2021-2022 STAR Nomination Guide

Series on Training for Advanced Research Program

Nomination Process Overview

Any UofSC faculty member may nominate any other faculty member(s) who meets the eligibility requirements for the Series on Training for Advanced Research program, known as STAR (self-nominations are not allowed).

STAR nominations are managed through a nomination system built on UofSC's sponsored awards proposal routing system USCeRA, a familiar interface for most UofSC faculty members. The nominating faculty member will initiate a STAR nomination through the system. After the nomination is initiated, the system generates an email prompting the nominee to complete the nomination package by uploading the following required materials as PDF documents:

- Letter of intent of one to two pages in length, explaining the nominee's qualifications to lead an interdisciplinary center grant (established research relationships, strengths and capabilities, etc.)
- Curriculum vitae
- Past three years of completed/current/pending support documentation

The nominee then returns the complete nomination package to the nominator for final review and submission to the Office of the Vice President for Research.

Note: To ensure a smooth nomination process, the Office of the Vice President for Research recommends that STAR nominees prepare the nomination materials ahead of time and have them at the ready when you log in to complete the nomination process.

2022 STAR Nomination Details:

- Complete nomination packages are due by Friday, September 10, 2021.
- Refer to the 2021-2022 STAR call for nominations for additional details.
- Contact the Office of the Vice President for Research for support with nomination submissions at 803-777-5458.

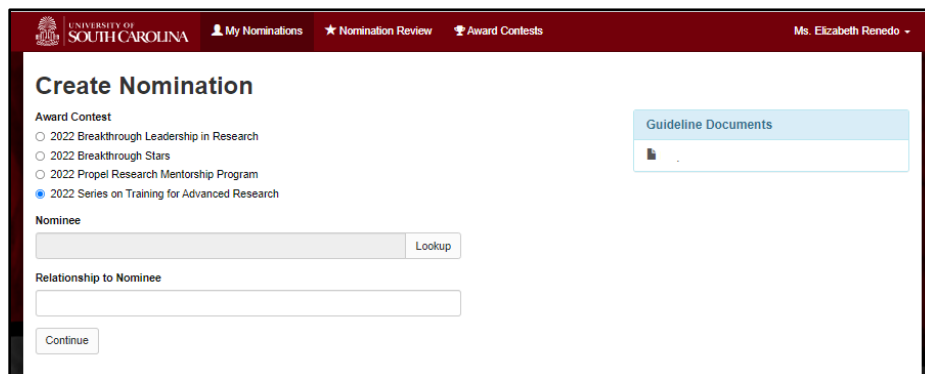# 2021-2022 STAR Nomination Guide
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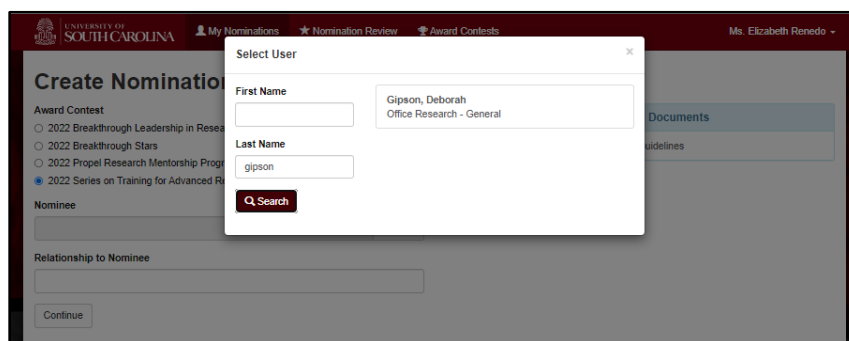## Nomination Step 1: Nominator Initiates the Nomination

The nominating faculty member begins the STAR nomination process by logging into the nomination system at https://vprinitiatives.research.sc.edu/.

Once logged in, you will see a "Create Nomination" screen where you will select the award contest, look up your nominee, enter your relationship to the nominee and continue.

For the award contest, select "2022 Series on Training for Advanced Research." Please note that the list of contests shown in the screenshot above may vary from what you see when you log in to initiate a STAR nomination, so **take care to select the right program: "2022 Series on Training for Advanced Research."**

To search for the nominee, click the "Lookup" button at the right-hand side of the Nominee text box. This will launch a "Select User" dialog box (shown below) with spaces to enter the first name and last name of your nominee. Once you have entered the name, click the "Search" button to generate a list of results. Click the name of your nominee in the list of results to add them to the nominee field. Then, type in your relationship to the nominee.


