

Barry M. Goldwater Scholarship and Excellence in Education Program

Institution Nomination

FAQs

Contact Us

- goldwater@act.org
- 319.341.2333

Monday–Friday
8:30 a.m.–5:00 p.m.
central time

Technical support will only be
available from 8:30 a.m.–
5:00 p.m., Monday–Friday,
central time.

Answers to Frequently Asked Questions for Nominators

Thank you for your willingness to serve as the Barry M. Goldwater and Excellence in Education Program's Faculty Representative and coordinate the nomination process on your campus.

We encourage you to solicit candidate recommendations from directors of honors programs and faculty in various departments. Campuses often establish informal committees to recruit and prepare candidates for the competition. To help you publicize the program, a poster and press release are available on the website. Please forward the poster and press release to your public relations office or public information department and circulate it to your student newspaper(s), faculty bulletin, campus newsletter, and other on- or off-campus publications.

It is very important that each institution establish an internal deadline for the student to have their application completed, and to have all three recommendations submitted prior to the January 31, 2008 deadline. The Faculty Representative can view the application as soon as it is "In Progress", but will not be able to nominate until all three recommendations have been submitted.

What is the deadline for submission of all 2008 Barry M. Goldwater Scholarship online applications?

The online application must be submitted before 11:59 p.m. central time on January 31, 2008. Each institution may establish an internal deadline for students to have their application completed.

What is the deadline for mailing of all supporting documents?

All supporting documents must be received by February 1, 2008 at the Iowa City, IA address.

Can I log back into the Barry M. Goldwater Scholarship Program Nominator site?

Yes, you will use the URL that was provided in your introductory email along with your User Name and password. It is suggested that you bookmark the URL for future use.

How do I change my password or User Name?

Your User Name is a unique identifier that was created when you first filled out the profile section. You may not change the User Name, but if you have forgotten it, you can contact us to obtain it. You will be asked some questions to verify your identity, based on the information you originally provided when you set up your user profile. Passwords are changed by using the navigation button on the left side of the Nominator home page.

What procedure do I use if mid way through the 2008 Barry M. Goldwater Scholarship Program competition I am no longer the appointed Goldwater Faculty Representative?

As soon as you are aware that you will no longer be the appointed Goldwater Faculty Representative at your institution, you need to contact our customer service office at 319.341.2333 or email goldwater@act.org with the following information:

NOTE: When contacting us for assistance, whether by phone or by email, please provide:

- Name of the newly appointed Goldwater Faculty Representative and their Title
- Institution Name
- Mailing address of new Faculty Representative
- Contact phone number of new Faculty Representative
- Fax number of new Faculty Representative
- Email address of new Faculty Representative

What supporting documents is the student required to give to the Faculty Representative?

NOTE: The student is required to submit to you:

- Essay, typed and confined to 2 pages (one side only) with a font size no smaller than 11 point
- Secondary School Transcript
- Transcript(s) for courses taken at other institutions
- Voluntary Survey Form (optional)
- Application/Supporting Documents Checklist

In addition, if the student is classified as a Permanent Resident, they need to submit:

- Copy of Permanent Resident Card
- Letter of Intent to Become U.S. Citizen

What document is the Faculty Representative required to request on behalf of the student?

The Faculty Representative is to request a current transcript from the school the student is currently attending.

How will I know which students have applied at my institution?

Using the URL that was provided in your introductory email along with your User Name and password, log back into your institution's information. Names of students who are applying from your institution will be listed with their application status.

How do I view a particular student's application?

Immediately after logging in, you will see a list of students for only your institution. To view a particular application, you select the radio button that appears to the left of the student's name. If there are several students listed for your institution, you may do a search on the last name and/or the first name to locate the student's name more readily. You may view a student's application as soon as the status is "In Progress". Note: you may not be viewing the most current information if the student is entering information at the time of your review of their application if it is "In Progress".

How do I return to the list of students from my institution after reviewing a particular application?

You select the Home tab on the left hand side of the screen, and select another student's application to review.

How will I know if all three recommendations have been completed?

The status of the student's application will change from "Complete" to "Recommended". You will not be able to nominate a student unless all three recommendations have been Completed, but you can view the student's application.

How do I make notes on a certain student's application?

Select the name of the student that you want to edit, click the Edit button, and a blank screen will display with the student's name and a Comments section. Enter your comments in the space provided.

Will the student be able to view any comments that I make?

No, the student will not be able to view any comments that are made. These comments only appear under the comment section of the list of students from your institution. This is for the Faculty Representative's use only. These comments cannot be viewed by anyone but the Faculty Representative.

Can a student log back into their application and change information in their application once it has been Completed and reviewed by the Faculty Representative?

Yes, if the Faculty Representative or the student is aware that something in the application needs to be changed, the Faculty Representative may change the Status of the application to "In Progress", by selecting the student's name from the list of applicants, click on Edit and check the box "Allow applicant to update responses", then Submit. You will need to notify the student to log back into their application and make the needed changes. The student will then Submit the application again for your review. When the student Submits again, the application status will be changed to "Complete".

How do I nominate a student?

Using the URL provided, log into the Nominator section of the application. You can view the student's application and also their recommendations. You will not be able to edit any of these documents. By selecting the View/Print Application button, you can view/print a copy of the application.

To View/Print a copy of the recommendations, select the View/Print Recommendation button. This will take you to another screen that will list the recommenders and the status of the recommendations as "In Progress" or "Completed".

For each student that you want to nominate, the Nominator form has to be completed and signed. Select the name of the student, click on the Nominate button, and the form will open. Completion of the Nominator form is required for each student that you are going to nominate.

Complete all questions on the Nominator form. An optional space has been provided toward the end of the Nominator form for the Faculty Representative to make comments they would like for the Goldwater Selection Committee to know. When the form has been completed, you will click the "Submit" tab to save your information and nominate the student. The status of the student's application will be changed to "Nominated". Only the applications with a status of "Nominated" will be advanced in the competition as one of your institution's nominees. You will need to repeat this step for all students nominated.

Can I un-nominate a student after they have been nominated?

Yes, up until the deadline of January 31, 2008, before 11:59 p.m., you may un-nominate a student by selecting the Edit button and selecting un-nominate and the status of the application will be changed back to "Recommended". The application will not be advanced in the competition with a status of "Recommended".

How do I print my Nomination form?

When you select a student and their status is changed to Nominated, an option to print the Nomination form will appear. It is suggested that you use the Printer-friendly version link to print off the form.

Can a student submit an application directly to the Goldwater Foundation Selection Committee?

No, the system will not permit the student to do the final submission of their application. The student can only be nominated if the Nominator completes and signs the Nominator form and then "Nominates" the student. The status of the student's application will then be changed to "Nominated".

How many students may I nominate?

If you are a two-year institution, you may nominate 1-2 students.

If you are a four-year institution, you may nominate 1-4 students.