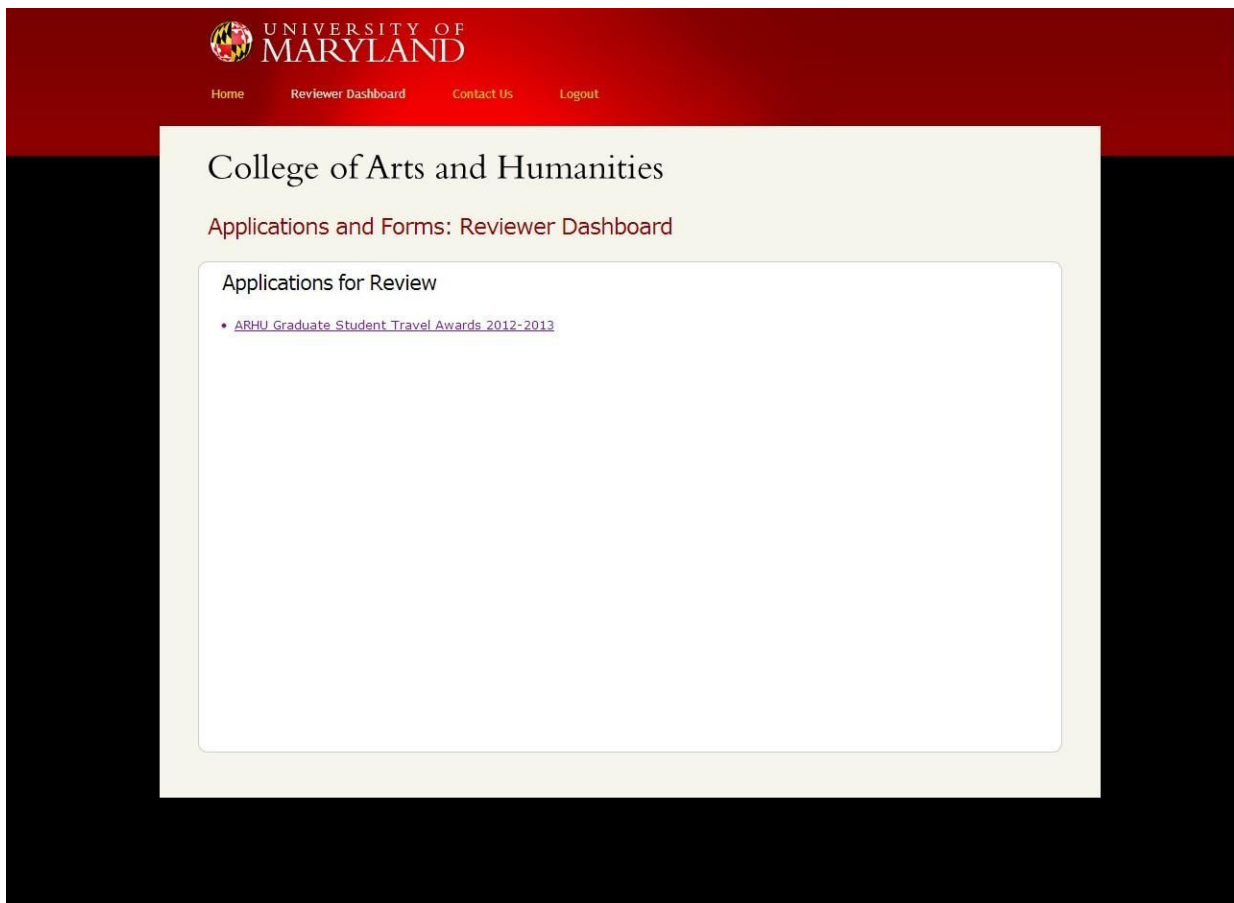# ARHU Graduate Student Travel Awards 2020-2021
Instructions for Graduate Directors

