

# **WDTS Application & Review System (WARS)**

## **Mentor Manual**

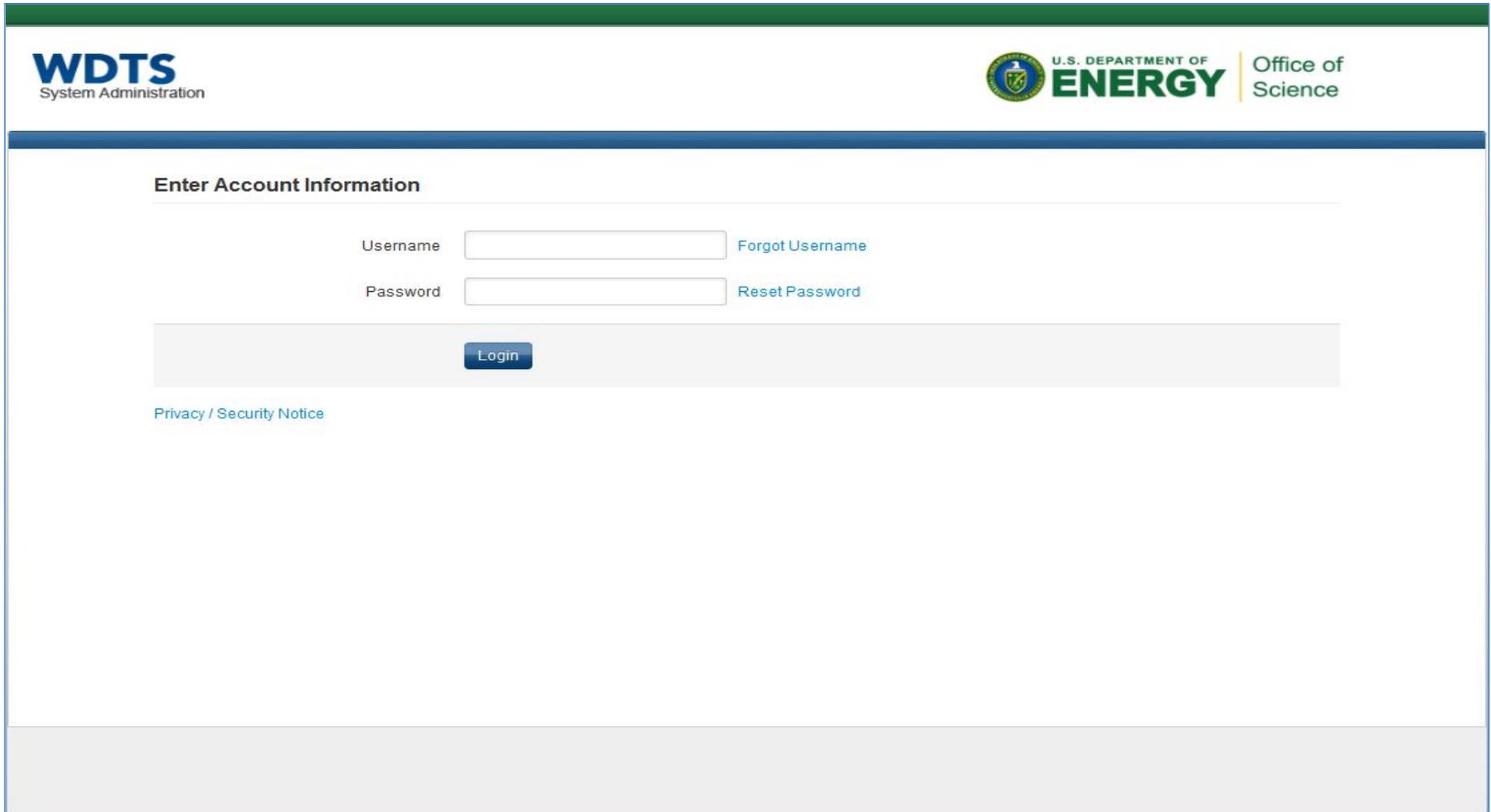
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## Logging into the WDTS Mentor Portal

To access the WDTS Mentor Portal, you must first have an account created by the ORISE staff. Once your account is created, you will receive an email telling you an account has been created for you in the WDTS portal and give instructions on how to change your password so you may login to the system. Supported browsers/OS for the portal are Internet Explorer 7.0 & up for PC (Windows), Firefox for PC (Windows), Chrome for PC (Windows) and Safari OSX.

The URL for the system is <https://www3.ornl.gov/wdts>. This is the login screen where you will enter your username and password to access the Mentor Portal. Note the Forgot Username and Reset Password links which may be used at any time to recover forgotten usernames or reset forgotten passwords.



