

Harold W. Rosenthal in International Relations Nominations Portal Guide

Thank you for your support of the Rosenthal Fellowship. We are looking forward to reviewing your nominations.

This document will serve as a guide for uploading nominations to the online portal. In this guide, you will find detailed instructions for each of the following steps:

1. Preparing for nomination submission
2. Creating or accessing your account on the nominations portal
3. Creating a new nomination
 - a. Entering applicant information
 - b. Uploading supporting documents
 - c. Reviewing and editing nominations
4. Nomination portal FAQ's and additional support

Please see the Rosenthal [web page](#) or [FAQs](#) for more detailed information on the fellowship.

Preparing for Nomination Submission

To upload a nomination, you will need to collect the following from each nominee:

1. Completed [application form](#) with nominee contact information, education history, Summer 2023 funding and internship information, and demographic information. This form should be completed by the candidate and returned to the career or placement office.
 - a. Please note: This application form has been updated from previous years. Please only use the Summer 2023 version found at the link above.
2. Resume
3. Signed letter of recommendation on letterhead stationery from a professor or former work supervisor, providing input on the candidate's character and aptitude for future success and focusing specifically on the student's suitability for this fellowship.
4. Available undergraduate and/or graduate academic transcripts (unofficial accepted).
5. Two-page original writing sample on a topic in international affairs (single or double spaced are acceptable).

Once the above information has been collected, one nominating official from each university will access the online nomination portal to submit the nomination.

Creating or Accessing your Account on the Nominations Portal

To upload nominations, you will need to create an account in our online system.

If you nominated students for the Summer 2022 cohort, please use the “login” button in the upper right-hand corner to login to your account. If you do not remember your password, you can prompt a password reset from the system.

You will not be able to use the same email address to create a new account.

If you have not used the nominations portal in previous years, please follow the below steps to create a new account:

1. Navigate to the following link: <https://rpublicservice.force.com/rosenthal/s/>. At this link, you will be prompted to create an account.
2. On the self-registration form, enter the following information:
 - a. First name
 - b. Last name
 - c. Email
 - d. Title
 - e. University
 - f. School or College
3. Click “next” to submit the above information.
4. You will receive an email at the address provided from RosenthalFellowship@ourpublicservice.org welcoming you to the site. Please click the link in the email to finish creating your account.
5. Enter your username (the email you provided to create your account) and follow the instructions on the screen to create a password.
6. Once you have followed all of the steps above, you can log in to your account. You will see the home screen of the “Nominations Portal” pictured below.



Welcome!

Thanks for registering!

Welcome to the Rosenthal Fellowship nomination portal. You may return to this home screen at any point to create, review, or edit your nominations.

To create a new nomination, please click the "New" button below. After entering all nominee application information, click the "Save" button. You will then be taken to the nominee detail page where you can review all nominee information and upload required documents.

Return to this page to create an additional nomination or view a full list of your nominees.

Rosenthal Nominee
My Nominees  

0 items • Sorted by Nominee Full Name • Filtered by My rosenthal nominee • Updated a minute ago

Nominee Full Name  Nominee Preferred Email 

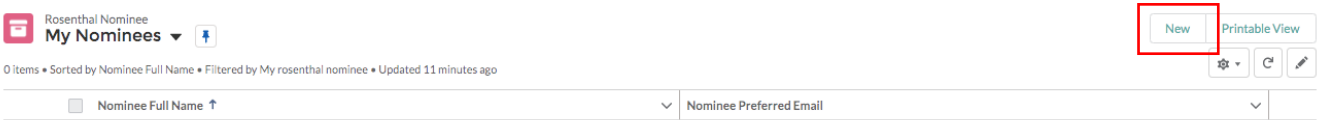
[New](#) [Printable View](#)

Creating a New Nomination

The nomination portal homepage features a list of your nominees. You can return to this list at any time to see your full list of nominees or to create a new submission.

To upload a new nominee, click the “New” button on your homepage.



A new screen, pictured below, will appear to allow you to enter the nominee’s application information.

New Rosenthal Nominee

Nominee Information

* Nominee Full Name

* Nominee Preferred Email

Current Institution

Citizenship

Country or Countries of Citizenship

On this page, you will enter information you collected on the nominee’s [application form](#), listed below:

- Nominee information including name, email address, current university, and citizenship
- Optional demographic information
- Information on Summer 2023 funding and Summer 2023 internship placement, particularly if the nominee has secured their own funding and/or internship
- Information on the student’s interest area within international relations

Once all information has been entered, please click “save.” **Note:** You will be able to edit this information at any time.

Saving your application will take you to the “Nominee Detail Page” to review your application.

Nominee Detail Page

You may use this page to review your full nomination. To edit your nomination, please click the “Edit” button in the upper right hand corner of this page.

