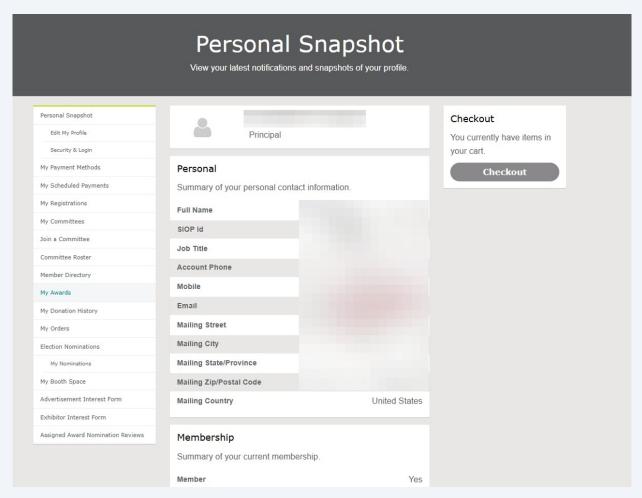
[Fellows] How to Nominate Someone for SIOP Fellowship: a step-by-step tutorial

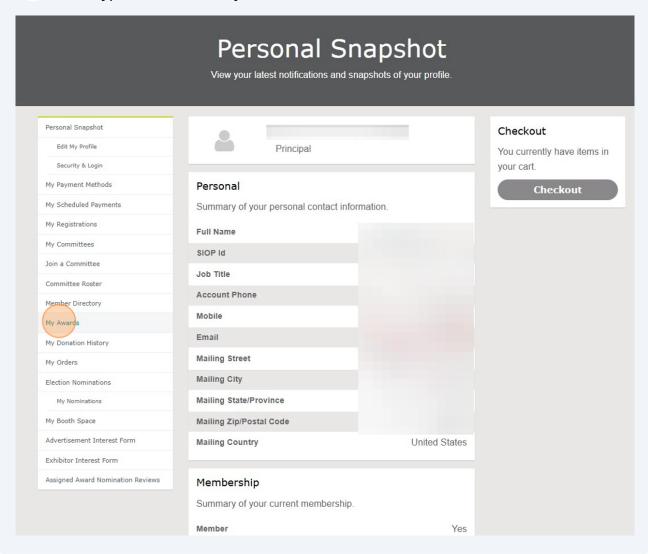


Navigate to https://portal.siop.org/ Log in using your username and password to access you personal snapshot.

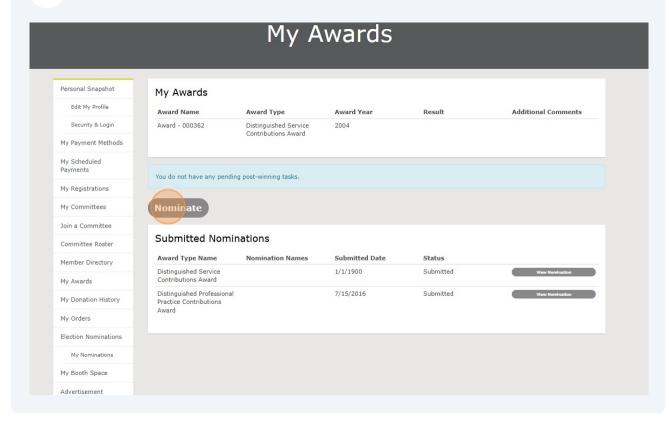
NOTE: You must be a current member [Fellow or Retired Fellow] to nominate.



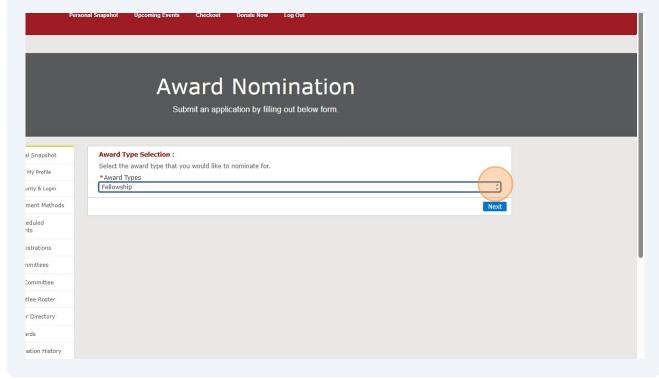
Once logged into your personal snapshot navigate the left hand panel and click the hyperlink labeled "My Awards".