**WDTS**  
System Administration

U.S. DEPARTMENT OF  
**ENERGY** | Office of  
Science

### Enter Account Information

Username  [Forgot Username](#)

Password  [Reset Password](#)

[Login](#)

[Privacy / Security Notice](#)

After successfully logging in, you will land on the Mentor Dashboard page containing your profile:

**WDTS**  
System Administration

U.S. DEPARTMENT OF **ENERGY** | Office of Science

Profile | CCI - Summer 2013 | SULI - Summer 2013

## Gabrielle Deaver, Mentor, BNL

**MENTOR INFORMATION**

- Your Profile
- Your Projects/Proposals

### Your Profile

First Name:

Middle Name:  Optional

Last Name:

Email Address:

Host Laboratory:  ▼

Title:

Laboratory Division or Department:

DOE WDTS Program Interest

- CCI Summer 2013 (3 CCI projects have been entered)
- SULI Summer 2013 (0 SULI projects have been entered)

## **MENTOR PROFILE**

The first thing a mentor should do is complete their profile. The profile is pre-populated with their name and laboratory. Mentors are required to enter a title and laboratory division/department. Program interests should also be declared here. Program interests are those programs the mentor is interested in participating for this term. Upon selecting program interests, the mentor also gains access to those program dashboards. It is also important that the mentor indicate their program interests prior to adding projects.

Projects are to be added for each program the mentor is interested in. If the mentor attempts to add a project prior to indicating a program interest, the dropdowns on the project page will not get populated and the mentor will not be able to successfully save the project. The program interest drives the term and research area dropdowns on the project screen. (see screenshot on page 7)

By entering the project information as part of the mentor profile, mentors will quickly be able to select their preferred applicants without having to retype the project information. The projects are only good for the current term. Each new term, the mentor will need to re-select their program interests and enter projects for those programs.

The first time the project screen is accessed, it will give instructions showing the data needed to complete the project entry in case the mentor needs time to gather it. (see screenshot on page 6) (Also notice on page 6 the program navigation tabs across the top for CCI, SULI and VFP Faculty. These are the tabs to access the program dashboards. This is given to the mentor when they check their program interests on their profile.)

## Project/Proposal Instructions

### MENTOR INFORMATION



[Your Profile](#)



[Your Projects/Proposals](#)

### Instructions

Now that you have declared your WDTS Program Interests for this term, please add all of your projects/proposals for each program. These projects/proposals will show in your applicant selection screen so that you may assign an applicant as a potential candidate for the specified project/proposal.

### What You'll Need

- Project/Proposal Title
- Project/Proposal Abstract
- Research Area best aligned with proposed project/proposal
- Funding source for project/proposal

[Add Project/Proposal](#)

Once the mentor is ready to enter their project information, the add project button will bring up the following screen:

Logout

## Add Project/Proposal

### MENTOR INFORMATION

 [Your Profile](#)

 [Your Projects/Proposals](#)

### Project/Proposal Information

Program/Term

Project/Proposal Title

 Maximum of 200 characters

Project/Proposal Short Name

 Maximum of 30 characters

Project/Proposal Abstract

Source **B** *I* U  $x_2$   $x^2$                                    

## **Add Project/Proposal Features**

### Program/Term

Select which program this project is for. This will be a list of the program interests selected on the mentor profile.

### Project/Proposal Title

This is the full title of the project – this has a 200 character maximum.

### Project/Proposal Short Name

This is a shorter title that will be used on the selection screen to select applicants for a particular project. This has a 30 character limit.

### Project/Proposal Abstract

There is no character or word limit on the abstract but a minimum of 5-7 sentences is suggested. For VFP, the co-principal investigator should copy/paste the abstract from the proposal submitted with the faculty application.

### Research/Technical Project Area

These are the research/technical project areas associated with the lab for SULI/CCI. VFP uses the master list of research areas.

### Funding Source

This specifies who provides the project funding (i.e. all DOE, SC Office, other Federal agencies and 'other' options).

Once projects have been added, they will show in a project list screen where they may be edited or deleted. Mentors may add projects (and also select program interests) any time during the review period. They may delete projects up until the review period opens; however, once the review opens, projects can be added or edited but not deleted. (NOTE: in the screenshot below the review is open so the delete button is hidden; had the review not opened yet, there would be a delete button next to the edit button.)

