

How To Submit OUR Grant Applications Through SharePoint FACULTY

This year we are submitting OUR applications online through SharePoint. Every faculty mentor has access to the OUR SharePoint Site. If you do not have access, please email undergraduateresearch@berry.edu immediately. **All applications should be uploaded by the faculty mentor, not the student.** Once the student has filled out and electronically signed the OUR grant application, they should email it to you (the faculty mentor) to review. Once you approve of the application as it is written and it is signed, fill out the letter of support questions within the application and to upload the final document to the OUR SharePoint. By uploading the application package signed by the student to Teams/SharePoint, you (the faculty member) are acknowledging that you agree with the guidelines put forth in the application document and agree to mentor the student on the proposed project.

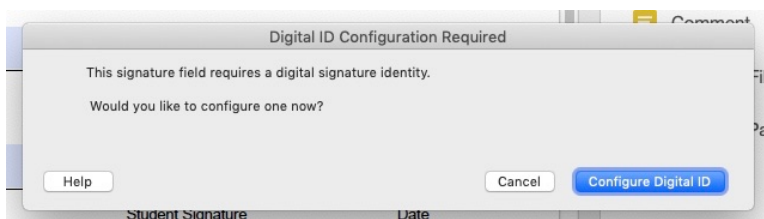
Below are instructions for how students should have signed the document electronically and for you (the faculty mentor) to upload the document to SharePoint.

PART 1: CHECK THAT THE STUDENT FILLED OUT THE APPLICATION AND SIGNED ELECTRONICALLY.

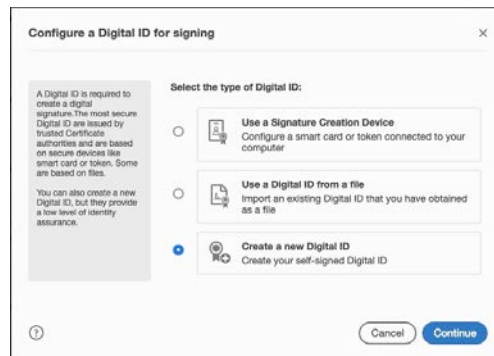
All OUR grant application forms have been updated this year to fillable PDFs (available on the Student Grants website [here](#)). The old forms **will not** be accepted! **Make sure that your student used Adobe Reader or Adobe Acrobat when completing the form.** Once the student is done, they will sign the application electronically (see below for Adobe Reader instructions), "Save As" the new file name listed below, and then email it to you (the faculty mentor). Once you have reviewed your student's application and filled out the letter of support questions at the end of the application, you (the faculty mentor) will upload it to SharePoint.

Below are the instructions given to the student for how to sign an Adobe PDF digitally.

1. Download and complete the appropriate application form using Adobe Reader or Adobe Acrobat. Once you are confident that you have completed your application to the best of your abilities, go to step 2.
2. Click on the appropriate signature box.
3. If you do not have a digital signature configured, a box will pop up that asks if you would like to do so. Click "Configure Digital ID".



4. Select “Create a new Digital ID”

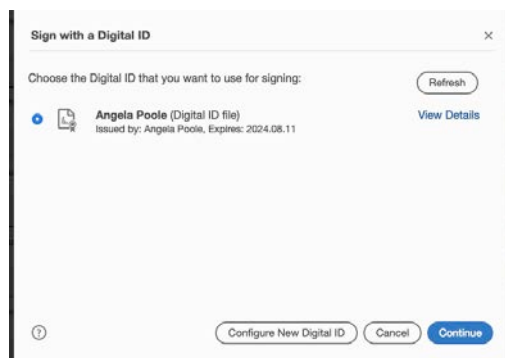


5. Select the appropriate destination to save your Digital ID.

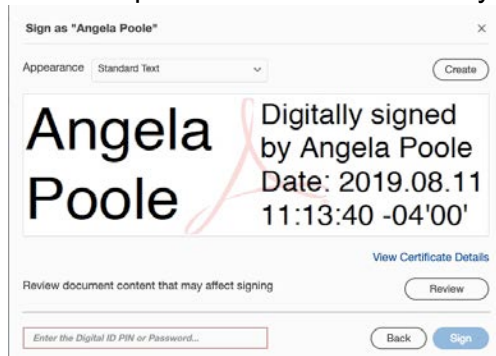
6. Enter in the requested information.