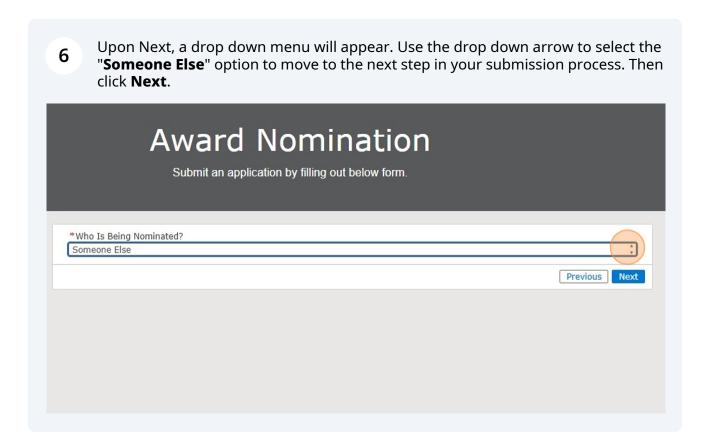
3 To begin the Fellowship submission process, Click the **Nominate** button.



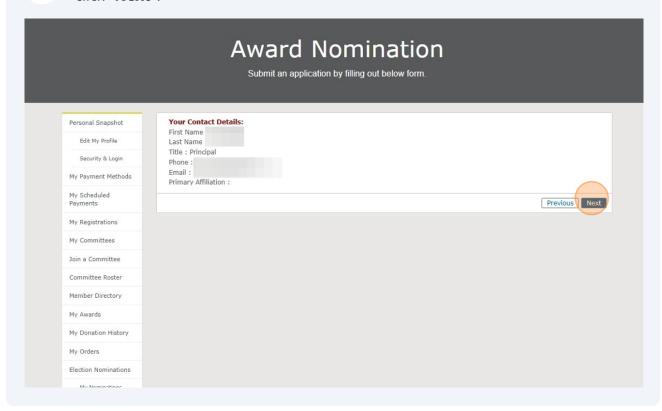
Once selected, a drop down menu will appear. Use the drop down arrow to select which type of award you would like to nominate for. Select the "**Fellowship**" option. Then click **Next**.



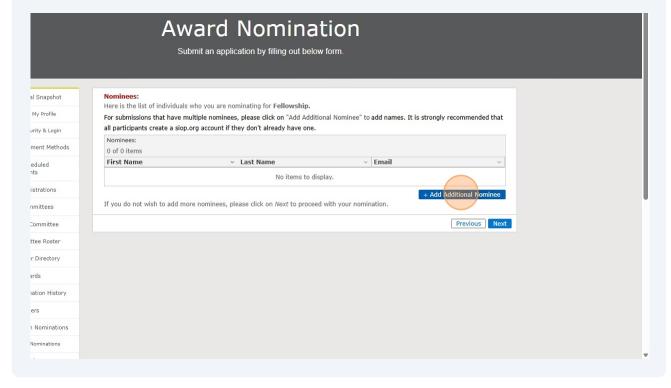
In between each each step, you will need to click the blue **Next** button to progress through the submission process. Please keep the web browser tab open until you reach the end and progress through each choice/file upload. All uploads will not be complete until you click **Submit** on the final page.