Once all three fields are complete, the "Continue" button at the bottom of the screen will turn green; click it to advance to the next screen (Prepare Nomination).

On the "Prepare Nomination" screen, check to ensure you have selected the correct award contest (2022 Series on Training for Advanced Research), and the correct nominee. If you need to make changes, click the grey "Edit Nomination Information" button to go back and revise. If

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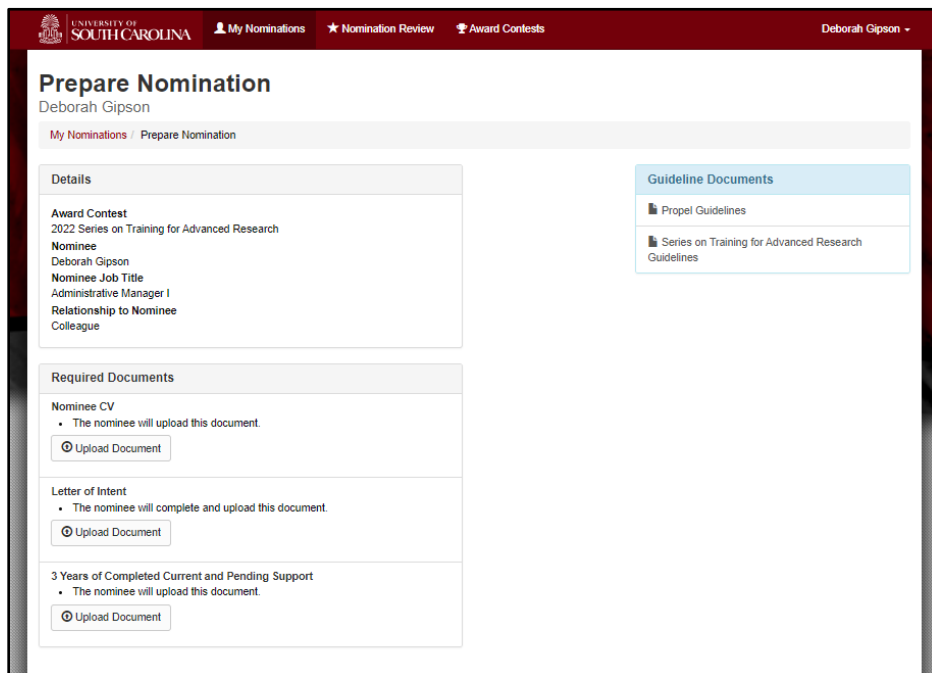*Series on Training for Advanced Research Program*

everything is correct, click the blue button labeled "Send to Nominee to Complete" to initiate an email to the nominee prompting him or her to log in and complete the nomination package.
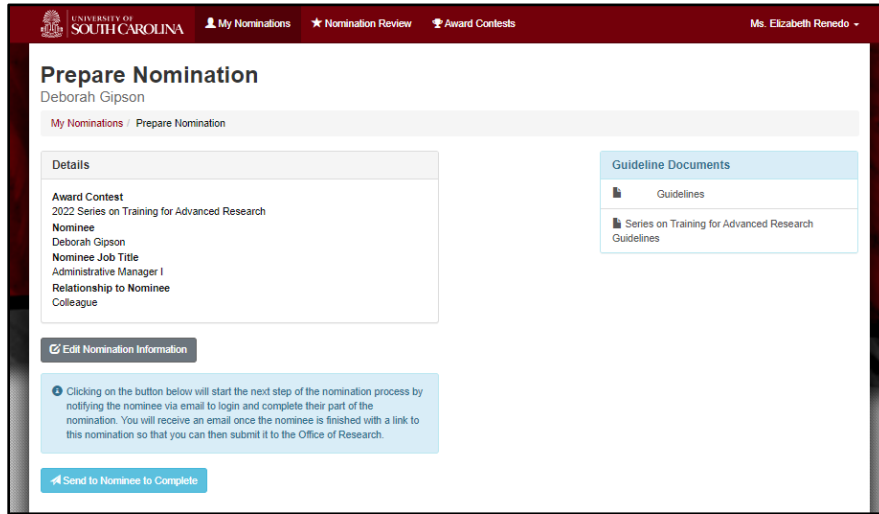
Nomination Step 2: Nominee Completes the Nomination Materials

The STAR nominee will receive an email prompting them to log into the nomination system (https://vprinitiatives.research.sc.edu/) and complete the nomination package by uploading the required nomination materials.