Logout





Profile
CCI - Summer 2013
SULI - Summer 2013
VFP Faculty - Summer 2013
VFP Student - Summer 2013

## Manage Your Projects/Proposals

MENTOR INFORMATION

 [Your Profile](#)

 [Your Projects/Proposals](#)

### Your Projects/Proposals

Add Project/Proposal

Project/Proposal Short Name	Program	Term	Research/Technical Project Area	Actions
Bioinformatics Htkpa	CCI	Summer 2013	Bioinformatics	<span style="background-color: #f0f0f0; padding: 2px 5px; border: 1px solid #ccc;">Edit</span>
Large-scale Instrumentation/Fa	SULI	Summer 2013	Large-scale Instrumentation/Facilities	<span style="background-color: #f0f0f0; padding: 2px 5px; border: 1px solid #ccc;">Edit</span>
Accelerator Engineering and Te	VFP Faculty	Summer 2013	Accelerator Engineering and Technology	<span style="background-color: #f0f0f0; padding: 2px 5px; border: 1px solid #ccc;">Edit</span>
Decision and Information Scien	VFP Student	Summer 2013	Decision and Information Sciences	<span style="background-color: #f0f0f0; padding: 2px 5px; border: 1px solid #ccc;">Edit</span>

Once a review has ended, the mentors will no longer have access to this project screen. The projects will turn historical. This screen is not yet developed but there will be a read-only view of projects by term which not only lists the project details but also the applicant selected/accepted to work on the project.

## **APPLICATION ASSIGNMENT**

Once the mentor selects their program interests and gains access to the program dashboards, they can continue with the review process. Following the Eligibility/Compliance review, eligible and compliant applications will be available for assignment. The assignments may be made until the review period is over (both round 1 and 2). For SULI/CCI, there are two methods of application assignment:

- 1) LED Assigns – the LED manually assigns each application to a mentor they choose
- 2) Mentor Fishing – mentors will ‘fish’ for their own applications to review

The application assignment method is set by the program administrators in the WDTS admin portal. This needs to be set before the assignment process begins and it should not change throughout the program term. One method is used for the entire duration of the review/selection process – a hybrid approach using both methods is not possible.

VFP applications will by default always use the LED Assigns method. VFP Student applications will follow the associated faculty application so no assignment is needed for the students. During the review, student applications will automatically be associated with their faculty applicants.

The application assignment screen (Assign Applications for Review) will appear on the mentor’s program dashboard for those labs using the Mentor Fishing method once the eligibility/compliance review is finalized. For those labs using the LED Assigns method, the mentor will not see this item on their program dashboard.

### **CCI and SULI Application Assignments (Mentor Fishing method)**

The following screenshot is for the CCI program but the SULI screen is very similar.

## CCI Assign Applications for Selection

<p><b>Lab Choices</b></p> <p><input type="radio"/> All Lab Choices</p> <p><input type="radio"/> First Lab Choice</p> <p><input checked="" type="radio"/> Second Lab Choice</p>	<p><b>Academic Status</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>First-Year Community College Student Second-Year Community College Student Third-Year Community College Student or beyond</p> </div> <p><input type="button" value="Clear"/></p> <p>Select multiple items by Shift-clicking for contiguous items, or by Control-clicking for discontinuous items.</p>	<p><b>Major</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Biological Sciences - Agriculture Biological Sciences - Biological Biochemistry Biological Sciences - Biology Biological Sciences - Biophysics</p> </div> <p><input type="button" value="Clear"/></p> <p>Select multiple items by Shift-clicking for contiguous items, or by Control-clicking for discontinuous items.</p>
--	--	---

Show  entries Search:

Showing 1 to 10 of 17 entries First Previous 1 2 Next Last

Applicant	Prior Internship	Technical Project Area 1	Technical Project Area 2	Technical Project Area 3	Offer Status	
<a href="#">Aleksandra Complete DeBoer</a> Third-Year Community College Student or beyond Engineering - Computer		Accelerator Engineering and Technology	Engineering Technology - Materials	Engineering Technology - Computer	Available	<input type="button" value="Assign to me"/>
<a href="#">Alison Complete Nash</a> First-Year Community College Student Physical Sciences - Oceanography		Energy Technology - Transportation	Energy Technology - Buildings	Engineering Technology - Computer	Available	Assigned
<a href="#">Erin Complete Radion</a> Third-Year Community College Student or beyond Engineering - Chemical		Engineering Technology - Materials	Engineering Technology - Civil	Energy Technology - Fossil	Available	Assigned
<a href="#">Jeena Complete Pipes</a> First-Year Community College Student Engineering - Electrical	FaST at FNAL - 2011	Chemical Analysis and Instrumentation	Energy Technology - Transportation	Engineering Technology - Biological (nonmedical)	Available	<input type="button" value="Assign to me"/>
<a href="#">Julissa Complete Bayya</a> Third-Year Community College Student or beyond Physical Sciences - Chemistry	FaST at INL - 2010	Engineering Technology - Computer	Energy Technology - Wind	Energy Technology - Fossil	Available	<input type="button" value="Assign to me"/>
<a href="#">Julius Complete Loechli</a> Third-Year Community College Student or beyond	Other at INL - 2010	Chemical Technology	Engineering Technology - Environmental	Engineering Technology - Civil	Available	<input type="button" value="Assign to me"/>