7. When prompted, it is recommended that you select a password to protect your digital ID.

8. Select the digital ID you would like to use for signing and select “Continue”



9. Enter the password associated with your digital ID and select “Sign”

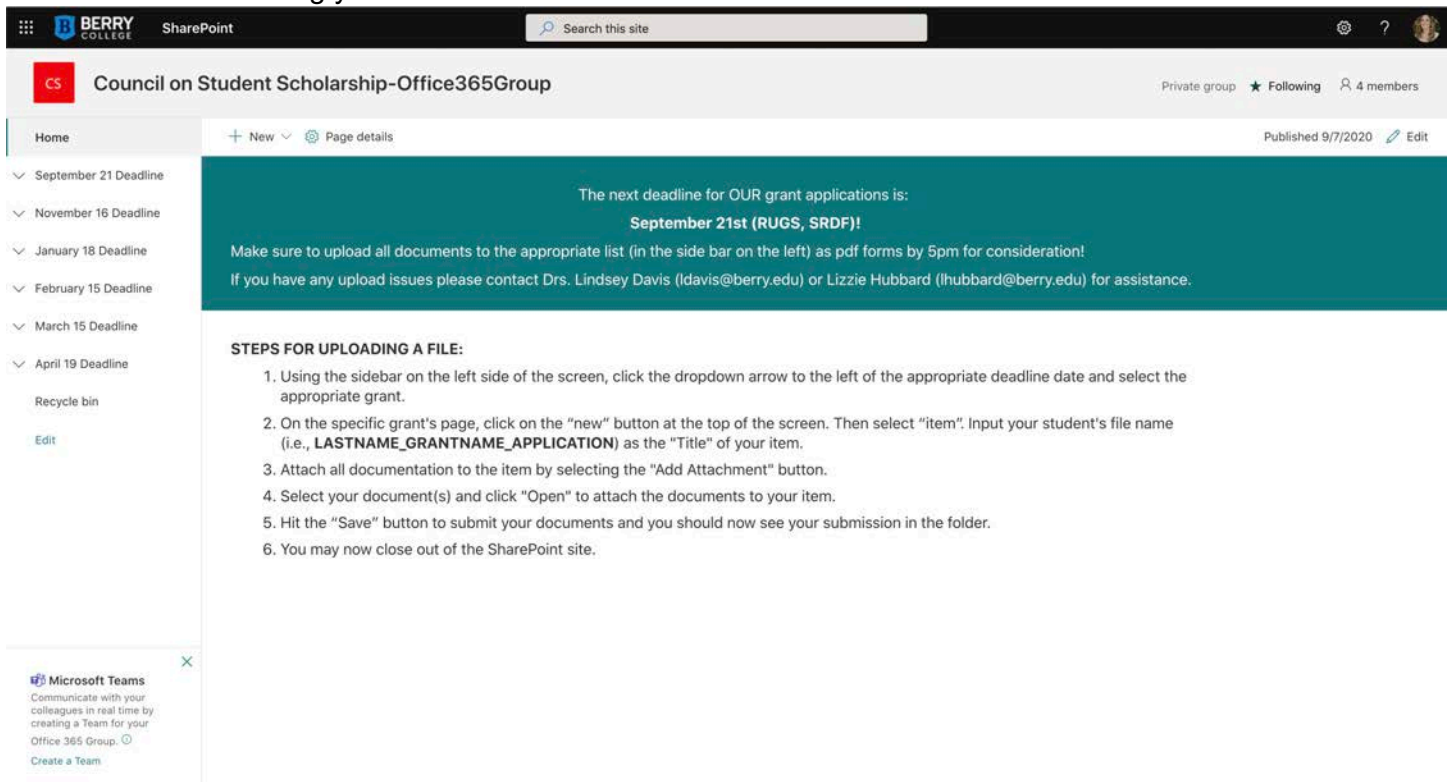


PART 2: CHECK THAT THE STUDENT SAVED THE FILE(S) WITH A NEW NAME

1. Save the file as a NEW FILE (i.e., **LASTNAME_GRANTNAME_APPLICATION**) when prompted. The file name should include your last name, the student grant you are applying to (i.e., RUGS, SRDF, KIRBO, SYNOVUS, PRE_RICHARDS, RICHARDS, SYMPOSIUM), and the word "APPLICATION" in ALL CAPS. For example, a submission by Martha Berry (the "student") for the RUGS grant would read as follows: BERRY_RUGS_APPLICATION
2. Your digital signature should now appear in the document! Once you have confirmed that the application is complete and signed, email the application to your faculty mentor.
 - a. *Note:* any supplementary documentation should also be sent to your faculty mentor as a SINGLE FILE (copy and paste screenshots into a Word document if needed) and should be renamed to: **LASTNAME_GRANTNAME_SUPPLEMENT**

PART 3: UPLOADING DOCUMENTS TO SHAREPOINT

1. Navigate to the CSS SharePoint website: <https://berrycollege2.sharepoint.com/sites/CSS>
2. This should bring you to the screen shown below:

