

# *UWIScholar*

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Applicant Manual for Graduate Scholarship Application Module V1.0

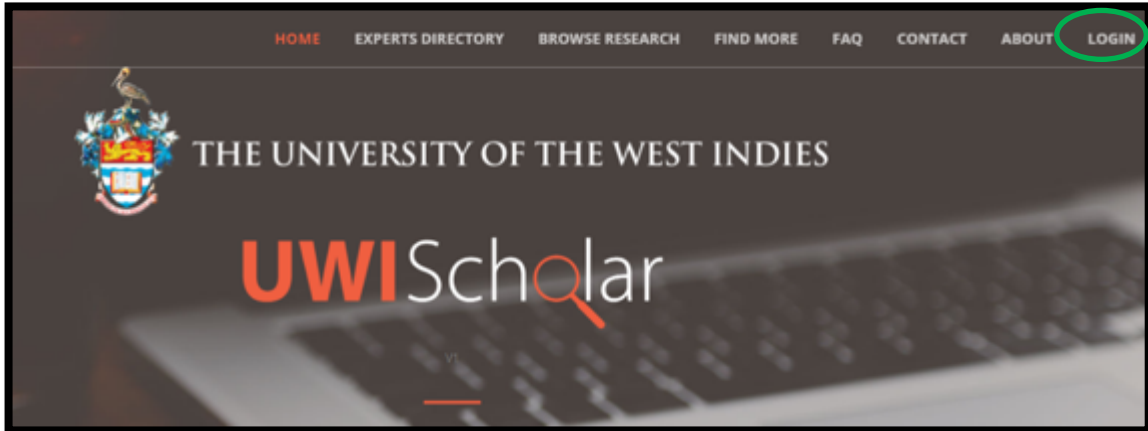
JUNE 21, 2021  
THE UNIVERSITY OF THE WEST INDIES

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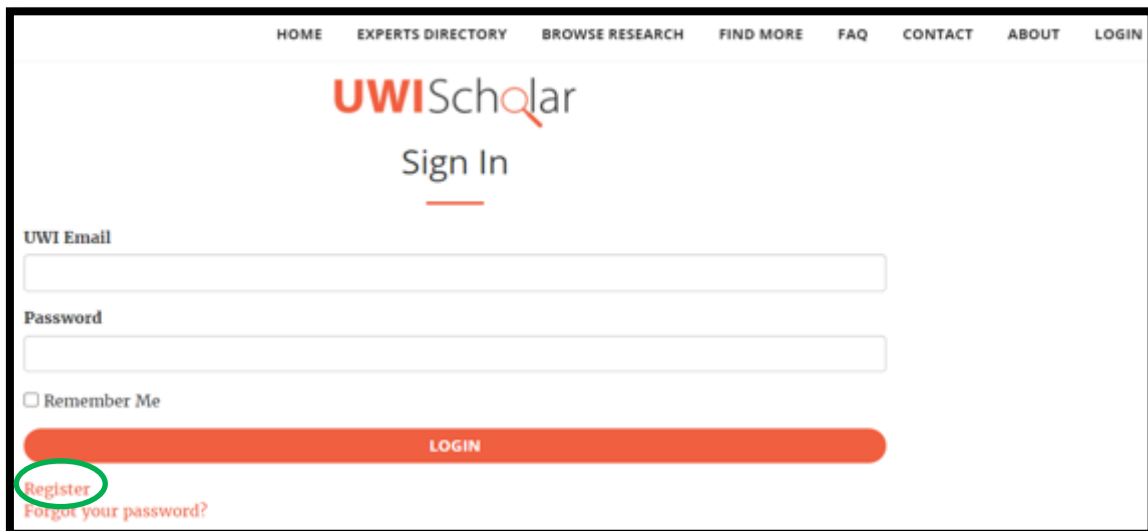
## A. Registering for a *UWIScholar* Account

1. All applicants must create a *UWIScholar* profile by visiting <https://UWIScholar.sta.uwi.edu/>.
2. Click on “Login” at the top right corner.



3. You will be directed to the page below.
4. Click on “Register” to create an account.
5. Enter your UWI email address and a password of your choice and other relevant details.

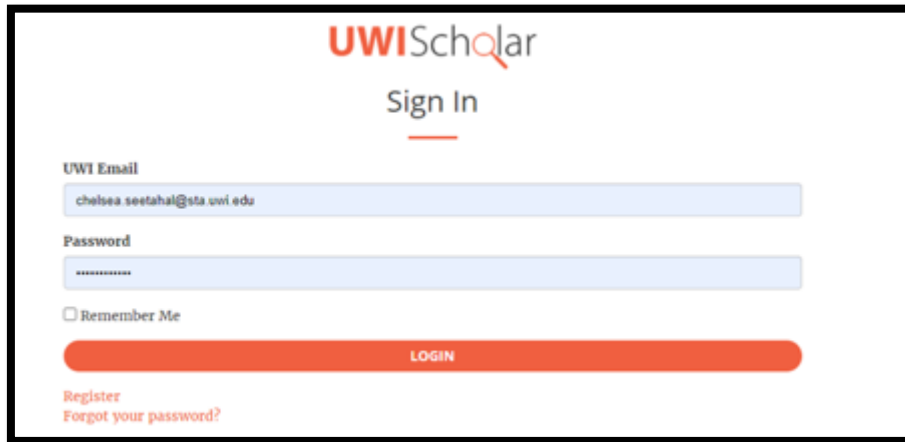
**N.B. Please use your UWI Student email address to register.**



6. When you receive the confirmation email that your account has been created, you may proceed to login to the *UWIScholar* Account.