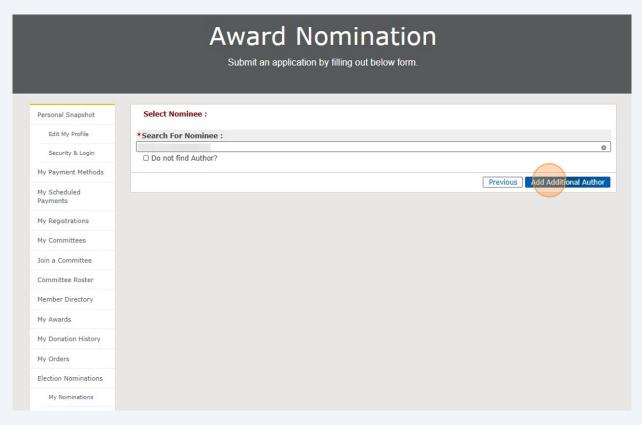
On the next page confirm the contact details for the nominator. If all is correct, click "**Next**".



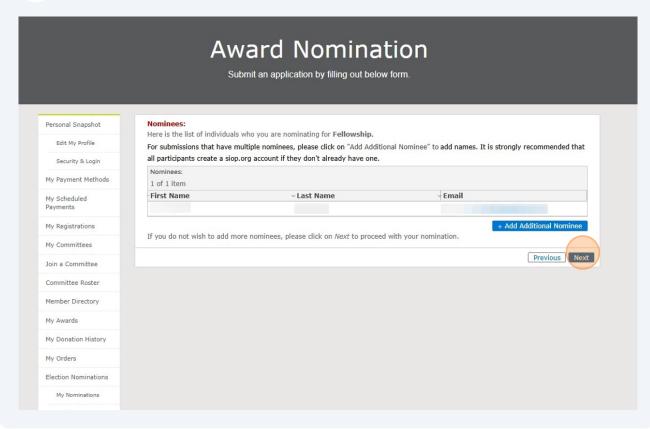
Click the blue "**Add Additional Nominee**" button to search the database for the SIOP member you wish to nominate.



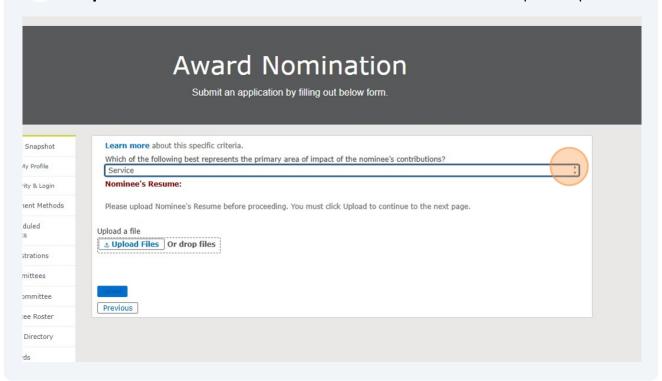
Once you found the person from the list. Click "**Add Additional Author**" to move to the next step in the nomination.



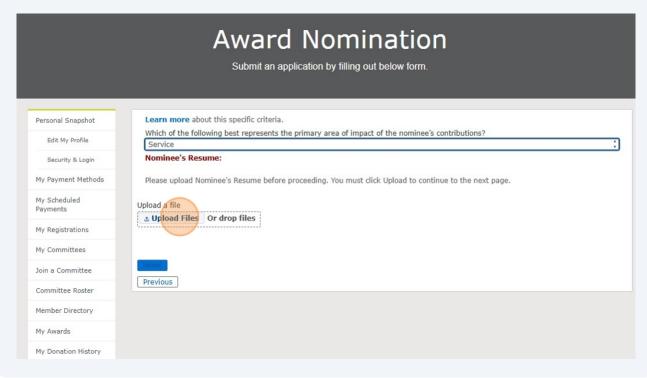
The nominee should appear with name (first and last) and email. Confirm they are correct and click "**Next**".