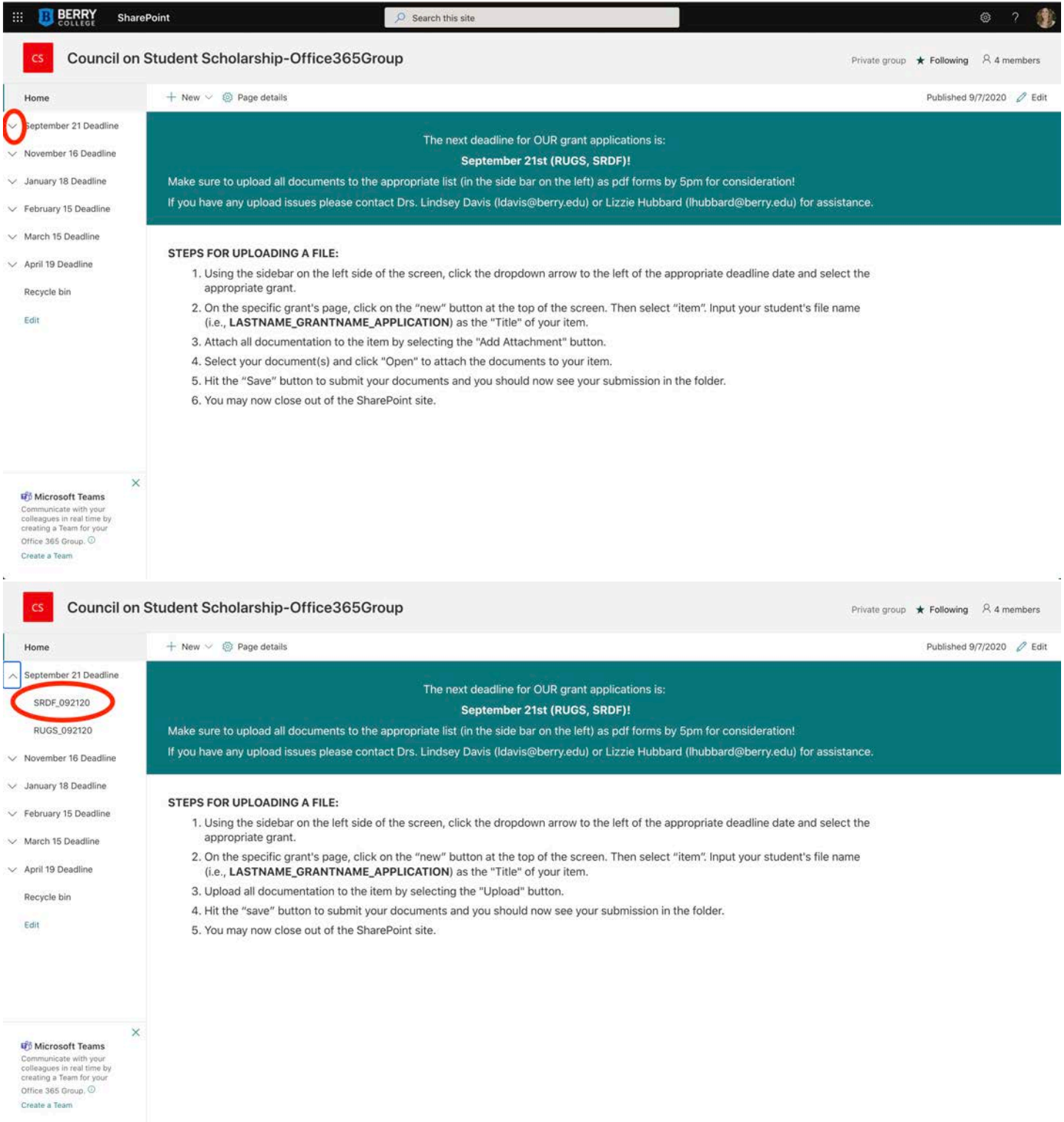


The screenshot shows the SharePoint interface for the Council on Student Scholarship-Office365Group. The top navigation bar includes the Berry College logo, the text "SharePoint", a search bar, and user profile icons. The main header area displays the site name "Council on Student Scholarship-Office365Group" and indicates it is a "Private group" with "4 members". A left-hand sidebar lists various deadlines: September 21, November 16, January 18, February 15, March 15, and April 19. The main content area features a teal banner with the text: "The next deadline for OUR grant applications is: September 21st (RUGS, SRDF)! Make sure to upload all documents to the appropriate list (in the side bar on the left) as pdf forms by 5pm for consideration! If you have any upload issues please contact Drs. Lindsey Davis (ldavis@berry.edu) or Lizzie Hubbard (lhubbard@berry.edu) for assistance." Below the banner, a section titled "STEPS FOR UPLOADING A FILE:" lists six numbered instructions for uploading documents. At the bottom left, there is a "Microsoft Teams" notification box.