## **Features of the Assign Applications for Selection screen (using the Mentor Fishing method):**

### Filters

- 1) Academic Status
- 2) Major
- 3) Lab Choices

Filters are multi-selectable and can be used separately or together to pre-sort by academic status or major of the applicants. The Lab Choices for the first review will be set to 1<sup>st</sup> choice and no other options will be available. Once the second round opens, this filter will be defaulted to 2<sup>nd</sup> choice; however, you may select to go back and look at just the 1<sup>st</sup> choice applicants again or select All to view all 1<sup>st</sup> and 2<sup>nd</sup> choice applications. In addition to the filters, each column is sortable by clicking the column heading.

### Applicant Application

The entire application for the applicant including transcripts and recommendations is viewable in one pdf by clicking on the applicant name.

### Technical Project/Research Areas

Applicants 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> interest areas are shown.

### Offer Status

Shows that applicant is available for review – no other offers have been extended to the applicant. (If offer has been extended to applicant by someone else, the applicant will not appear in this view.)

### Assign to Me

Clicking the 'Assign to Me' button assigns the application to you. The application will now be available to you in the selection screen for further review/consideration.

**NOTE:** If a fishing mentor marks an applicant as a COI, the COI applicant will no longer be assigned to the mentor for review and also drops out of the mentor's assignment pool.

## **APPLICATIONS FOR SELECTION**

Once the mentors have fished for their applications or the LED has assigned the mentor applications and **the review period opens**, the mentor will gain access to the 'Applications for Selection' link on the program dashboard. If the Mentor has not entered any projects, then the dashboard menu will indicate to the Mentor that a project needs to be added prior to gaining access to the Selection screen.

Mentors are responsible for reviewing all applicants in their selection page. If the mentor fished for their own applications, the mentor may un-assign an application so he/she does not have to make a decision on it. If the LED assigned the application to the mentor, then the mentor has no choice but to make a decision on the applicant as there is no un-assign action. (Mentors can decline the applicant but a decision must be made.)

The selection screen looks the same whether the mentor fished or was assigned the applications. This Selection page is the tool for mentors to indicate whether or not they are interested in having the LED extend an offer to an applicant. The SULI/CCI selection screens are very similar. The VFP differs slightly.

## Applicant Selection for SULI Mentors

### Applicant Lists

Show Instructions

Applicants Under Review | Bookmarked Applicants | Top Five Applicants

All Applicants  Applicants Awaiting Decision

All Lab Choices

Showing 1 to 10 of 20 entries

Show 10 entries

First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
<a href="#">Bibendum Ligula</a>	No	4	    
<a href="#">Bibendum Ullamcorper</a>	No	15	    
<a href="#">Condimentum Dolor</a>	No	4	    
<a href="#">Consectetur Cras</a>	No	5	    
<a href="#">Consectetur Fermentum</a>	No	5	    
<a href="#">Elit Sollicitudin</a>	No	9	Other Offer Pending
<a href="#">Elit Tortor</a>	No	5	    
<a href="#">Fringilla Malesuada</a>	No	3	Other Offer Accepted
<a href="#">Mattis Venenatis</a>	Yes	6	    
<a href="#">Omare Ullamcorper</a>	No	3	    

Showing 1 to 10 of 20 entries

Show 10 entries

First Previous 1 2 Next Last

### Applicant Decisions

#### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

#### Icon Legend

-  Preview Applicant Information
-  Add to Bookmarked Applicants
-  Remove from Bookmarked Applicants
-  Add to Top Five
-  Remove from Top Five
-  Make Decision
-  Edit Decision
-  Unassign from Me
-  Drag to Reorder
-  Offer Made by Other Interested Mentor

## Features of the Applicant Selection Screen for SULI/CCI

### Show Instructions

Instructions to guide mentors through using the selection page; instructions can be shown or hidden at any time.

### Filters

- 1) All Applicants – shows all applicants assigned to the mentor for review
- 2) Applicants awaiting decision – shows all applicants that mentor has not yet made a decision on
- 3) Lab Choices - The Lab Choices for the first review will be set to 1<sup>st</sup> choice and no other options will be available. Once the second review opens, this filter will be defaulted to 2<sup>nd</sup> choice; however, you may select to go back and look at just the 1<sup>st</sup> choice applicants again or select 'All' to view all 1<sup>st</sup> and 2<sup>nd</sup> choice applications. In addition to the filters, each column is sortable by clicking the column heading.

### Preview Applicant Information

The eyeball icon in front of the applicant name contains the research/technical project areas the applicant is interested in.

