

Graduate School On-line Awards System Continuing Fellowship Review Tutorial

Overview for Review Panel and Use of the Optional Scoring Matrix

Questions – contact:

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**Note: We will update these tutorials as we receive feedback on how to improve them.*

Reviewing and Scoring Nominations

Reviewers are asked to assign a relative score (1.0 = best to 5.0 = last) to all the applications within their group to the best of their abilities.

- 1) Log on to the Graduate School On-Line Awards System and, if necessary, select the award from the pull down list provided.

https://utdirect.utexas.edu/ogs/awards/admin/scoring_matrix_form.WBX

- 2) Click the “Review” tab to see the list of nominees.
- 3) The review screen has links to access all nomination materials and provides an optional “scoring matrix” to help you come up with initial “scores” that can be sorted to yield your initial rank order list.

Click the “Name” to access the Nomination Form , Nomination Letter, Letters, Statement and CV. Use the pull down tabs on each metric to rate that element of the nomination by assigning values of 1 (top 20%) to 5 (bottom 20%) to each metric.

- 4) “Save” vs. “Save and Continue”

Use the “save” button to update your work and calculate a “score” from your metric assignments. You can adjust your values to change the scores and thus your rank order. Use “save and continue” to go to a new page where you can see the resulting rank order from those scores and where you can adjust the scores as needed to re-rank and break all ties.

The following slides illustrate the steps involved to complete the review process for the Harrington Recruitment Fellowship Awards.



Awards System



Please select an award from the pulldown menu.

**If necessary,
select "GS
Continuing
Fellowship for
2011 – 2012"**

Select an award

Select an award

Faculty Research Assignment (Comm. A) for 2011 - 2012

Faculty Research Assignment (Comm. B) for 2011 - 2012

Faculty Research Assignment (Comm. C) for 2011 - 2012

Granof Outstanding Graduate Student Award - Spring 2011

GS Comp Sci MCD Fellowship 2011 - 2012

GS Continuing Fellowship for 2011 - 2012

GS Diversity Mentoring Fellowship for 2011 - 2012

GS Diversity Recruitment Fellowship for 2011-2012

GS Excellence in Graduate Research Award - Spring 2011

GS ECE MCD Fellowship 2011 - 2012

GS Harrington Recruitment Fellowship for 2011 - 2012

GS McNair Diversity Recruitment Fellowship 2011-2012

GS Outstanding Dissertation Award - Spring 2011

GS Outstanding Thesis Report Award - Spring 2011

GS South Texas Diversity Recruitment Fellowship for 2011 -2012

GS Special Funds Recruiting Fellowship 2011 - 2012

GS West Texas Diversity Recruitment Fellowship for 2011 -2012

Livingston Outstanding Grad Student Employee - Spring 2011

Summer Research Assignment (Comm. A) for 2011

Summer Research Assignment (Comm. B) for 2011

Summer Research Assignment (Comm. C) for 2011

Big XII Faculty Fellowship Program 2011 - 2012

Dana's test award 2011 - 2012

Editorial Assistantships - 2011

Faculty Travel Grant Program 2010 - 2011

Graduate Dean's Prestigious Fellowship Supplement 2011 - 2012

GS Diversity Mentoring Faculty Award for 2011 - 2012

GS Recruitment Fellowship (Pre-emp) for 2011 - 2012

NEW Student Fellowship 2011 - 2012



Maintain Awards

Review

Funding

Review award candidates – GS Continuing Fellowship for 2011 - 2012

Please rank each nominee in the following categories. A score of 1 means the nominee is in the top 20% for that particular category, a score of 2 means he/she is in the top 40% of nominees, and so on.

The scoring matrix is provided as an optional tool to help you arrive at your initial scores and thus initial rankings. You may change/update the individual metric scores as many times as you wish while on this page. Use the "Save" button throughout the scoring process to save your changes and stay on this page. Once you click "Save and Continue," you will be taken to the next page in the system, where you will again be able to change/adjust the final scores (and through that the rank order). You will be able to return to this page to change the individual metric scores again, but any final scores you entered on the next page will be deleted. When you are completely finished assigning the final scores and thus determining your final rankings, click on "Finalize and Submit" to submit them to the Graduate School.

If you prefer not to use the individual metrics to assist you in coming up with an initial set of scores, you may bypass the matrix screen by clicking "Save and Continue" and going straight to the next page, where you can enter your final scores and rankings for each applicant and "Finalize and Submit" your rankings to the Graduate School.

NOTE: The current system will not allow you to skip any applicants (like not ranking those in your own department). We are working on a fix for this, but at this time we ask that you apply a "neutral" score to any applicant from your own department by assigning him/her the median score or a mid-rank among those in your group. We will take that into account when we have our meeting to discuss the applications and finalize the results.

NOTE: The current system will not allow you to skip any applicants (like not ranking those in your own department). We are working on a fix for this, but at this time we ask that you apply a "neutral" score to any applicant from your own department by assigning him/her the median score or a mid-rank among those in your group. We will take that into account when we have our meeting to discuss the applications and finalize the results.