To complete your nomination, please upload the following documents by clicking the “Upload Files” button located below. We recommend the below naming conventions for clarity:

- [Resume](#). Recommended naming convention: NomineeLastName_Resume
- [Available undergraduate and/or graduate academic transcripts](#). Recommended naming convention: NomineeLastName_Transcript_NameofInstitution (repeat for each institution)
- [Two-page writing sample](#). Recommended naming convention: NomineeLastName_WritingSample
- [Letter of Recommendation](#). Recommended naming convention: NomineeLastName_Letter of Recommendation

Acceptable file formats include PDF, DOC, XLS, JPG, GIF, JPEG, PNG. If you upload a file and you get an error, try re-saving the file in one of these formats.


You may select and upload multiple files at one time. Once uploaded, you may use the edit icon to the far right of each document to: edit file names, upload a new file version, or delete a document at your discretion.

Once files are uploaded, your nomination is complete and saved. Use the navigation button “☰” in the upper left hand corner to return to your home page to upload a new nomination or to view a complete list of your nominations.

Rosenthal Nominee
My Nominee 1

[+ Follow](#) [Edit](#) [Clone](#) [Printable View](#) ▼

Nominee Preferred Email
nominee@university.edu

 **Notes & Attachments (0)**

[Upload Files](#)

Title	Type	Owner	Last Modified
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▼ **Nominee Information**

Nominee Full Name
My Nominee 1

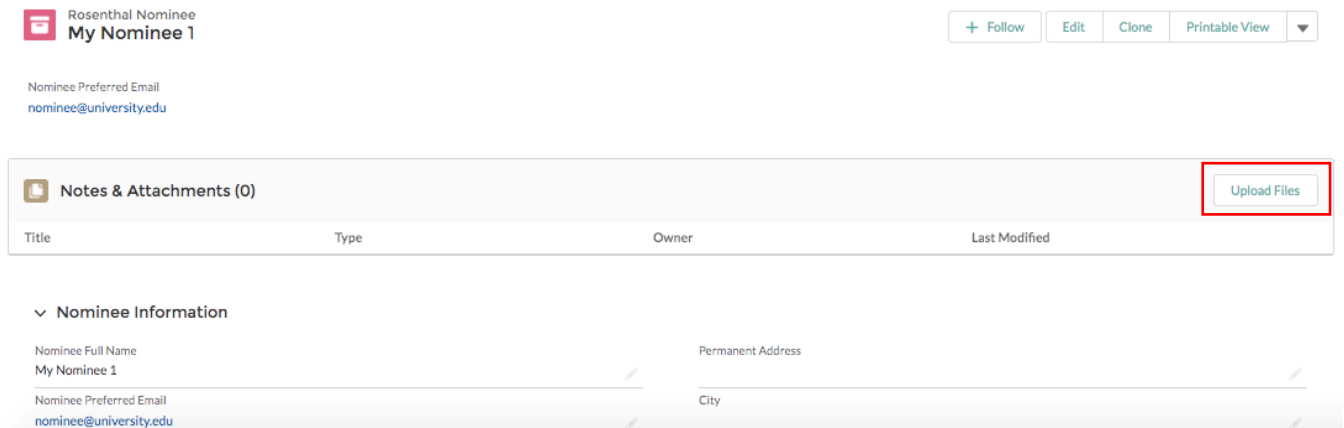
Permanent Address

Nominee Preferred Email
nominee@university.edu

City

Uploading Supporting Documentation

To complete your nomination, please upload the following documents by clicking the "Upload Files" button.



The screenshot shows a nomination detail page for 'Rosenthal Nominee My Nominee 1'. At the top right, there are buttons for '+ Follow', 'Edit', 'Clone', and 'Printable View'. Below this, the 'Nominee Preferred Email' is listed as 'nominee@university.edu'. A section titled 'Notes & Attachments (0)' contains a table with columns for 'Title', 'Type', 'Owner', and 'Last Modified'. A red box highlights the 'Upload Files' button in the top right corner of this section. Below the table, there is a 'Nominee Information' section with fields for 'Nominee Full Name' (My Nominee 1), 'Nominee Preferred Email' (nominee@university.edu), 'Permanent Address', and 'City'.

We recommend the below naming conventions for clarity:

- **Application PDF form from the nominee:** Nominee Last Name _ Application Form
- **Resume:** NomineeLastName_Resume
- **Available undergraduate and/or graduate academic transcripts:** NomineeLastName_Transcript_NameofInstitution (repeat for each institution)
- **Two-page writing sample:** NomineeLastName_WritingSample
- **Letter of Recommendation:** NomineeLastName_Letter of Recommendation

Acceptable file formats include PDF, DOC, XLS, JPG, GIF, JPEG, PNG. If you upload a file and you get an error, try re-saving the file in one of these formats.


