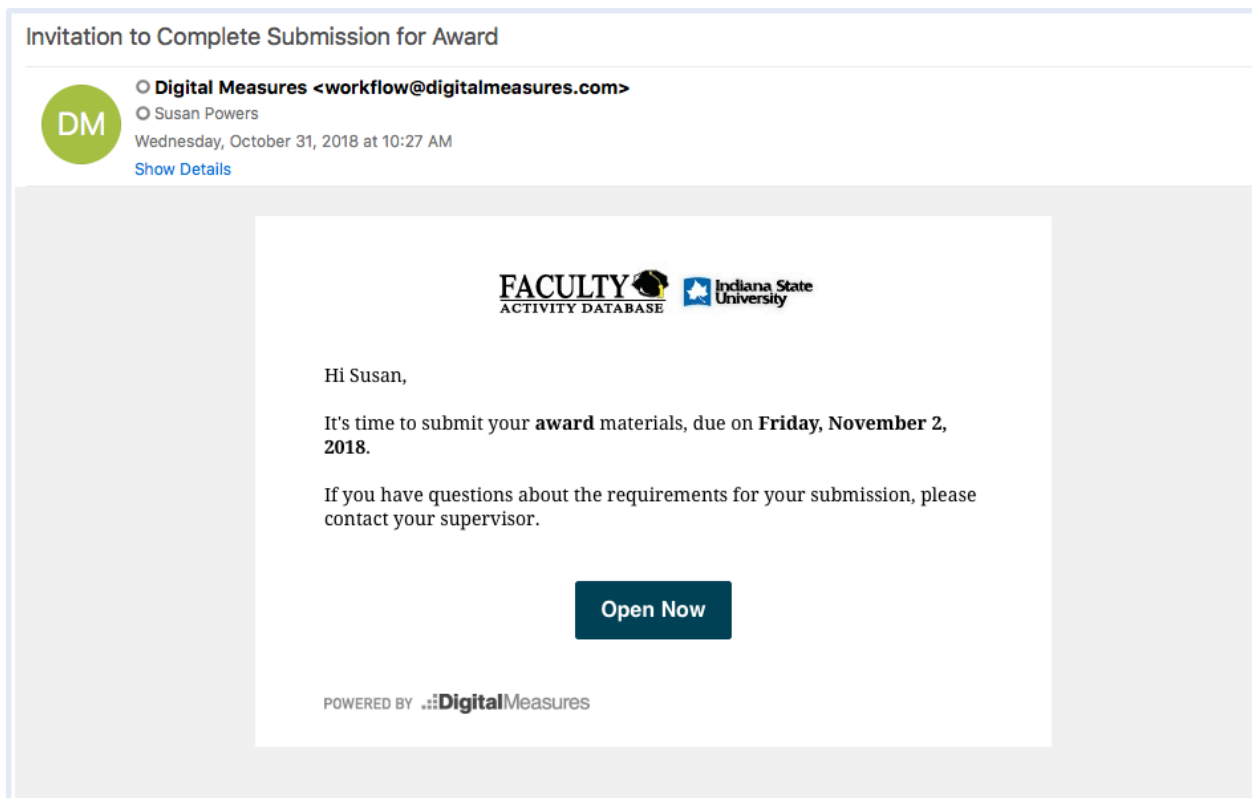# Dreiser Award Procedures
Accepting or Not Accepting the Nomination

Congratulations! You have been nominated for the Theodore Dreiser Distinguised Research and Creativity Award. All aspects of the award process are being managed through the FAD Workflow. First, you need to decide if you will accept the nomination.

If you choose NOT to accept the nomination.

You will receive an email invitation on or shortly after **December 4** from Digital Measures indicating that you have been nominated, example below. *Please note these are screen capture examples and the dates and names may not be exactly the same as you will receive.*

Invitation to Complete Submission for Award

DM
○ **Digital Measures <workflow@digitalmeasures.com>**
○ Susan Powers
Wednesday, October 31, 2018 at 10:27 AM
Show Details

FACULTY ACTIVITY DATABASE | **Indiana State University**

Hi Susan,

It's time to submit your **award** materials, due on **Friday, November 2, 2018.**

If you have questions about the requirements for your submission, please contact your supervisor.