### Applicant Application

The entire application for the applicant including transcripts and recommendations is viewable in one pdf by clicking on the applicant name.

### LED Extend Offer?

This indicates whether or not the mentor would like the LED to extend an offer to this applicant. (Just because the mentor answers yes, does not mean that applicant will get an offer. The LED is the one who extends the offer to the applicant, not the mentor.)

### Other Interest

Shows the number of other mentors who are reviewing this applicant. If another mentor had an offer extended to the applicant, then their name will have an orange dot following it. If the mentor is from another lab, then the LED for that lab will show in the list instead followed by the lab acronym.

### Actions

Mentors have several actions they can take on an applicant.

- 1)   Make/Edit a decision –
  - a. Determine COI
    - i. Mentors must declare if a conflict of interest (COI) exists for an applicant prior to making a decision on that applicant. (see page 17)

- ii. If the mentor answers yes to the COI, then the applicant is removed from their selection pool. There is no un-doing a yes answer.
  - iii. If the mentor answers no to the COI, but later discovers there is a COI, the mentor can go back and edit their answer to yes, there is a COI.
  - b. Determine if mentor wants to have the LED extend an offer to the applicant and complete additional information (see pages 18 & 19)
- 2) ✖ Un-assign an applicant from themselves if they 'fished' for the application
  - 3) 📌 Mentors can add/remove applicants to bookmarks to help narrow down their search for the right applicant – icons are grey until the applicant is marked as a bookmark and then it becomes color (see page 20)
  - 4) ⭐ Mentors can add/remove an applicant to their Top 5 list for a project – icons are grey until applicant is marked as Top 5 and then it becomes color (see page 21)

### Other Offer Pending/My Offer Pending

The action buttons get replaced with an offer status when the applicant has received an offer. If the offer was extended because I wanted the applicant, then the wording reads 'My offer pending' but if someone other than me has had an offer extended to the applicant than the wording reads 'Other offer pending'. Whenever another offer has been extended to an applicant in the mentor's selection pool, the action buttons will all disappear and the mentor cannot take any action on the applicant. Applicants are made one and only one offer so once an offer is extended, the applicant will not receive another.

### Finalize Selections

For SULI/CCI, each review must be finalized. During review 1, the mentor must make a decision on every applicant in their pool and click the 'Finalize Selections' button when they are done. The Finalize Selections will then move any applicants from the Top 5 list to the LED Offer screen so the LED can start extending offers. During review 2, the mentors will still be able to see the applicants they made decisions on in review 1 but will also get all 2<sup>nd</sup> choice applicants to review. If a mentor decides to go back and edit the decision on a review 1 applicant, they are free to do so. At the end of review 2, the mentor needs to 'Finalize Selections' again so that any changes to their Top 5 lists get sent to the LED.

For VFP, there is only one Finalize Selections button that will be clicked after the Mentor is done reviewing their applicants; once clicked, this button sends all of the 'Yes' decisions to the LED so the LED may extend offers.

# CONFLICT OF INTEREST

## Applicant Selection for SULI Mentors

### Applicant Lists

Show Instructions

Applicants Under Review | Bookmarked Applicants | Top Five Applicants

All Applicants | Applicants Awaiting Decision

All Lab Choices

Showing 1 to 10 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Bibendum Ligula	No	4	
Bibendum Ullamcorper	No	15	
Condimentum Dolor	No	4	
Consectetur Cras	No	5	
Consectetur Fermentum	No	5	
Elit Sollicitudin	No	9	Other Offer Pending
Elit Tortor	No	5	
Fringilla Malesuada	No	3	Other Offer Accepted
Mattis Venenatis	Yes	6	
Omare Ullamcorper	No	3	

Showing 1 to 10 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

### Applicant Decisions

#### Conflict of Interest for {Student Name}

##### Conflict of Interest

The Department of Energy has a policy that individuals with a conflict of interest cannot participate in the review of an application (whether research, fellowship, or internship application). You may not participate in the review of any application involving a particular matter that would have a direct and predictable effect on any person, company or organization with which you have a relationship, financial or otherwise, or involving a particular matter that you believe would cause a reasonable person with knowledge of the relevant facts to question your impartiality.

As a potential principal investigator or mentor at a DOE host laboratory, you have a conflict of interest with an applicant with whom you have a known family or marriage relationship to. You also have a conflict of interest with an application with whom you have financial relationship with.

Prior to beginning your review of this application, please quickly scan the application and indicate whether you have a conflict of interest.

Is there a conflict of interest present with this application?

Yes  No

#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**NO OFFER DECISION** – if the mentor does not want the LED to extend the applicant an offer, a no decision is made and a declination statement must be selected or written. Mentors may edit this decision until the finalization of their round 2 selections for SULI/CCI. For VFP, co-principal investigator’s may edit decisions until the finalization of selections.