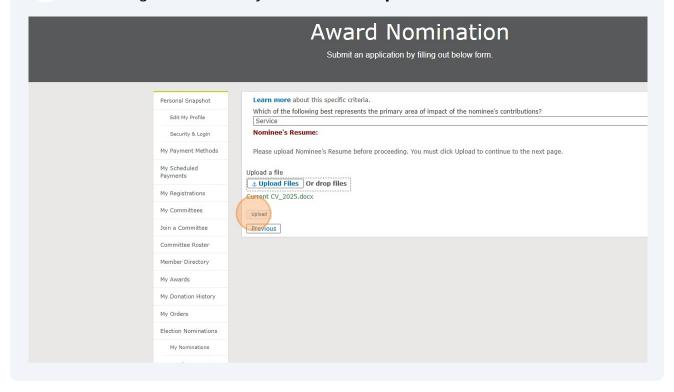
In 2025, a new selection criteria was added to represent the **primary area of impact** of the nominee's contributions. Select them from this drop down pick list.



Next, you will need to add additional files to complete your nomination. For the nominee resume, click **Upload Files**.

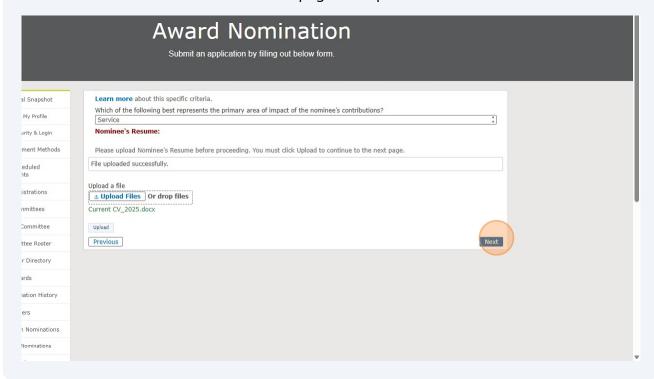


Once you have selected the file from your computer, it will populate with the file name in green text. Then you must select "**Upload**".

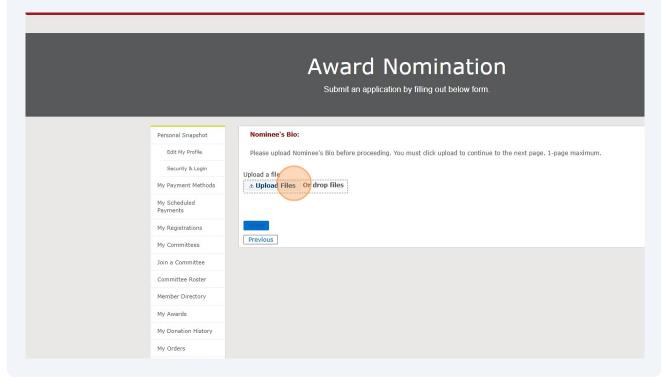


At this time two things will occur. 1) the popup will illustrate "File Uploaded Successfully" and 2) the "**Next**" button will appear.

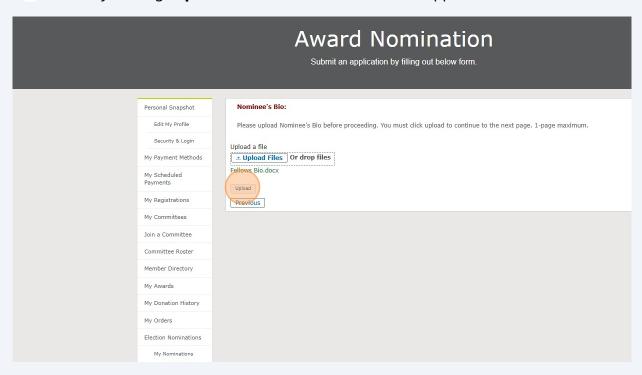
Click "**Next**" to move to the next page and upload the next file.



For the Nominee Bio. Proceed to follow the similar instructions first by selecting **Upload Files**.