Open Now

POWERED BY **DigitalMeasures**

You can click on the link in the email to and log into FAD. Alternatively, you can go into FAD, click on the Workflow Tab, and you will see your task in your Inbox.

Activities ▼   **Reports**   **Workflow ▼**

Click on the task, and you will see the following form:

If you do not want to accept the nomination, click on the Route button, and choose Do Not Accept Nomination. You will get a warning to make sure this is the decision you wanted. Click OK if this is correct.
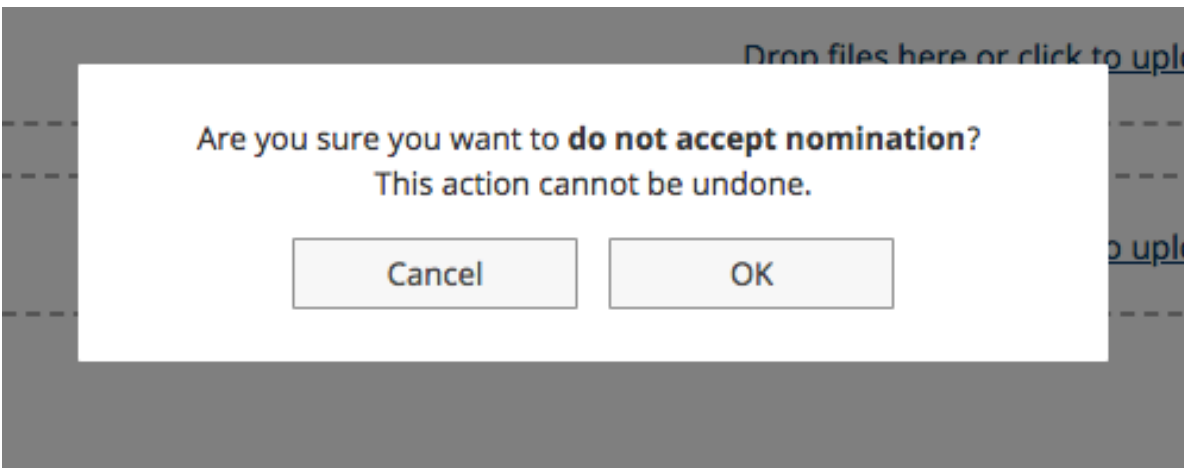
You are now done. You will see that this task has moved under the History Heading and that you didn't accept the nomination.