STEPS FOR UPLOADING A FILE:

1. Using the sidebar on the left side of the screen, click the dropdown arrow to the left of the appropriate deadline date and select the appropriate grant.
2. On the specific grant's page, click on the "new" button at the top of the screen. Then select "item". Input your student's file name (i.e., **LASTNAME_GRANTNAME_APPLICATION**) as the "Title" of your item.
3. Attach all documentation to the item by selecting the "Add Attachment" button.
4. Select your document(s) and click "Open" to attach the documents to your item.
5. Hit the "Save" button to submit your documents and you should now see your submission in the folder.
6. You may now close out of the SharePoint site.

- Using the sidebar on the left side of the screen, click the dropdown arrow to the left of the appropriate deadline date and select the appropriate grant.



SharePoint Search this site

CS Council on Student Scholarship-Office365Group Private group ★ Following 4 members

Published 9/7/2020 Edit

Home + New Page details

September 21 Deadline

November 16 Deadline

January 18 Deadline

February 15 Deadline

March 15 Deadline

April 19 Deadline

Recycle bin

Edit

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Microsoft Teams
Communicate with your colleagues in real time by creating a Team for your Office 365 Group. Create a Team

CS Council on Student Scholarship-Office365Group Private group ★ Following 4 members

Published 9/7/2020 Edit

Home + New Page details

September 21 Deadline

SRDF_092120

RUGS_092120

November 16 Deadline

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February 15 Deadline

March 15 Deadline

April 19 Deadline

Recycle bin

Edit

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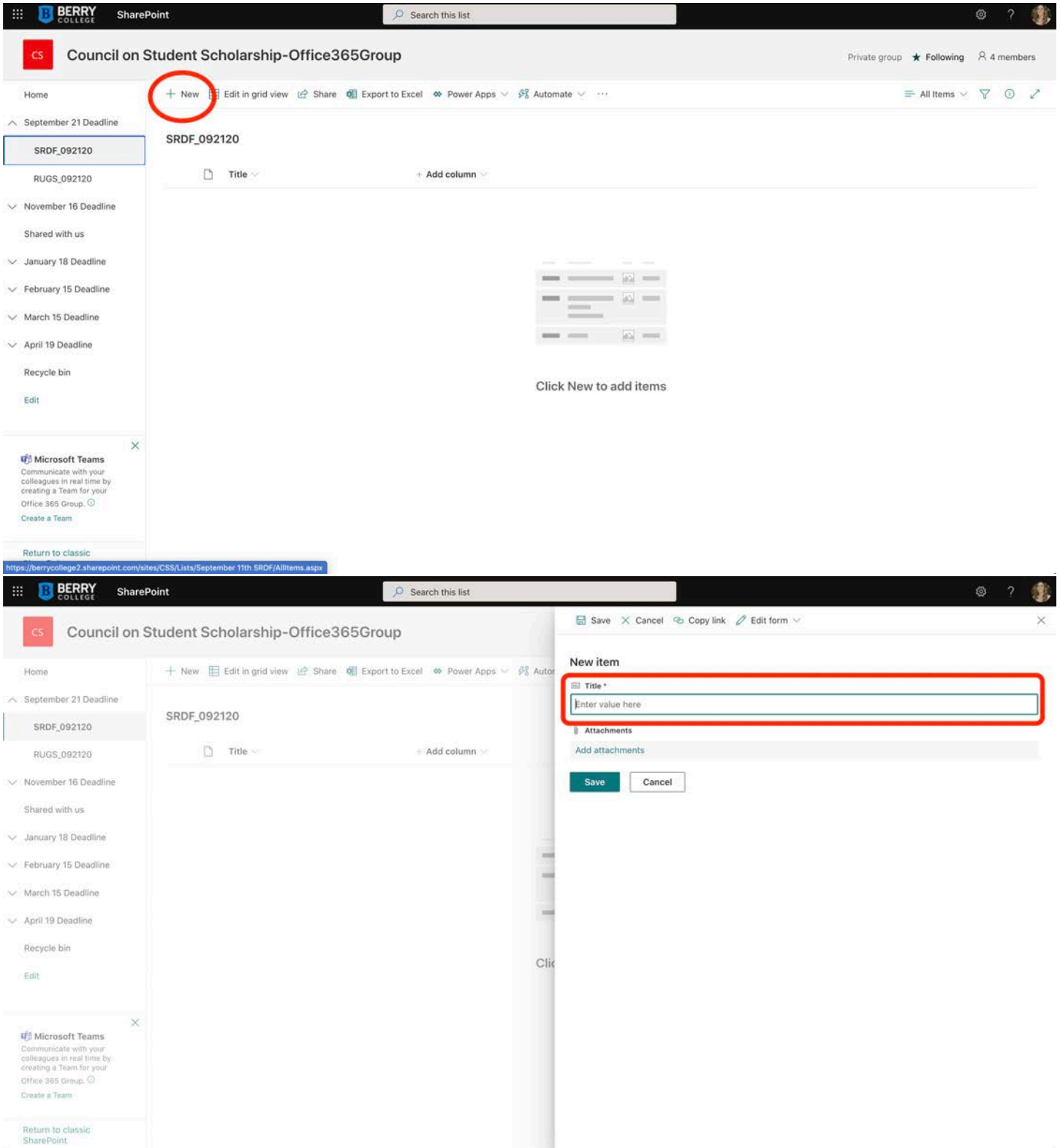
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- Upload all documentation to the item by selecting the "Upload" button.
- Hit the "save" button to submit your documents and you should now see your submission in the folder.
- You may now close out of the SharePoint site.

