

FELLOWSHIP NOMINATIONS 2023

Closing date: 19 June 2023

General notes about accessing and using forms in the Fellows Area

Here is an outline of the steps involved in the online nomination process:

1. Nominator completes and submits **online nomination form** (including CV and candidate declaration upload)
 - The same form is used for all three types of Fellowship (in the case of Honorary Fellows, the Candidate Declaration is not required)
 - The same form is used for brand new nominations and nomination updates. However, nominators of continuing candidates will be emailed a personalised form link which will automatically fill with some of the candidate's details. Please do NOT use the below form link for new nominations.
2. Once the nomination (or update) form is submitted, **automated emails will be sent to the two assessors** with a link to complete their respective assessor form.
3. Two assessors (RSE Fellows) complete and submit **assessor forms**.
 - In the case of nomination updates, if assessors do not update their form, the committee will receive the version previously submitted.
4. Fellowship team will **email nominator to confirm the nomination is complete** and will be submitted for review in the Autumn.

A note about emails

Please do not share any personalised emails relating to online forms, (including with assistants or administrators). The personalised form links are tied to the individual recipient email address. If another person tried to use this link it will not work. If you require an assistant or administrator to complete a form on your behalf, please inform the Fellowship team.

Please check any junk/spam or "Other inbox" folders for the automated system emails which should come from the address "Sarah Quinn squinn@therse.org.uk"

To access any of the nomination or assessor forms you should please follow the below process:

1. Follow the appropriate form link:
 - Nomination form [new nominations only]: <https://crm.therse.org.uk/ssp/awards/forms/fellowship-nomination-form-2023>
 - Nomination form [year 2 or 3]: Proposers will receive an email with a direct link
 - Assessor form [all years]: Assessors will receive an email with a direct link once the nomination form is submitted
2. Enter your Fellows area login details to gain access to the desired form.

Saving draft nomination forms (for **brand new nominations** only)

The online system allows users to save a nomination form as a draft and return to complete this at a later date (unfortunately this feature is not available for assessor forms, due to a technical issue).

Proposers for continuing candidates in years 2 or 3 should not save a draft of their nomination update as this causes major glitches in the system. A word version of the form which can be worked on offline before pasting text into the online form is [available here](#).

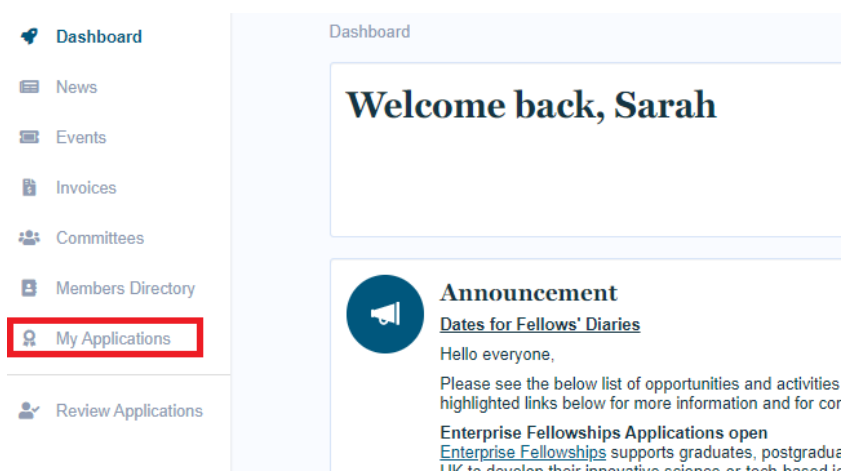
Please note - the **system only allows Fellows to work on one nomination form at a time**. Unfortunately it is not possible to work on multiple nomination forms concurrently.

Please use this button at the bottom of a form to save your progress:

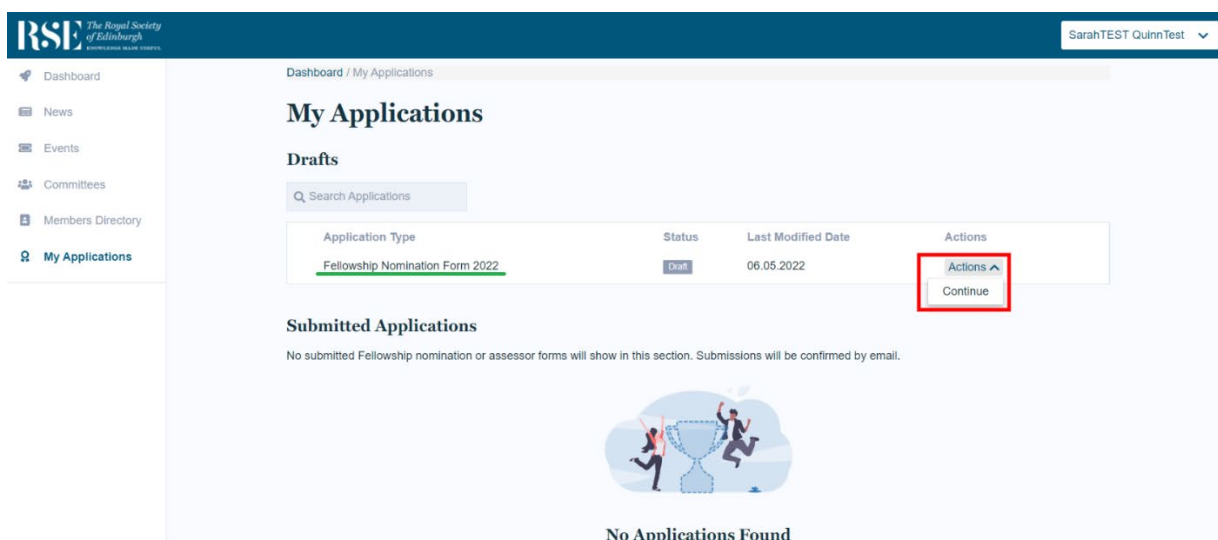
Save Draft

Accessing a saved nomination form in progress

1. Log into the Fellows Area: <https://crm.therse.org.uk/user/login>
2. You will be directed to your personal dashboard. Click the “My Applications” tab on the left side:



- Once in the “My Applications” tab, to access and continue completing a form, click “Actions” then “Continue” on the right side of the relevant form as shown below. Nomination forms will show as “Fellowship Nomination Form 2023”



Please note: It is not currently possible to save a draft assessor form to complete at a later date. However, a word version of the form which can be worked on offline before pasting text into the online form is [available here](#).

Please note that **submitted nominations and assessor forms will not show in the “Submitted Applications” section** this year. You will receive email confirmation from the RSE that your form has been successfully submitted.