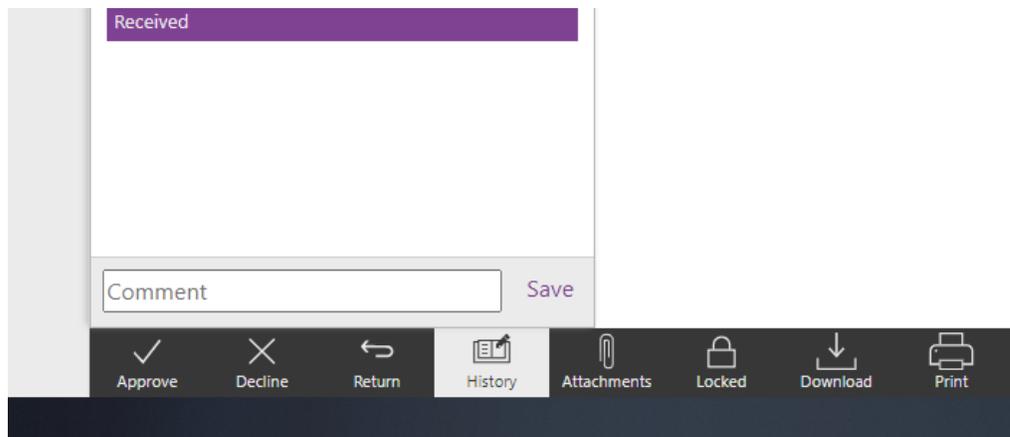


Scholarship Week Application Pointers for Faculty/Staff Mentors

1. Faculty and students may submit applications for a proposed theme/topic and corresponding preferred presentation format (panel, oral, or poster presentation).
2. Every faculty application must include student work or faculty-student collaborations.
3. Every student application requires a faculty/staff mentor. They may list more than one mentor in their application, but only the first listed mentor receives an email to review the eForm application and sign off on it. So if you receive an email to approve an application, it is your responsibility to do so. The mentor should also guide the student through crafting their 300 word maximum proposal abstract describing their work, as these abstracts will be used to evaluate the quality of submissions and later used in promotional materials.
4. Applications are through eForms this year.
5. **How to submit:**
 - a. Navigate to the Student Scholarship Week info site in the [myMU](#) portal.
 - b. Click the **here** link to begin the application.
 - c. The form will load with your name prefilled.
 - d. Select your role from the **I Am A** field.
 - e. Depending on the role chosen, different fields will display.
 - f. If you are a student, you will need to supply at least one Mentor
 - g. Fill in all the fields, then click the **Submit** icon at the bottom of the form.
6. **How to Approve, Decline, Return an application as a mentor:**
 - a. If you are a mentor, you will need to review the application.
 - i. If you determine that the application is acceptable as it is, click the **Approve** icon at the bottom of the form.
 - ii. If you determine that the application might be acceptable with some modification(s):
 - iii. Click the **History** icon at the bottom of the form to add a Comment as to what needs modifying.
 - iv. Then click the **Return** icon at the bottom of the form to return it to the student.
 - v. If you determine that the application is not acceptable and modification(s) won't help, click the **Decline** icon at the bottom of the form.
7. **How to modify an application if returned:**
 - a. You will receive an email from the system advising that your mentor has returned your application with the comments and a link to your application.
 - b. Access your application, read the comments in the **History** icon, and make the requested modifications.
 - c. Click the **Submit** icon.



8. Once an application is approved or not approved, the student will not be able to update their application in the system.
9. Students are allowed to submit as many different applications as they like.
10. You are allowed to be a faculty mentor to as many students as you would like. Faculty can also submit applications on behalf of individual student work or on behalf of your class.
11. Faculty/staff mentors are tasked with ensuring quality work is being presented at Student Scholarship Week. You are encouraged to meet with your student before approving their application if you have not already done so. Faculty/staff mentors are also encouraged to help their student rehearse and prepare their presentations or posters.