System Administration
SULI Program
CCI Program
VFP Faculty Program
VFP Student Program

## Applicant Selection for SULI Mentors

### Applicant Lists

Show Instructions

📁 Applicants Under Review
🔖 Bookmarked Applicants
🏆 Top Five Applicants

All Applicants
  Applicants Awaiting Decision
 All Lab Choices

Showing 1 to 10 of 20 entries
Show 10 entries
First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
<a href="#">Bibendum Ligula</a>	No	4	
<a href="#">Bibendum Ullamcorper</a>	No	15	
<a href="#">Condimentum Dolor</a>	No	4	
<a href="#">Consectetur Cras</a>	No	5	
<a href="#">Consectetur Fermentum</a>	No	5	
<a href="#">Elit Sollicitudin</a>	No	9	Other Offer Pending
<a href="#">Elit Tortor</a>	No	5	
<a href="#">Fringilla Malesuada</a>	No	3	Other Offer Accepted
<a href="#">Mattis Venenatis</a>	Yes	6	
<a href="#">Omare Ullamcorper</a>	No	3	

Showing 1 to 10 of 20 entries
Show 10 entries
First Previous 1 2 Next Last

### Applicant Decisions

#### Make Your Decision for {Student Name}

[« Back](#)

Would you like the LED to extend an offer to this applicant?

Yes
  No

**Non-select Decision:** I have reviewed the applicant's materials and have decided to not select the applicant for an offer for the following reason:

- There are no (additional) placement opportunities in my laboratory group for this term.
- The applicant does not have the skill set or experience necessary to conduct the planned research project.
- Other applicants are better qualified for the planned research project.
- Other

Please provide your justification.

[Character limit 400]

Save
Cancel

**YES OFFER DECISION** – if the mentor would like the LED to extend an offer to the applicant, a yes decision is made and the mentor enters a selection statement. Next, the mentor assigns the applicant to a project. If the mentor only has one project, by default the applicant is assigned to it; however, if the mentor has multiple projects, the mentor must check the checkbox next to the project they are considering the applicant for. The project information is pulled in from the mentor’s profile; if the mentor needs to edit or add a project, the mentor must go back to their profile and add/edit the projects there.

## Applicant Selection for SULI Mentors

### Applicant Lists

Show Instructions

Applicants Under Review | Bookmarked Applicants | Top Five Applicants

All Applicants | Applicants Awaiting Decision

All Lab Choices

Showing 1 to 10 of 20 entries

Show 10 entries

First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Bibendum Ligula	No	4	[View] [Star] [Comment] [Close]
Bibendum Ullamcorper	No	15	[View] [Star] [Comment] [Close]
Condimentum Dolor	No	4	[View] [Star] [Comment] [Close]
Consectetur Cras	No	5	[View] [Star] [Comment] [Close]
Consectetur Fermentum	No	5	[View] [Star] [Comment] [Close]
Elit Sollicitudin	No	9	Other Offer Pending
Elit Tortor	No	5	[View] [Star] [Comment] [Close]
Fringilla Malesuada	No	3	Other Offer Accepted
Mattis Venenatis	Yes	6	[View] [Star] [Comment] [Close]
Omare Ullamcorper	No	3	[View] [Star] [Comment] [Close]

Showing 1 to 10 of 20 entries

Show 10 entries

First Previous 1 2 Next Last

### Applicant Decisions

#### Make Your Decision for {Student Name}

« Back

Would you like the LED to extend an offer to this applicant?

Yes  No

**Selection Statement (confidential):** Please briefly describe why you have selected this applicant for an offer (e.g. why this individual is the best fit, most qualified) and what is the planned role for them within the project.

[Character limit 400]

#### Project Title

[My project isn't listed here.](#)

#### Project Abstract

Nullam quis risus eget urna mollis ornare vel eu leo. Curabitur blandit tempus porttitor. Sed posuere consectetur est at lobortis. Donec id elit non mi porta gravida at eget metus.

**Which of the following Research Areas is best aligned with this proposed project?**

Donec id elit non mi porta gravida at eget metus.

**What organization provides the primary funding for the core research project?**

Maecenas sed diam eget risus varius blandit sit amet non magna.