Microsoft Teams
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4. On the specific grant's page, click on the "new" button at the top of the screen. Then select "item". Input your student's file name (i.e., **LASTNAME_GRANTNAME_APPLICATION**) as the "Title" of your item.



The screenshot displays the SharePoint interface for the "Council on Student Scholarship-Office365Group". The "New" button is circled in red. Below it, the "SRDF_092120" list is shown. A "New item" dialog box is open on the right, with the "Title" field circled in red and containing the text "Enter value here".

Home

+ New Edit in grid view Share Export to Excel Power Apps Automate

September 21 Deadline

SRDF_092120

RUGS_092120

November 16 Deadline

Shared with us

January 18 Deadline

February 15 Deadline

March 15 Deadline

April 19 Deadline

Recycle bin

Edit

Microsoft Teams

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Create a Team

Return to classic

[https://berrycollege2.sharepoint.com/sites/CSS4/Lists/September 11th SRDF/AllItems.aspx](https://berrycollege2.sharepoint.com/sites/CSS4/Lists/September%2011th%20SRDF/AllItems.aspx)

Save Cancel Copy link Edit form

New item

Title *

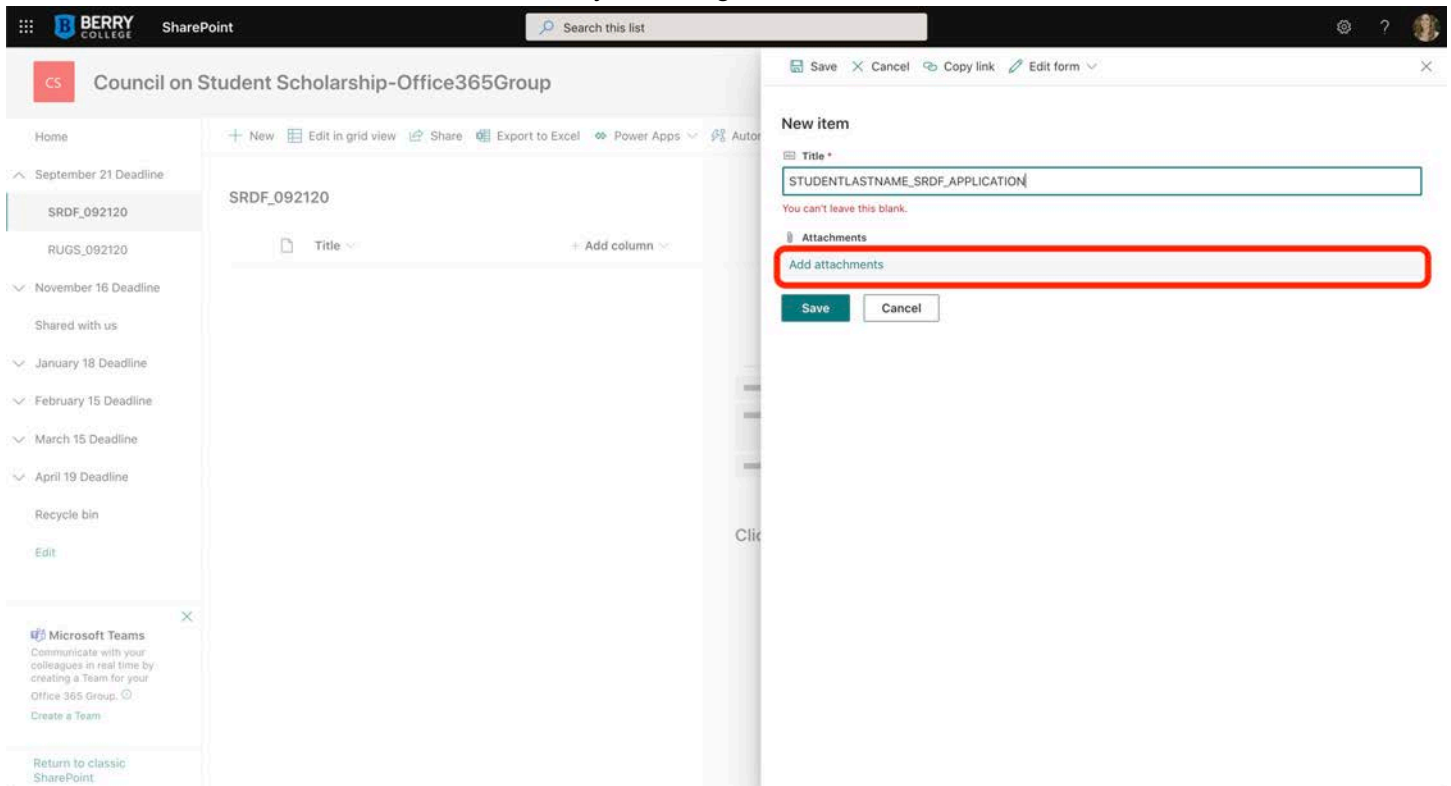
Enter value here

Attachments

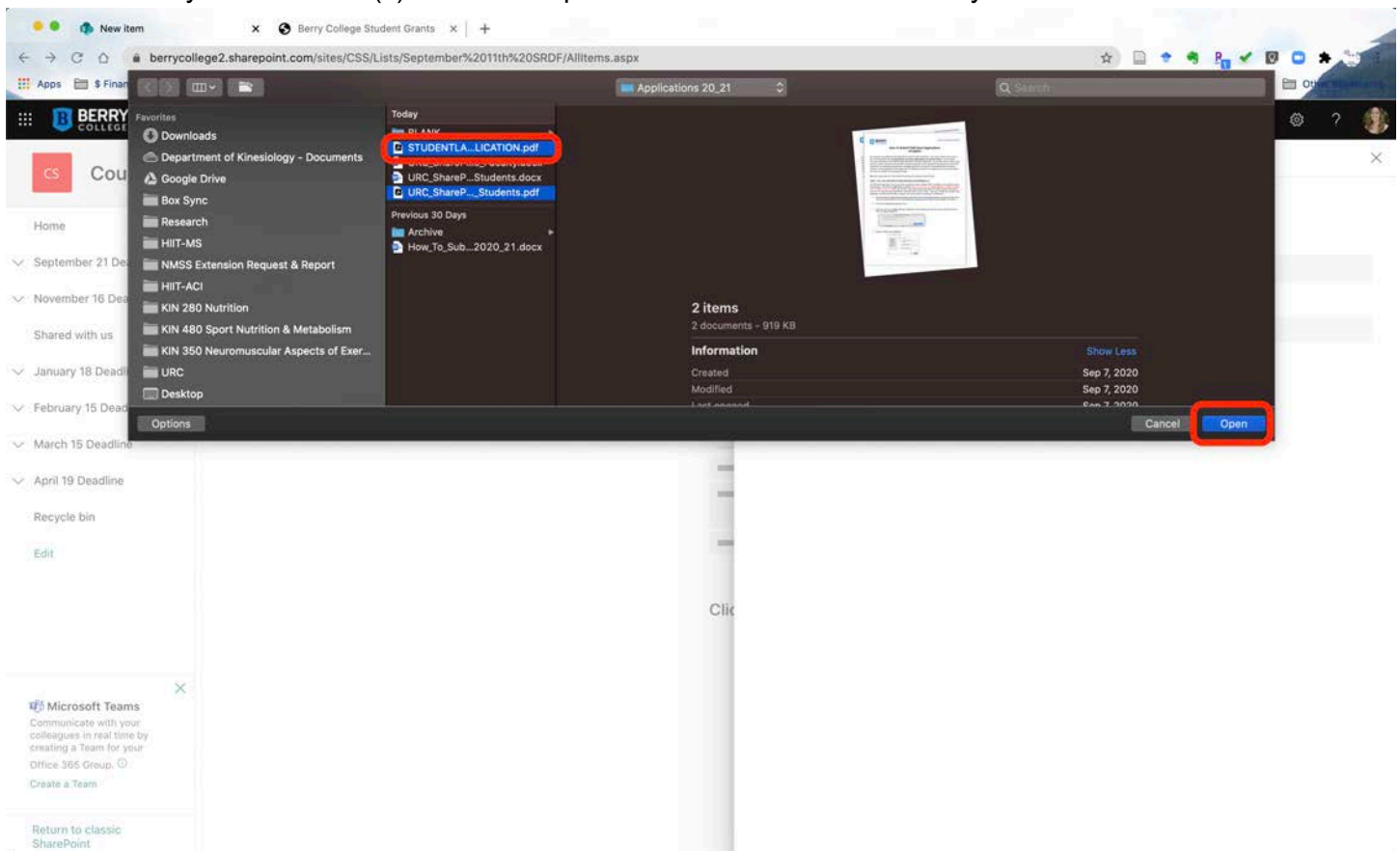
Add attachments

Save Cancel

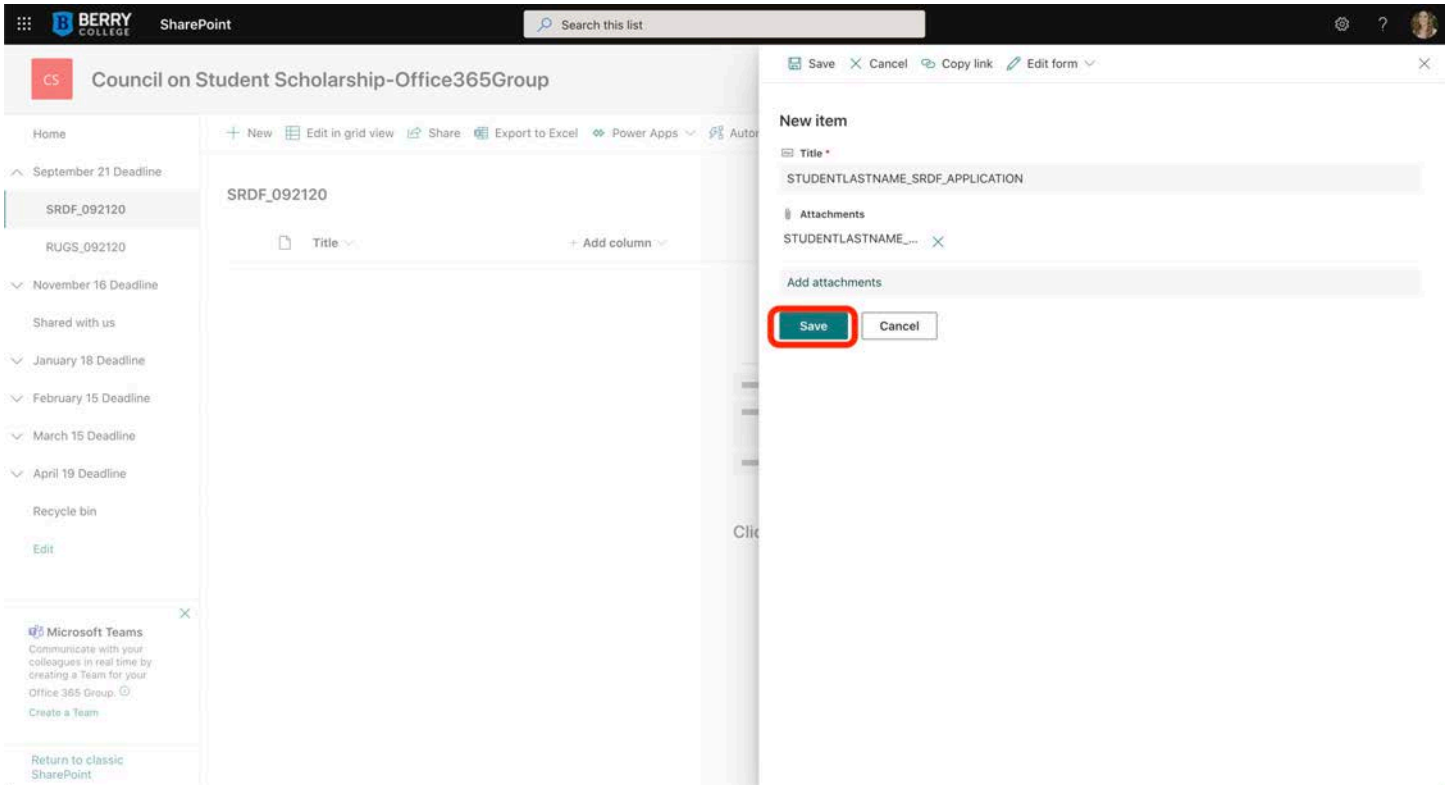
5. Attach all documentation to the item by selecting the "Add Attachment" button.