Award nominees ready to review: 11

Scoring Metrics

Name (EID)	Major (School Major)	UT record / GPA / GREs (20%)	Departmental Ranking (15%)	Clarity / Significance (25%)	Letters of Recommendation (20%)	Journal Publications/Patents (12%)	Conference Presentations (8%)	Notes	Score	Rank Order
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Chemistry (620900)		1	2	1	2	1	1	Add	1.35	
Computer Sciences (627700)		2	1	2						
Mechanical Engineering (665900)		1	1	2	2	1	2	Add	1.40	

Click on the Name for a link to nomination form, etc.

Scoring Metrics (1=top 20% to 5=bottom 20%)

Resulting Score

Accessing the nomination materials and using the scoring matrix.

Pull down menu to assign a score to that metric.

vs.

Save Save and Continue

"Save" – to update page and calculate scores from your matrix assignments.
"Save and Continue" – to go to next, summary page.

[Printable version of this page \(new window\)](#)

GS Continuing Fellowship for 2011 - 2012 Nomination

Current nomination status is: **In review**
(Nomination created by: [redacted])

View of the "Nomination Form", with links to other supporting materials – reach this page by clicking the student's name.

Please verify the following information.

Name:	[redacted]
UT EID:	[redacted]
Email address:	[redacted]
Graduate College/School:	Graduate School
Graduate Major:	Neuroscience
Graduate Adviser:	[redacted]
Graduate GPA:	4.0000
Hours Completed:	57
Incompletes (sum of hours):	0
First Semester Enrolled:	Fall 2007
Candidacy:	Apr 14, 2010
Undergraduate degree received from:	University Of Wisconsin Madison
GRE Scores (quantitative / verbal / total):	740 / 650 / 1390

GPA
SCH
GRES

DOCUMENTS

- [« Nomination form](#)
- [Nomination letter](#)
- [Application questions](#)
- [Reference \[redacted\]](#)
- [Reference \[redacted\]](#)
- [Reference \[redacted\]](#)
- [C.V.](#)
- [Personal statement](#)

Custom Questions

1. Student's research supervisor.
[redacted]
2. Anticipated date of graduation.
Fall 2012

Supporting Documents Requested

Personal and Academic Information

Name:	[Redacted]
UT EID:	[Redacted]
Citizenship:	[Redacted]
Residence:	[Redacted]
Graduate Major :	[Redacted]
Graduate Adviser:	Michael Mark
Classification:	Doctoral

View the “Nomination Form” with “Previous Awards” and other information.

DOCUMENTS

- [Nomination form](#)
- [Nomination letter](#)
- « Application questions
- Reference ([Redacted])
- Reference ([Redacted])
- Reference ([Redacted])
- C.V.
- [Personal statement](#)

Contact Information

Email address:	[Redacted]
Local Address:	[Redacted]
Local City/State/Zip:	[Redacted]
Local Phone Number:	[Redacted]
Permanent Address:	[Redacted]
Permanent City/State/Zip:	[Redacted]
Permanent Phone Number:	[Redacted]

Previous Awards

No previous UT Fellowships listed

List all other honors, awards, fellowships, scholarships, and assistantships received.

Name of Award	Grantor	Year	In recognition of	Award amount (if applicable)	Award received while at UT?
[Redacted]ing	[Redacted] Institute for	2007	two years training grant	\$ [Redacted]	Yes
[Redacted] Award	[Redacted]	2007	academic merit	\$ [Redacted]	Yes

Cell And Molecular Biology (615400)	4	4	3	3	3	3	View	3.35	3.35	6
Astronomy (612900)	4	4	3	3	3	3	View	3.35	3.35	6
Microbiology (607500)	4	3	4	5	3	4	View	3.93	3.93	7
Cell And Molecular Biology (615400)	5	4	4	5	4	3	View	4.32	4.32	8

Summary of Initial Scores from the matrix values selected.

Calculated scores: Note the initial tie!

Score Resulting Rank*
Tie

On this screen you can review your scores and the resulting Rank Order, then adjust the Final Score as needed to break ties and arrive at your final Rank Order. When finished -

Finalize and Submit

*Note: Click "Save" to see new Rank Order resulting from changing scores.

Save Finalize and Submit

You may return to update the scoring matrix, but any score changes you have made here will be erased. They will be replaced with the original calculated matrix scores or zero if the matrix scores were incomplete.

Return to Scoring Matrix

Click here if you want to return to scoring matrix on previous page to adjust values assigned to metrics. Note: you will lose any changes made on this page.

Astronomy	4	4	3	3	3	3	View	3.35	3.35	6
David (612900)										
Cell And Molecular Biology	4	4	3	3	3	3	View	3.35	3.4	7
(615400)										
Microbiology	4	3	4	5	3	4	View	3.93	3.93	8
(667500)										
Cell And Molecular Biology	5	4	4	5	4	3	View	4.32	4.32	9
(615400)										

Adjusting scores to break ties in rank order (e.g. 3.35 → 3.40).

Tie broken – order reversed

Calculated score
Final Score
Resulting Rank*

Example of over-riding the score calculated from matrix to break a tie – and the new rank order that results from change.

On this screen you can review your scores and the resulting Rank Order, then adjust the Final Score as needed to break ties and arrive at your final Rank Order. When finished -

Finalize and Submit

*Note: Click “Save” to see new Rank Order resulting from changing scores.

Save Finalize and Submit

You may return to update the scoring matrix, but any score changes you have made here will be erased. They will be replaced with the original calculated matrix scores or zero if the matrix scores were incomplete.

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