**Which the following DOE Office of Science research areas is best aligned with the core research project?**

ASCR

Save Cancel

**BOOKMARKED APPLICANTS** – mentors can bookmark applicants, if they wish, to help identify and narrow the list of qualified applicants. Navigation is displayed in a tab format across the top of the applicant screen. The Bookmarked Applicants tab will contain only those applicants the mentor has bookmarked. Mentors can un-bookmark an applicant at any time. Applicants do not have to have a decision made to be bookmarked. Bookmarking is simply a helpful tool in narrowing candidates. (bookmarks are not relevant to VFP)

## Applicant Selection for SULI Mentors

### Applicant Lists

Show Instructions

Applicants Under Review | Bookmarked Applicants | Top Five Applicants

Showing 1 to 10 of 20 entries      Show 10 entries      First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Adipiscing Fringilla	Yes	4	
Aenean Tristique	No	3	My Offer Accepted
Amet Euismod	No	9	My Offer Pending
Consectetur Lorem	Yes	7	
Cursus Nullam	No	4	
Etiam Condimentum	Yes	4	
Inceptos Nullam	No	6	
Lorem Pharetra	Yes	15	Other Offer Pending
Lorem Purus	No	10	
Mattis Risus	Yes	15	

Showing 1 to 10 of 20 entries      Show 10 entries      First Previous 1 2 Next Last

### Applicant Decisions

#### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**TOP 5 APPLICANTS** – mentors will use the Top 5 feature to select the final candidate for their project(s). The LED will only see applicants placed in the mentor’s Top 5 list so mentors must place applicants in a ranked order on the Top 5 tab if they want the LED to extend an offer. Simply marking an applicant as a yes, does not move the applicant to the LED offer screen. (Top 5 is not relevant to VFP – any applicant with a yes decision will be seen on the LED offer screen) Once in the Top 5, an applicant may be removed. An applicant can be ranked by dragging/dropping to reorder the applicants in the mentor’s preferred order of preference. The LED will use the ranking in their decision of extending an offer to the applicant and also if an applicant declines, the ranking shows the LED an order of alternates. Applicants do not have to be bookmarked before being added to the Top 5. The Top 5 also does not have to have 5 applicants – it could have no applicants if the mentor doesn’t find any qualified applicants. But, the Top 5 limits the mentor to picking a maximum of 5 possible applicants.

System Administration | SULI Program | CCI Program | VFP Faculty Program | VFP Student Program

## Applicant Selection for SULI Mentors

### Applicant Lists

Show Instructions

Applicants Under Review
Bookmarked Applicants
Top Five Applicants

The applicant **Consectetur Pharetra** was removed because they accepted an offer from **Ridiculus Nullam Inceptos**.

Order	Applicant	LED Extend Offer?	Other Mentor Interest	Actions
↑↓	Etiam Sit	Yes	10	
↓↑	Vehicula Parturient	Yes	4	
↑↓	Euismod Risus	Yes	9	
↓↑	Adipiscing Porta	Yes	15	My Offer Pending

Finalize Selections

### Applicant Decisions

#### Make or Edit Decisions

Select “Make Decision” or “Edit Decision” icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: “Edit Decision” icons won’t appear until you have made the initial decision for an applicant).

#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

If another mentor extends an offer to an applicant you have in your Top 5, then the applicant will automatically be removed and a yellow warning message will appear letting you know the applicant was removed. Also note the offer status in the actions column. If an offer is extended to an applicant by anyone, then the action buttons are removed and a status message is put in its place. The message will indicate if it's your offer ("My" Offer Pending) or another mentor's offer ("Other" Offer Pending).

## MULTIPLE PROJECTS

In the case where a mentor has multiple projects they are seeking applicants for, the mentor will have to specify which project each applicant is being selected for when making the decision, adding a bookmark or adding the applicant to the Top 5 list. Applicants may be considered for multiple projects. A mentor may have multiple projects but only looking for one applicant to mentor – the selection page does not enforce every project to have an applicant. The difference in the selection page is a dropdown of projects attached to the bookmark/Top 5 icons and a list of projects in the decision form where the mentor will check which project(s) the applicant is being considered for.

System Administration
SULI Program
CCI Program
VFP Faculty Program
VFP Student Program

### Applicant Selection for SULI Mentors

#### Applicant Lists

🔍 Applicants Under Review
🔖 Bookmarked Applicants
👑 Top Five Applicants

All Applicants
  Applicants Awaiting Decision
 All Lab Choices ▾

Showing 1 to 10 of 20 entries
 Show 10 entries
First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Bibendum Ligula	No	4	
Bibendum Ullamcorper	No	15	
Condimentum Dolor	No	4	
Consectetur Cras	No	5	
Consectetur Fermentum	No	5	
Elit Sollicitudin	No	9	Other Offer Pending
Elit Tortor	No	5	
Fringilla Malesuada	No	3	Other Offer Accepted
Mattis Venenatis	Yes	6	
Omare Ullamcorper	No	3	

Showing 1 to 10 of 20 entries
 Show 10 entries
First Previous 1 2 Next Last

#### Applicant Decisions

##### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (**NOTE:** "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

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#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**MULTIPLE PROJECTS and BOOKMARKS** – for mentors with multiple projects for a program, the bookmarks tab will list each project and that projects’ bookmarked applicants. If the mentor selected an applicant for multiple projects, then the applicant will appear for each project.