Click "Open" to finish uploading documents. Once files have been uploaded, they will appear in the "Notes & Attachments section of the "Nominee Detail Page."


Once files are uploaded, your nomination is complete and saved. There is no additional submit button to save your application.

Reviewing and Editing Nominations

You may use the “Nominee Detail Page” to review and edit your nominations.

To edit your nominee application information, click the “Edit” button located to the right of the nominee’s name.

To edit, delete, rename or reupload a document, click the dropdown icon “” next to the document you wish to edit.

 Rosenthal Nominee
Test

+ Follow

Edit



Clone

Printable View



Notes & Attachments (1)

Upload Files

Title	Type	Created By	Last Modified	
 NomineeLastName_Ap...	File	Leia Washington	10/15/2021 2:18 PM	

[View All](#)

▼ Nominee Information


Nominee Full Name

Test 

Nominee Preferred Email

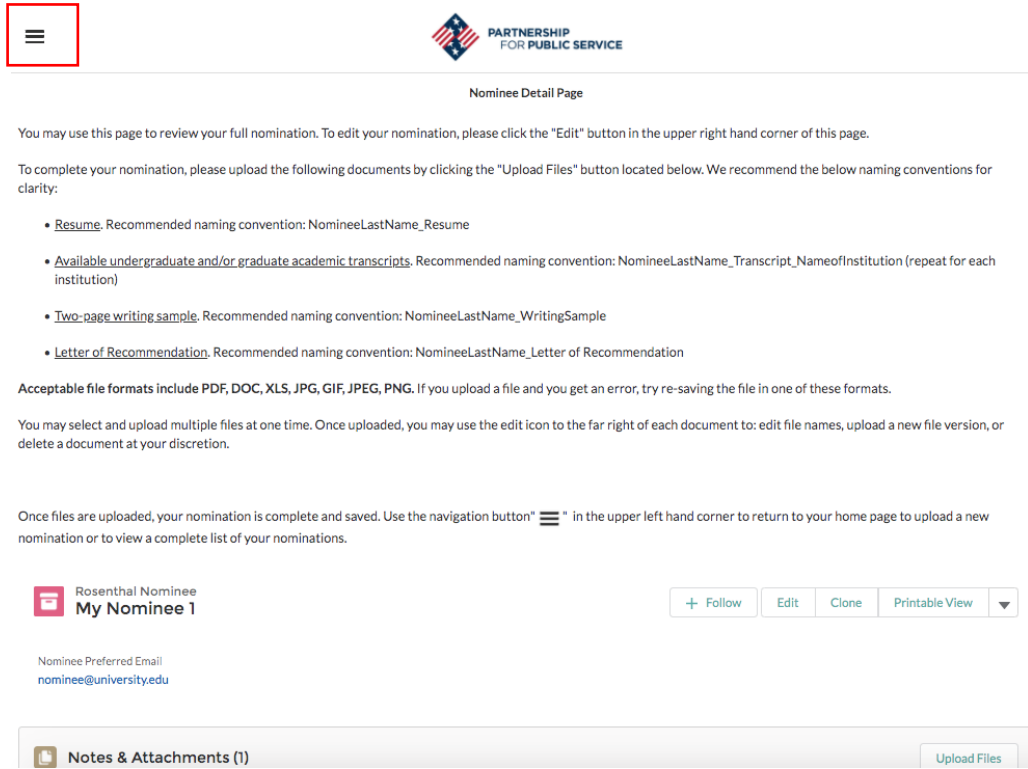
lwashington@ourpublicservice.org 

Current Institution 

Citizenship 

Country or Countries of Citizenship 

When your application is complete, use the navigation button "☰" in the upper left-hand corner to return to your home page. There, you may upload a new nomination or view a complete list of your nominations.



The screenshot shows the "Nominee Detail Page" interface. At the top left, a red box highlights a hamburger menu icon (☰). The page title is "Nominee Detail Page". Below the title, there is instructional text: "You may use this page to review your full nomination. To edit your nomination, please click the 'Edit' button in the upper right hand corner of this page." This is followed by a section for document uploads: "To complete your nomination, please upload the following documents by clicking the 'Upload Files' button located below. We recommend the below naming conventions for clarity:"

- Resume. Recommended naming convention: NomineeLastName_Resume
- Available undergraduate and/or graduate academic transcripts. Recommended naming convention: NomineeLastName_Transcript_NameofInstitution (repeat for each institution)
- Two-page writing sample. Recommended naming convention: NomineeLastName_WritingSample
- Letter of Recommendation. Recommended naming convention: NomineeLastName_Letter of Recommendation