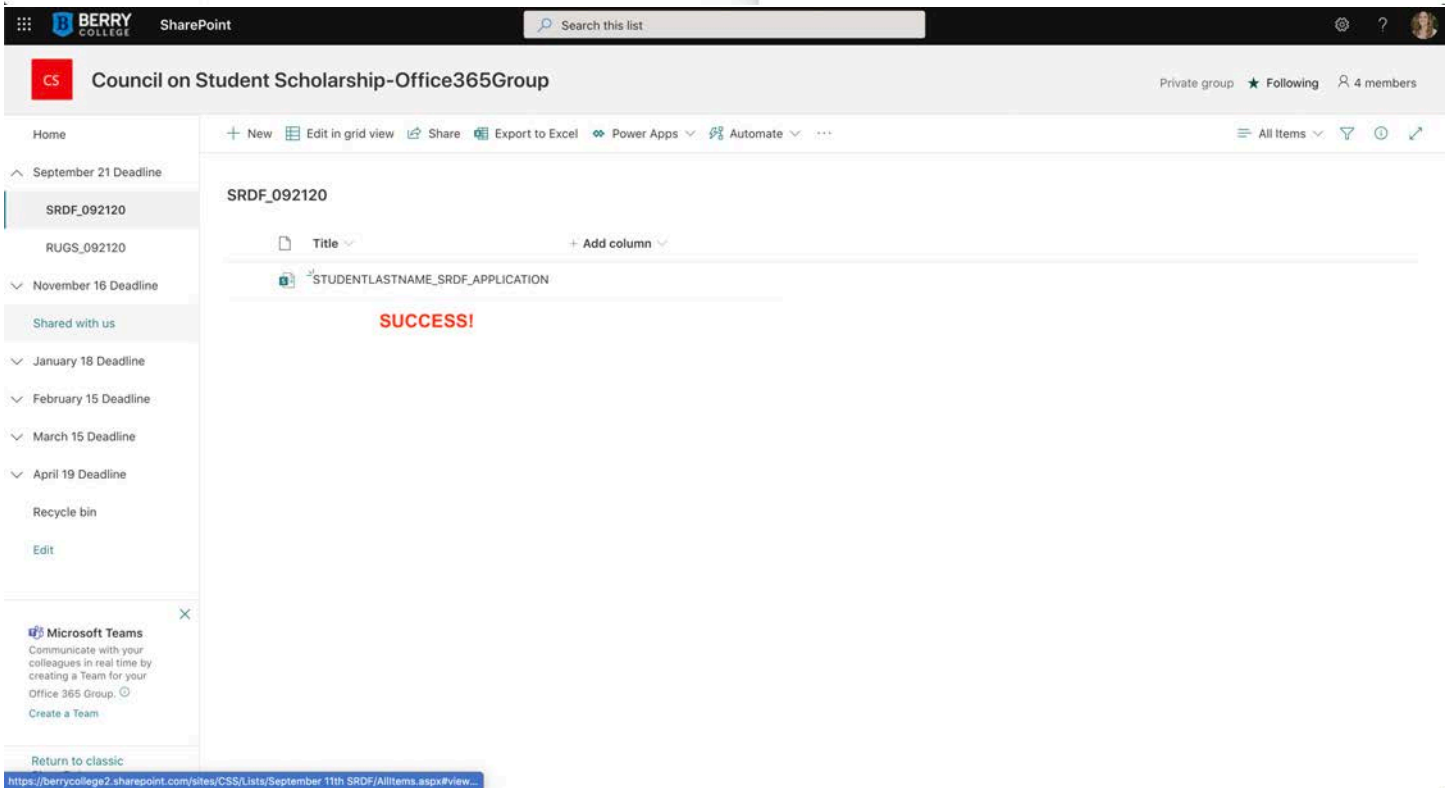
6. Select your document(s) and click "Open" to attach the documents to your item.



7. Hit the “Save” button to submit your documents and you should now see your submission in the folder.



This screenshot shows the 'New item' form in a SharePoint list titled 'Council on Student Scholarship-Office365Group'. The form is for adding a new item to the list. The 'Title' field is populated with 'STUDENTLASTNAME_SRDF_APPLICATION'. The 'Attachments' section shows a file named 'STUDENTLASTNAME_...' with a close button. At the bottom of the form, the 'Save' button is highlighted with a red rectangle, and the 'Cancel' button is also visible. The left sidebar shows a list of folders and files, including 'SRDF_092120' and 'RUGS_092120'. The top navigation bar includes the Berry College logo and a search bar.



This screenshot shows the SharePoint list view after the item has been saved. The list is titled 'Council on Student Scholarship-Office365Group'. The 'SRDF_092120' folder is selected. The list contains one item with the title 'STUDENTLASTNAME_SRDF_APPLICATION'. A red 'SUCCESS!' message is displayed in the center of the list. The left sidebar shows the same list of folders and files as the previous screenshot. The top navigation bar includes the Berry College logo and a search bar. At the bottom of the page, a URL is visible: [https://berrycollege2.sharepoint.com/sites/CSS/Lists/September 11th SRDF/AllItems.aspx#view...](https://berrycollege2.sharepoint.com/sites/CSS/Lists/September%2011th%20SRDF/AllItems.aspx#view...)

8. You may now close out of the SharePoint site.