## Applicant Selection for SULI Mentors

### Applicant Lists

Applicants Under Review
 Bookmarked Applicants
 Top Five Applicants

#### Bookmarked Applicants for {Project Name}

Showing 1 to 10 of 20 entries      Show  entries      [First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Adipiscing Fringilla	Yes	4	
Aenean Tristique	No	3	My Offer Accepted
Amet Euismod	No	9	My Offer Pending
Consectetur Lorem	Yes	7	
Cursus Nullam	No	4	
Etiam Condimentum	Yes	4	
Inceptos Nullam	No	6	
Lorem Pharetra	Yes	15	Other Offer Pending
Lorem Purus	No	10	
Mattis Risus	Yes	15	

#### Bookmarked Applicants for {Project Name}

Showing 1 to 10 of 20 entries      Show  entries      [First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Adipiscing Fringilla	Yes	4	
Aenean Tristique	No	3	Other Offer Accepted
Amet Euismod	No	9	My Offer Pending
Consectetur Lorem	Yes	7	
Cursus Nullam	No	4	
Etiam Condimentum	Yes	4	
Inceptos Nullam	No	6	
Lorem Pharetra	Yes	15	Other Offer Pending

### Applicant Decisions

#### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**MULTIPLE PROJECTS and the TOP 5** – for mentors with multiple projects for a program, the Top 5 screen will display a complete Top 5 list for each project. If the same applicant has been selected as a Top 5 candidate for more than one project, they will appear in each project's Top 5 list. The page works just the same as for single projects – it's just shown in a list format.

## Applicant Selection for SULI Mentors

### Applicant Lists

Applicants Under Review
 Bookmarked Applicants
 Top Five Applicants

#### Top Five Applicants for {Project Name}

Reorder	Applicant	LED Extend Offer?	Other Mentor Interest	Actions
	Etiam Sit	Yes	7	
	Vehicula Parturient	Yes	5	
	Euismod Risus	Yes	4	
	Consectetur Pharetra	Yes	5	
	Adipiscing Porta	Yes	3	

#### Top Five Applicants for {Project Name}

The applicant Consectetur Pharetra was removed because they accepted an offer from Ridiculus Nullam Inceptos.

Reorder	Applicant	LED Extend Offer?	Other Mentor Interest	Actions
	Etiam Sit	Yes	10	
	Vehicula Parturient	Yes	4	
	Euismod Risus	Yes	9	
	Adipiscing Porta	Yes	15	My Offer Pending

**Finalize Selections**

### Applicant Decisions

#### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**APPLICANT SELECTION FOR VFP** – The Selection screen for VFP is very similar to SULI/CCI except there are no bookmarks and no Top 5. The LED’s recommendation selection statement is shown by hovering over the eyeball and if the faculty invited any students, the student names are visible. (On the VFP Student selection page, the associated faculty names are shown.)

## Applicant Selection for VFP Faculty Mentors

### Applicant List

#### Applicants Under Review

All Applicants  Applicants Awaiting Your Decision

Showing 1 to 10 of 20 entries      Show  entries      First Previous 1 2 Next Last

Applicant	Student Name(s)	LED Extend Offer?	Actions
 Bibendum Ligula	Cursus Fringilla	No	
 E		No	
 C		No	
 E		No	
 C		No	
 E		No	Other Offer Pending
 E		No	
 Fringilla Malesuada	Sem Fringilla	No	Other Offer Accepted
 Mattis Venenatis	Aenean Risus	Yes	
 Omare Ullamcorper	Vestibulum Ligula	No	

Showing 1 to 10 of 20 entries      Show  entries      First Previous 1 2 Next Last

Finalize Selections

### Applicant Decisions

#### Make or Edit Decisions

Select “Make Decision” or “Edit Decision” icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: “Edit Decision” icons won’t appear until you have made the initial decision for an applicant).

#### Icon Legend

-  Preview Applicant Information
-  Make Decision
-  Edit Decision

The only applications that are shown in the VFP Selection screen are those that were recommended by the LED in the assignment process. The reviews for the Faculty/Students are done separately. The rule that a Faculty member must be accepted for the student to receive an offer is actually enforced on the LED offer screen, not the Selection. The Co-PI does not have to worry about this. The total number of applications in the selection pool should be very short since the typical number of proposals a lab scientist has co-developed with a VFP Faculty applicant will be few. Remember, all applicants with a Yes decision will show on the LED Offer screen since VFP does not have a Top 5 list.