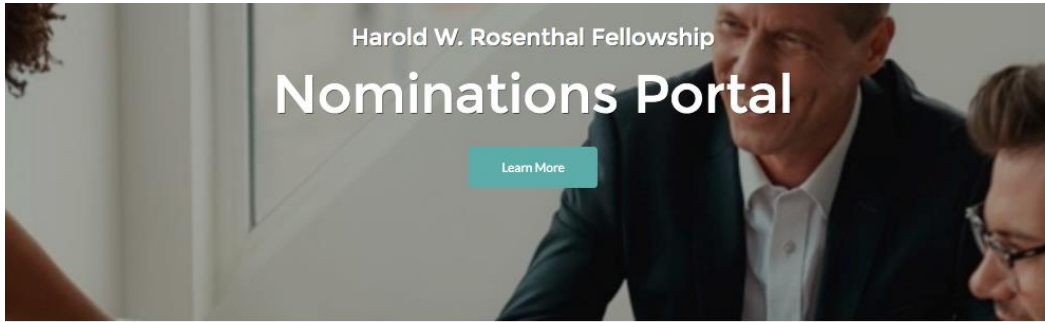
Acceptable file formats include PDF, DOC, XLS, JPG, GIF, JPEG, PNG. If you upload a file and you get an error, try re-saving the file in one of these formats.

You may select and upload multiple files at one time. Once uploaded, you may use the edit icon to the far right of each document to: edit file names, upload a new file version, or delete a document at your discretion.

Once files are uploaded, your nomination is complete and saved. Use the navigation button "☰" in the upper left hand corner to return to your home page to upload a new nomination or to view a complete list of your nominations.

The interface shows a nomination card for "Rosenthal Nominee My Nominee 1". The card includes a "Nominee Preferred Email" field with the address "nominee@university.edu". To the right of the card are buttons for "+ Follow", "Edit", "Clone", and "Printable View" with a dropdown arrow. Below the card is a section titled "Notes & Attachments (1)" with an "Upload Files" button.

Your home page, pictured below, will now show an updated list of all your submitted nominees.



Welcome!

Thanks for registering!

Welcome to the Rosenthal Fellowship nomination portal. You may return to this home screen at any point to create, review, or edit your nominations.

To create a new nomination, please click the "New" button below. After entering all nominee application information, click the "Save" button. You will then be taken to the nominee detail page where you can review all nominee information and upload required documents.

Return to this page to create an additional nomination or view a full list of your nominees.

Rosenthal Nominee
My Nominees ▼

New Printable View

1 item • Sorted by Nominee Full Name • Filtered by My rosenthal nominee • Updated a few seconds ago

<input type="checkbox"/>	Nominee Full Name ↑	Nominee Preferred Email
1	<input type="checkbox"/> My Nominee 1	nominee@university.edu

To create an additional nomination, click the "New" button.

To edit an existing nominee, click the nominee's name from your list of nominees. You will return to the "Nominee Detail Page" and may edit the nomination as outlined in the above "Reviewing and Editing Nominations" section of this document.



Nomination Portal FAQ's and Additional Support

Who should create an account?

One nominating official from each university should create an account to upload all nominations. Students should not create an account on this portal.

If you have created an account in the past, you will not need to create a new account. Use the “forgot password” prompt and enter your university email address to receive a new password to login into the portal.

Who can access my account?

Only users who you share your username and password with will be able to access your account. Account information should not be shared with nominated students.

Can my university have more than one staff member upload nominations?

Only one nominating official from each university should create an account to upload nominations. Account information may be shared with other staff members who are assisting with nomination uploads/review. If you wish to have more than staff member access the nominations portal, please create a password you are comfortable sharing.

Please note: Nominations are only able to be viewed by the account that created the application. If multiple staff members at the same university make separate accounts, they will not be able to view other nominations from their university.

How will I be notified my application has been received?

You will receive an email from RosenthalFellowship@ourpublicservice.org confirming your nomination has been received. You may also view your nomination portal home page; nominations appearing on the “My Nominees” list have been successfully uploaded.

Can I edit nominations after receiving confirmation that they have been received? Should I notify the Rosenthal Fellowship if I edit my nominations?

You may edit nominations until the application deadline on December 2, 2022. If you edit a nomination after you have received confirmation that it has been received but prior to December 2, 2022, you do not need to notify the Rosenthal Fellowship.

On December 2, 2022 the most recent version of each nomination will be considered final. You will receive an email from RosenthalFellowship@ourpublicservice.org announcing the closing of the application portal. If you wish to edit a nomination after this announcement, please contact RosenthalFellowship@ourpublicservice.org.

Additional Support

If you need additional support at any time, please contact RosenthalFellowship@ourpublicservice.org or JReynoso@ourpublicservice.org.