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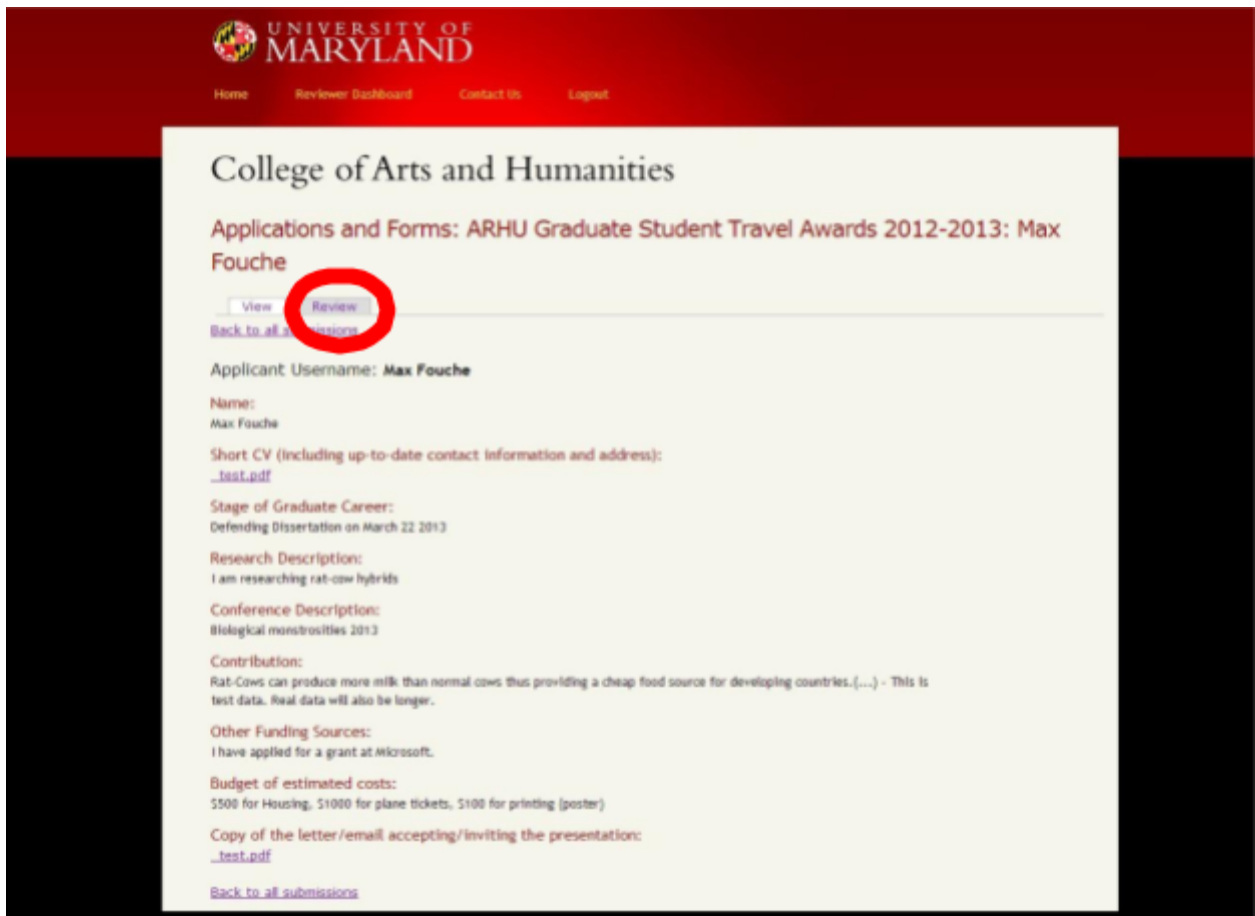
3. Click on "ARHU Graduate Student Travel Awards"
4. This is a list of all the submissions from students you are allowed to see. If you are not seeing students from units you should be reviewing, or if you don't see specific submissions that you know should be there, please contact us using https://apply.arhu.umd.edu/contact

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

6. Click on the "Unit Review" tab (circled above).
   For each student, you will need to provide the following:
   - Recommendation (Yes / No)
   - Ranking for each application with one being the highest, and only one application ranked at one.
   - DGS Recommendation including a statement of the department's matching funds (if applicable) and brief recommendation describing your ranking of each candidate and contextualizing how this conference will advance their career. This will **only be visible to the Awards Committee Reviewers**, not the students. Click "Save" when you have completed the review (this can be edited later).

7. Complete the review form for all submissions in your Unit in the same way.
8. 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.