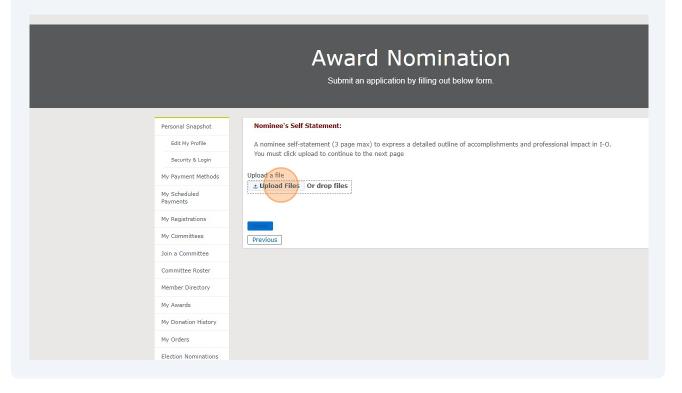


It will appear in green text to let you know that the file has been uploaded. Finalize this by clicking "**Upload**" so that the next button will appear.

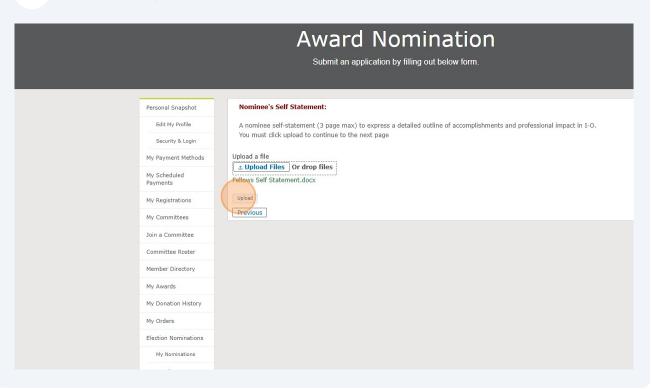


17 Move on to the next file by clicking the next button. **Award Nomination** Submit an application by filling out below form My Profile Please upload Nominee's Bio before proceeding. You must click upload to continue to the next page. 1-page maximum. File uploaded successfully. urity & Login ment Methods Upload a file ∆ Upload Files Or drop files eduled nts Fellows Bio.docx istrations Upload Previous nmittees ttee Roster r Directory nation History 1 Nominations Nominations

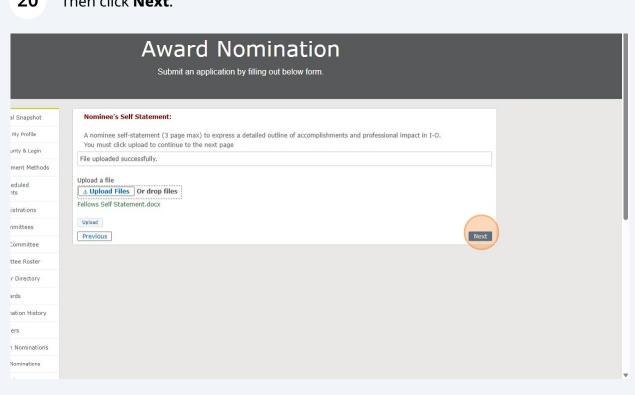
18 For nominee self statement, click **Upload Files**.



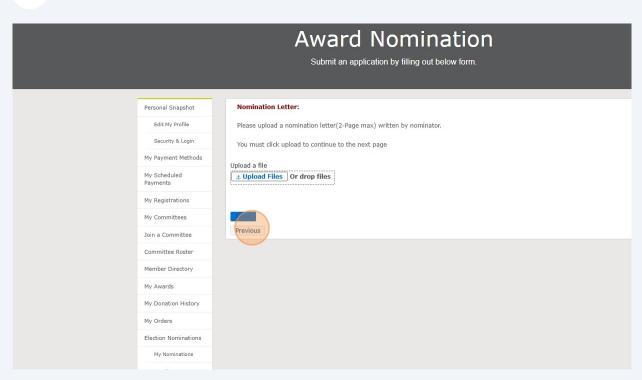
19 Then click "**Upload**" again to finalize this step.



Then click **Next**.