When the nominee logs in, they will see the "My Nominations" screen. On the right-hand side, the nominee will see the 2022 Series on Training for Advanced Research nomination under the heading "You have been Nominated." Click on the nomination to access the "Prepare Nomination" screen.
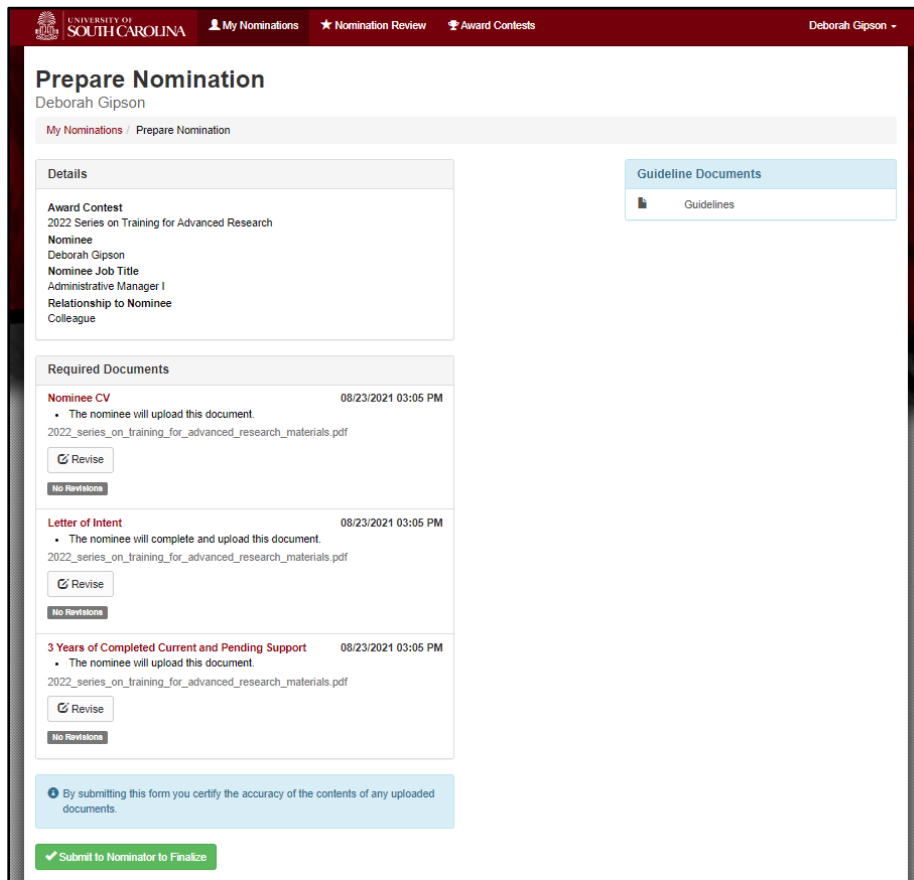
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Use the "Upload Document" buttons to upload the three required documents as PDF files:
- Letter of intent of one to two pages in length, explaining the nominee's qualifications to lead an interdisciplinary center grant (established research relationships, strengths and capabilities, etc.)
- Curriculum vitae
- Past three years of completed/current/pending support documentation
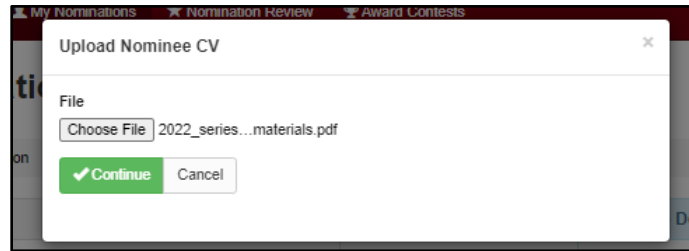
When the nominee uploaded the three required PDF documents listed above, the nominee should click the green "✓ Submit to Nominator" button to electronically certify the information and return it to the nominator for final review and submission to the Office of Research. (If the button is not green, that indicates that the nomination materials are incomplete.)

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Nomination Step 3: Nominator Submits the Nomination Package

To begin the final step, the nominator will receive an email notification when the nominee completes their portion of the nomination package, and clicks "✓ Submit to Nominator." The nominator's final step is to log in, review the nominee's materials and ensure that all items are complete and in good shape. Once all items are final, click the green "✓ Submit Nomination to the Office of Research" button to send the package to the Office of Research for consideration.

Note: The nominator cannot edit the nominee's responses, however, he or she can ask the nominee to make and save changes at any time before the final nomination package is submitted to the Office of Research. The nomination package is not submitted until the nominator clicks the green "✓ Submit Nomination to the Office of Research" button.