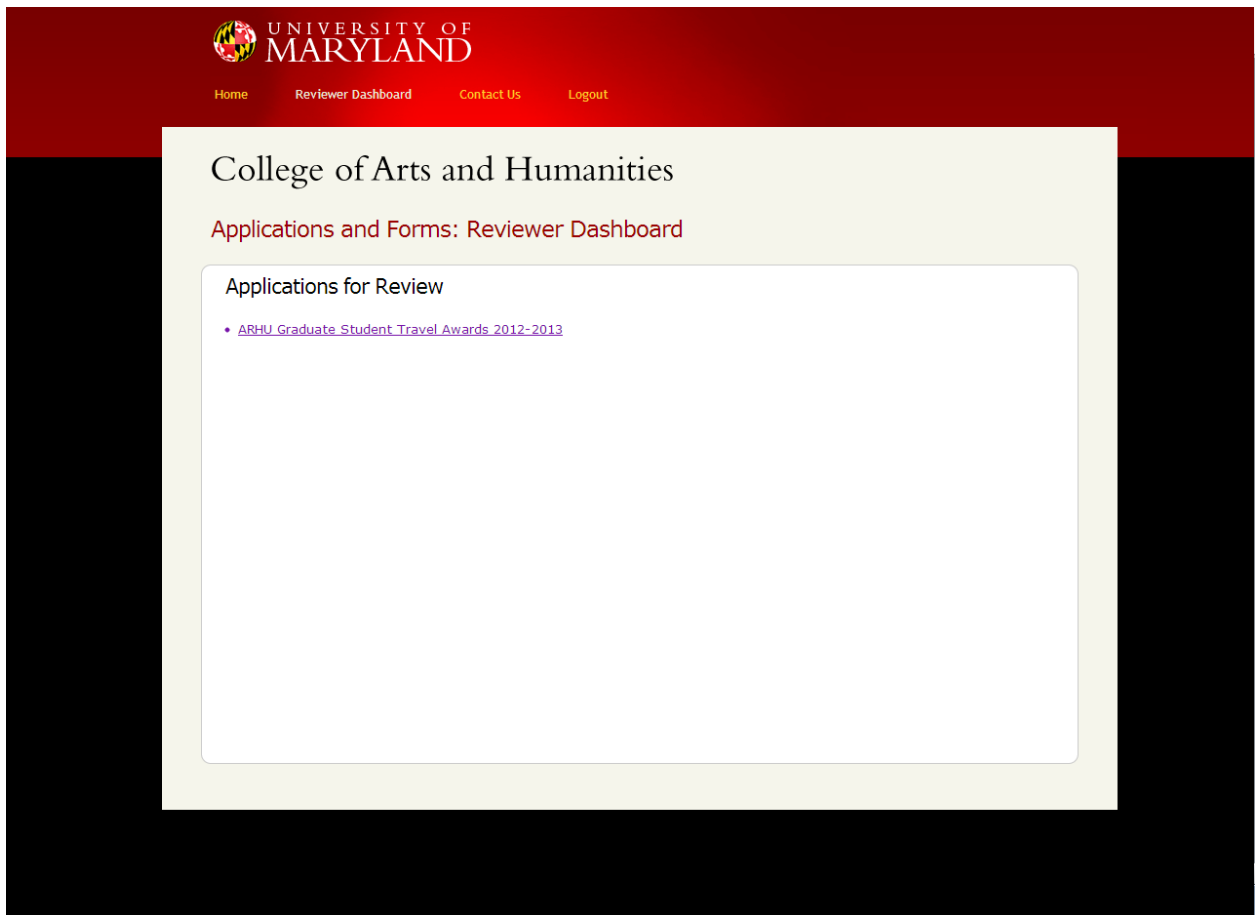


ARHU Graduate Student Travel Awards 2012-2013 Instructions for Graduate Directors

1. After the students have applied using <https://apply.arhu.umd.edu>, login to the same site using your Directory ID and password
2. If you do not see the following screen, please inform us using this form: <https://apply.arhu.umd.edu/contact>



3. Click on “ARHU Graduate Student Travel Awards 2012-2013
4. This is a list of all the submissions from students you are allowed to see. If you are not seeing students from units you should be reviewing, or if you don’t see specific submissions that you know should be there, please contact us using <https://apply.arhu.umd.edu/contact>

The screenshot shows the University of Maryland website interface for the ARHU Graduate Student Travel Awards 2012-2013 Submissions Review. The header includes the University of Maryland logo and navigation links: Home, Reviewer Dashboard, Contact Us, and Logout. The main content area is titled "College of Arts and Humanities" and "Applications and Forms: ARHU Graduate Student Travel Awards 2012-2013 Submissions Review". It provides a link to the original form, a comment indicator for one submission, and a link to download an Excel file. Below this are two buttons: "Show/Hide All Comments" and "Show/Hide First Line". A table displays the submission details for four students.

