ARHU Graduate Student Travel Awards 2012-2013
Instructions for Graduate Directors

1. After the students have applied using https://apply.arhu.umd.edu, login to the same site using your Directory ID and password
2. If you do not see the following screen, please inform us using this form: https://apply.arhu.umd.edu/contact
3. Click on “ARHU Graduate Student Travel Awards 2012-2013

4. This is a list of all the submissions from students you are allowed to see. If you are not seeing students from units you should be reviewing, or if you don’t see specific submissions that you know should be there, please contact us using https://apply.arhu.umd.edu/contact
5. Click on each student individually to examine their submission:

6. Click on the “Review” tab (circled above)
7. For each student, you will need to provide a “Recommendation” (Yes / No), a statement of the department’s matching funds and a brief reason for recommending this candidate. You will also need to contextualize the conference for their stage of career. Optionally, you can also provide a rating for the candidate. In the “Comment” section, the first line needs to be in the form Matching Funds: $X. Any other information that you would like to provide (including the aforementioned) can be included within this comment section. This will only be visible to select Faculty and Staff within ARHU, not the students. Click “Save” when you have completed the review (this can be edited later).
8. Complete the review form for all submissions in the same way.

9. When examining all of your reviews, the submissions that you have commented on will display with a star next to them (All of the submissions on this page should have a star) By clicking on “Show/Hide All Comments” or “Show/Hide First Line” you can examine all of your comments at once.