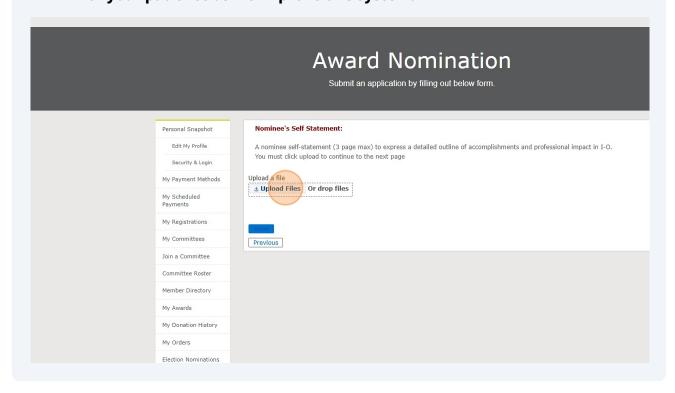


21 NOTE: If you go back using the previous button.

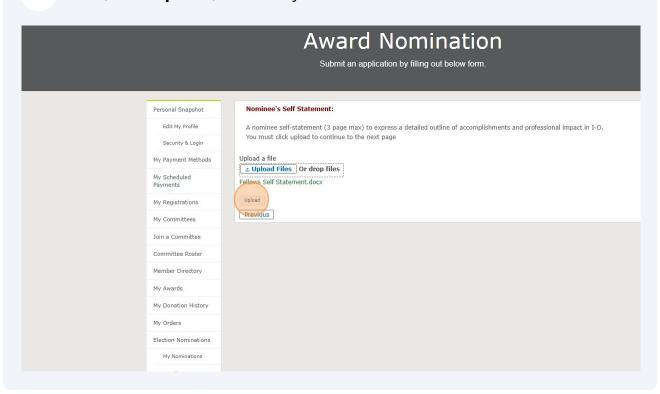


You will notice that the green text of the file name type will no longer appear. This does not mean that it wasn't included or uploaded as a part of your package. It just does not reappear in this file name. In this case, you will need to re upload something in order to move to the next page because the next button no longer appears.

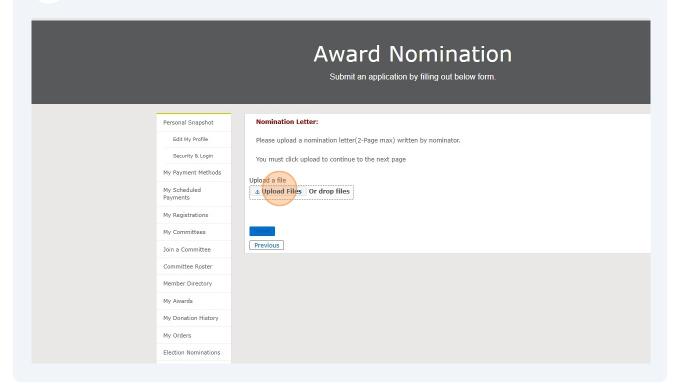
This is a critical function we are working on improving currently. Thank you for your patience as we improve this system.



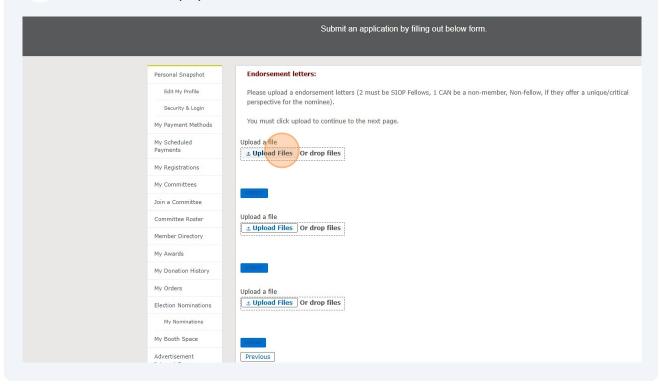
Next, Click "**Upload**", followed by the blue "**Next**" button.