Name	Unit	Recommended?	Rating
Pano Papadatos	FRIT	N/A	N/A
Max Fouche	FRIT	N/A	N/A
Elinor Herrera	FRMS	N/A	N/A
Julianne Farren	FRMS	N/A	N/A

5. Click on each student individually to examine their submission:

The screenshot shows the University of Maryland website interface. At the top, there is a red navigation bar with the University of Maryland logo and the text "UNIVERSITY OF MARYLAND". Below the logo are links for "Home", "Reviewer Dashboard", "Contact Us", and "Logout". The main content area is white and features the heading "College of Arts and Humanities". Below this is the title "Applications and Forms: ARHU Graduate Student Travel Awards 2012-2013: Max Fouche". There are two buttons: "View" and "Review", with the "Review" button circled in red. Below the buttons is a link "Back to all submissions". The applicant information is as follows:

Applicant Username: **Max Fouche**

Name:
Max Fouche

Short CV (including up-to-date contact information and address):
[_test.pdf](#)

Stage of Graduate Career:
Defending Dissertation on March 22 2013

Research Description:
I am researching rat-cow hybrids

Conference Description:
Biological monstrosities 2013

Contribution:
Rat-Cows can produce more milk than normal cows thus providing a cheap food source for developing countries.(...) - This is test data. Real data will also be longer.

Other Funding Sources:
I have applied for a grant at Microsoft.

Budget of estimated costs:
\$500 for Housing, \$1000 for plane tickets, \$100 for printing (poster)

Copy of the letter/email accepting/inviting the presentation:
[_test.pdf](#)


[Back to all submissions](#)

6. Click on the "Review" tab (circled above)

7. For each student, you will need to provide a “Recommendation” (Yes / No), a statement of the department’s matching funds and a brief reason for recommending this candidate. You will also need to contextualize the conference for their stage of career. Optionally, you can also provide a rating for the candidate. In the “Comment” section, the first line needs to be in the form Matching Funds: \$X. Any other information that you would like to provide (including the aforementioned) can be included within this comment section. This will **only be visible to select Faculty and Staff within ARHU**, not the students. Click “Save” when you have completed the review (this can be edited later).

The screenshot shows a web interface for the University of Maryland. At the top, there is a red header with the university logo and navigation links: Home, Reviewer Dashboard, Contact Us, and Logout. Below the header, the page title is "College of Arts and Humanities". The main content area is titled "Applications and Forms: ARHU Graduate Student Travel Awards 2012-2013: Max Fouche". There are two buttons: "View" and "Review". A link "Back to all submissions" is present. A question "Would you recommend this candidate?" has a dropdown menu showing "N/A". A "Rating" section has radio buttons for 1, 2, 3, 4, and 5, with 5 selected. Below the rating is the text "Rate this applicant". A section "In the space below:" contains two numbered instructions: 1. Provide a statement of the department's matching funds, which should be summarized in the first line in the form: Matching Funds: \$X. 2. Include a brief reason for your ranking of each candidate and contextualize the conference for their stage of career. A "Comment" section features a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, undo, redo, and a dropdown menu for "Styles". Below the editor is a "Path: p" field and a link "Disable rich-text". A "Text format" dropdown is set to "Filtered HTML", with a link "More information about text formats" to its right. At the bottom, there is a "Save" button and the text "Comment on a submission".

8. Complete the review form for all submissions in the same way.
9. When examining all of your reviews, the submissions that you have commented on will display with a star next to them (All of the submissions on this page should have a star) By clicking on “Show/Hide All Comments” or “Show/Hide First Line” you can examine all of your comments at once.



[Home](#) [Reviewer Dashboard](#) [Contact Us](#) [Logout](#)

College of Arts and Humanities

Applications and Forms: ARHU Graduate Student Travel Awards 2012-2013 Submissions Review

To see the original form, click here: [ARHU Graduate Student Travel Awards 2012-2013](#)

(* : This submission has a comment)

Download an Excel file with all the submissions [here](#)

Name	Unit	Recommended?	Rating
Pano Papadatos	FRIT	N/A	1
Max Fouche *	FRIT	Yes	5
Matching Funds: \$300 This candidate is a great candidate because x and y and z and blablalbla. The conference will provide them for an opportunity to evolve Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum			
Elinor Herrera *	FRMS	Yes	5
Matching Funds: \$800 ThLorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Is candidate is a great candidate because x and y and z and blablalbla. The conference will provide them for an opportunity to evolve			
Julianne Farren	FRMS	N/A	4