

# Quick Reference Guide for Applying for an Anti-Racism Grant

1. **Log in to your SIOP account:** <https://www.siop.org/foundation/awards/awardsadmin/submit/anti-racism>

Upon a successful login, you will see this page:

The screenshot shows the SIOP website's AwardsAdmin page. At the top, there is a navigation bar with links for Foundation, Conferences, Partners, Advocacy, About SIOP, Cart, and My Account. Below this is the SIOP logo and a search bar. A main navigation menu includes Membership, Research & Publications, Events & Education, Career Center, Business Resources, and Media Resources. A breadcrumb trail at the bottom of the menu reads: Home / Foundation / Awards / AwardsAdmin / **Submit / Anti-Racism**. The main heading is "2020 Anti-Racism Grant Nomination". Below the heading are three buttons: "NOMINATE" (highlighted in blue), "EDIT NOMINATIONS", and "PAST NOMINATIONS". The "NOMINATE" button is selected. Below the buttons, the word "Nominate" is displayed in a large font. Underneath, there is a "Nominee:" label and a red link that says "To start a new Nomination, please click here." A green arrow points from the "NOMINATE" button to this link.

Applications are submitted thru the portal for nominating award and scholarship nominees, so here is a glossary to keep in mind while applying for the grant:

- “Nomination” means “Application”
- “Nominate” means “Apply”
- “Nominee” is the name of the Project Director

You will know that you are in the correct place if you see the “Submit / Anti-Racism” label as shown in the green box. Click the link pointed to by the green arrow. Doing so takes you to step 2.

2. **Search for member record.** Search for the name of the Project Director (which may be someone other than yourself if uploading on behalf of someone else) into the Search Contacts box that pops up...

The screenshot shows a "Search Contacts" form. At the top, there is a search bar with a magnifying glass icon and a close button (X). Below the search bar, there is a "Search By:" label and a dropdown menu with "Name" selected. Below the dropdown menu, there is a red "Search" button. To the right of the "Search" button, there are two input fields: "First Name:" and "Last Name:".

..and then select the name from the resulting list. Doing so takes you to the Control Panel and step 3.

3. **Upload and save needed documents.** This is where you will upload your proposal. If you are a Student Affiliate, you will also upload your letter of endorsement here.

Home / Foundation / Awards / AwardsAdmin / Submit / Anti-Racism

## 2020 Anti-Racism Grant Nomination

NOMINATE | EDIT NOMINATIONS | PAST NOMINATIONS

### Nominate

Nominee:  Your Name will appear here  
[To start a new Nomination, please click here.](#) [Ignore this, you just started one](#)

**The following documents can be submitted for this award nomination:**

- [Grant Proposal - \\*Required, Not Uploaded](#)  
 No file chosen
- [Letter of endorsement from a SIOP professional member, preferably the student's academic advisor. - Not Uploaded](#)  
 No file chosen

[For submissions that have multiple nominees, please click here to add names. It is strongly recommended that all participants create a siop.org account if they don't already have one.](#) [Ignore this link - only your name is needed here](#)

Delete | Nominee  
No records to display.

**NOTES TO NOMINATOR:**  
The nomination will be saved automatically.  
Please select the red **Upload Supporting Documents button** to upload the chosen documents.  
Choose the red **Submit the Nomination Review button** to complete the nomination process.

To upload the grant proposal, click the Choose File button and select the PDF or DOCX file containing the entire proposal. Upon successful upload, the grant proposal file name will appear in the place of “No file chosen”.

**The following documents can be submitted for this award nomination:**

- [Grant Proposal - \\*Required, Not Uploaded](#)  
 ARG-test-upload.docx [After choosing the PDF or DOCX file to submit, its name will appear here](#)
- [Letter of endorsement from a SIOP professional member, preferably the student's academic advisor. - Not Uploaded](#)  
 No file chosen [This letter is required only for student members](#)

[For submissions that have multiple nominees, please click here to add names. It is strongly recommended that all participants create a siop.org account if they don't already have one.](#)

Delete | Nominee  
No records to display.

**NOTES TO NOMINATOR:**  
The nomination will be saved automatically.  
Please select the red **Upload Supporting Documents button** to upload the chosen documents.  
Choose the red **Submit the Nomination Review button** to complete the nomination process.

Click the “Upload Documents and Save Nomination” button. If you have only the proposal to upload, you will notice that the Submit Nomination for Review button is now active (red, rather than gray) – go ahead and click it. Your application will be acknowledged by email.

If you have both a proposal and an endorsement letter to upload, you may do so together, or one at a time.

4. **Double-check your application.** Once you click the “Submit Nomination for Review” button, you will see this screen:

## 2020 Anti-Racism Grant Nomination

NOMINATE EDIT NOMINATIONS PAST NOMINATIONS

### Edit Nominations

Edit	Delete	Nominee	Award Year	Date Started	Submit Date	Status
			2021 <a href="#">ignore this</a>	7/17/2020	7/18/2020	

Please note that you may return to the portal to edit your application or delete it.

If you have kept the glossary in mind, it will all make sense:

“Nomination” means “Application”

“Nominate” means “Apply”

“Nominee” is the name of the Project Director

The confirmation email will be sent to the address recorded in your SIOP account.

Thank you for submitting your proposal.

[SIOPFoundation@siop.org](mailto:SIOPFoundation@siop.org)