If you choose to ACCEPT the Nomination

You will receive an email invitation on or shortly after **December 4** from Digital Measures indicating that you have been nominated, example below. *Please note these are screen capture examples and the dates and names may not be exactly the same as you will receive.*
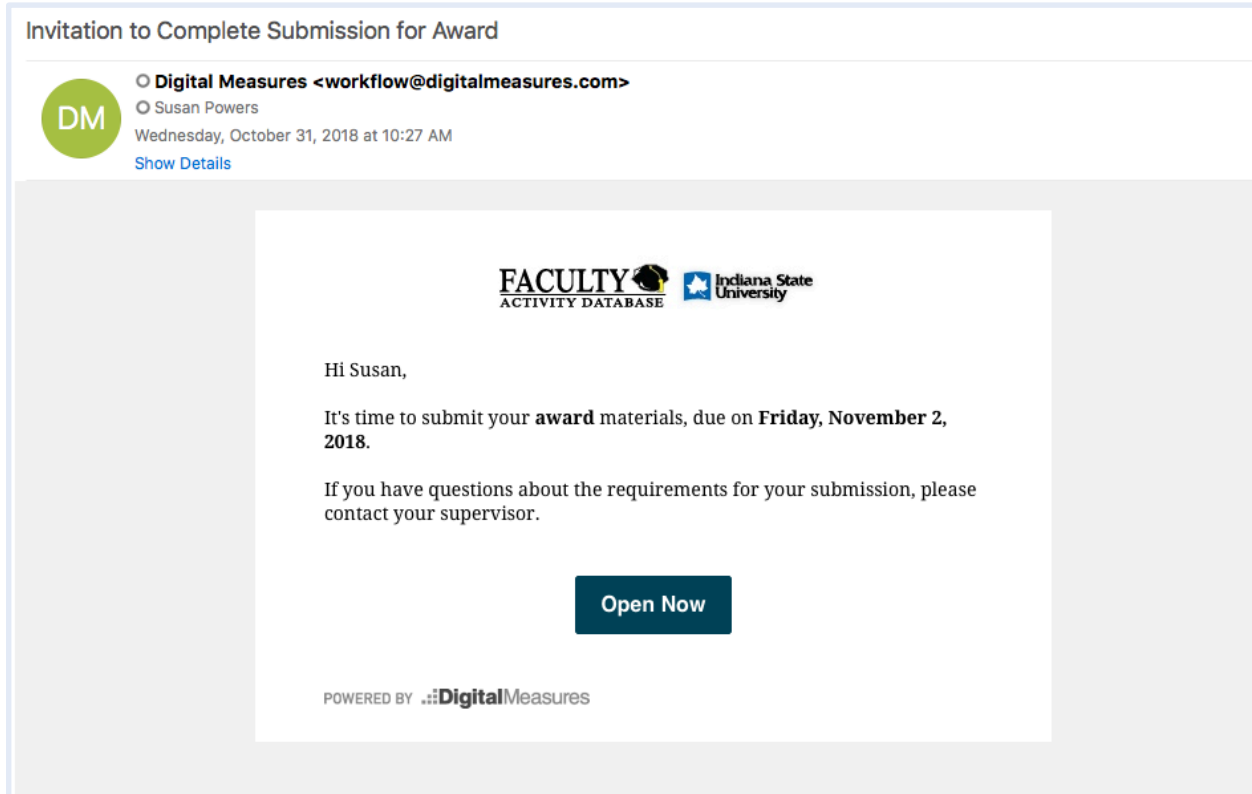
You can click on the link in the email to and log into FAD. Alternatively, you can go into FAD, click on the Workflow Tab, and you will see your task in your Inbox.

Now you need to make sure your FAD is up-to-date. The Dreiser report will pull data from the system from January 1, 2014 through December 31, 2018.

If you want to make sure everything is in the database that you want and that it shows up accurately in your report, click on the red PDF icon in your task.

If you see something is missing that you expect to be there, click on the words Refresh Report next to the icon. This forces the report to go back to the database and pull the latest information. Then you click on the PDF icon again to see if your changes are included. You will get a warning when you refresh. Click on Yes.

For the Dreiser Award, you can also add a Summary Statement (max of 3 pages) and a CV.

Save   Route

→ **Submit** to CGPS Check-In
⊘ **Do Not Accept Nomination**

Dreiser Award   Last Updated October 31, 2018 at 10:34 AM
🗘 Refresh report

Curriculum Vita

Drop files here or click to upload

Vita Spring 2011.docx (**50.4** KB)
🗑 Delete File

Scholarship Statement (3 page max)

Drop files here or click to upload

Statement.docx (**11.5** KB)
🗑 Delete File

At any point while you are editing and adding documents, you can click on SAVE and it will save your progress to date. When you are ready to submit, <mark>Refresh Report</mark> one last time, click on Route and select Submit to CGPS Check-In. Confirm you are submitting if you are indeed ready.

Statement.docx (**11.5 KB**)

Are you sure you want to Submit to CGPS Check-In?

No   Yes

Congratulations! You have now submitted your materials for Dreiser Award! Your task will now show in the History header of Workflow. You will be able to track the progress of your workflow through the different stages of review.

| Test 1 - accept | Academic Affairs | Self | October 31, 2018 |