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 your 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 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 nominations.

<table>
<thead>
<tr>
<th>Nominee Id</th>
<th>Nominator</th>
<th>Nominator Id</th>
<th>Nominator Email</th>
<th>Updated</th>
<th>Notes</th>
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**My Nominations**

<table>
<thead>
<tr>
<th>Nominee Full Name</th>
<th>Preferred Email</th>
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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

Cancel  Save & New  Save
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.
Uploading Supporting Documentation
To complete your nomination, please upload the following documents by clicking the "Upload Files" button.

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.
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.

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