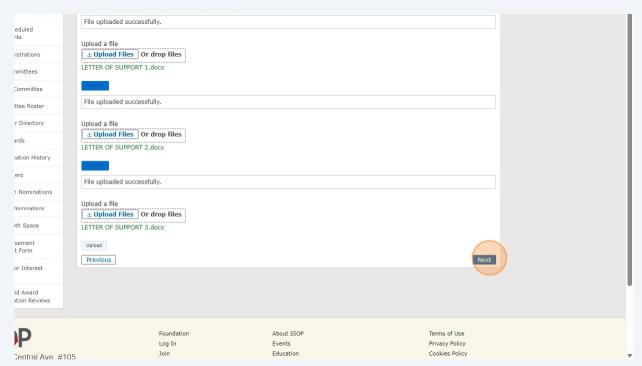
For the Nomination Letter Click "**Upload Files**", then "**Upload**", followed by the blue "**Next**" button.



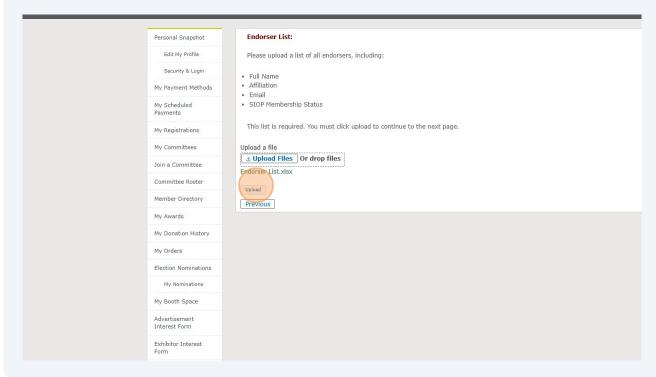
For the Endorsement Letters Click "**Upload Files**" for each letter to be uploaded, then "**Submit**" (3x).



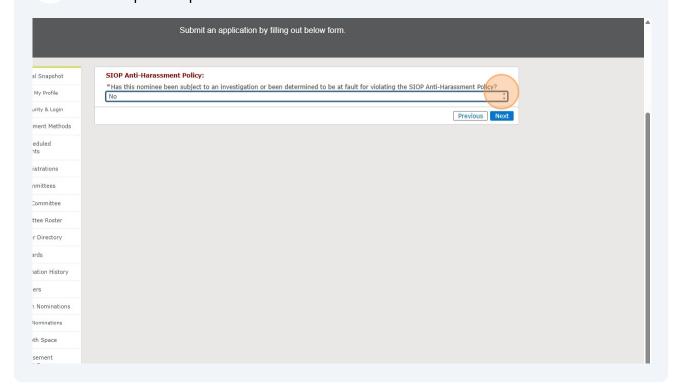
Once you click Submit (3x) and all have given you the "File uploaded successfully message", you will see the "**Next**" button appear. Click **Next**.



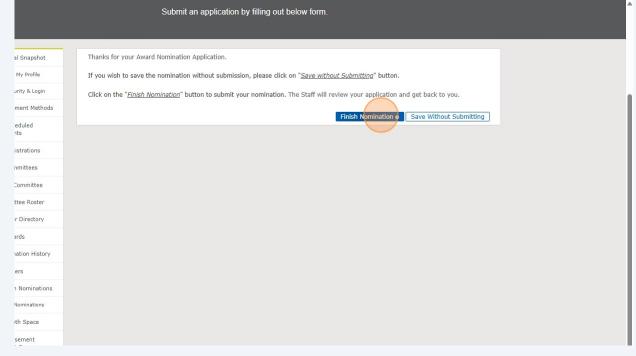
For the Endorser List Click "**Upload Files**", then "**Upload**", followed by the blue "**Next**" button. *NOTE: Various file types are allowed, including Excel.*



Finally, you will need to answer the SIOP anti-harassment policy question by using the drop down picklist. Then click "**Next**"



At this point, you can click "**Finish Nomination**" and all files will be submitted with your packet.



Questions? Please contact SIOP Staff liaison and Program Development Manager, Heather Flattery at <a href="https://html.ncb.nlm.ncb.