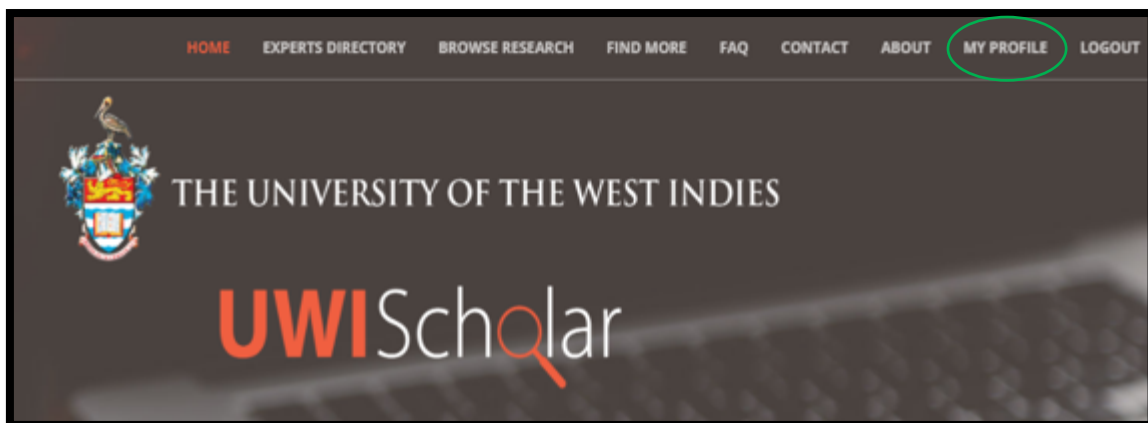
## B. Log into *UWIScholar* & Graduate Scholarship Applications page

7. Login to your *UWIScholar* profile by entering your UWI email address and the pre-selected password at <https://UWIScholar.sta.uwi.edu/>.



The screenshot shows the 'UWIScholar Sign In' page. At the top, the 'UWIScholar' logo is displayed in orange and white. Below it, the text 'Sign In' is centered. There are two input fields: 'UWI Email' containing 'chelsea.sestahal@sta.uwi.edu' and 'Password' with masked characters. A 'Remember Me' checkbox is present below the password field. A large orange 'LOGIN' button is centered at the bottom. Below the button, there are links for 'Register' and 'Forgot your password?'.

8. Select "My Profile" at the top, right of the screen.



9. Click on the dropdown arrow next to "Actions" and select "Graduate Scholarships".



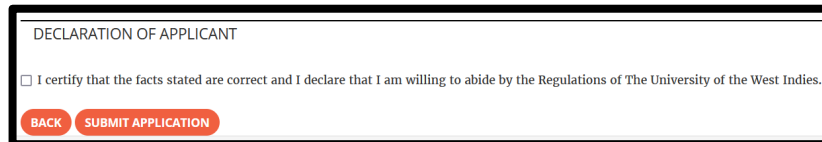
## C. Completing the *Graduate Scholarship Application Form* and uploading supporting documents

10. For a new application submission, scroll to the end of the page under “Submit a new application” and select “OC Graduate Scholarship Application”.



The screenshot shows the UWI Scholar Graduate Scholarships application page. At the top, the logo 'UWIScholar' is displayed in orange and black, with 'Graduate Scholarships' underneath. A red 'BACK' button is in the top right corner. The main heading is 'Applications for the Graduate Scholarships', followed by a notice: 'Notice: You do not have any pending applications at this time.' At the bottom, there is a section titled 'Submit a new application' with a sub-link for 'OC Graduate Scholarship Application'.

11. Complete all sections in the form. Sections with asterisks (\*) indicate that a response is mandatory and the form will not be saved if there is no response in these sections. If a section is not applicable, fill in that section with “N/A”.
12. Upload Documents at the File Upload section
  - a. CV
  - b. Research Proposal (where applicable)
13. Upload Any additional supporting documents at the end of the application page
14. Click “Submit Application” button



The screenshot shows the 'DECLARATION OF APPLICANT' section. It contains a checkbox with the text: 'I certify that the facts stated are correct and I declare that I am willing to abide by the Regulations of The University of the West Indies.' Below the checkbox are two buttons: a red 'BACK' button and a red 'SUBMIT APPLICATION' button.

**N.B. automatic notifications will be sent to named Referees when application is submitted.**

## D. Tracking Application Status

16. Once your application is submitted it will appear in the “Open Applications” section.
17. The “Reference Number” is the unique number that identifies your application which will be generated once the application is submitted. Please use this reference in all correspondence related to the application.
18. To track the progress of the review please refer to the “Status” section of the application.

OC Graduate Scholarship Application:				
#	Date Submitted	Reference No	Status	
1	2021-06-23 22:41:07	OC.PGS.00001-2021	Review	<a href="#">View Application</a>

19. The Stages of Review are as follows:

- Initial Review
- Academic Review
- Committee Member Review
- Committee Meeting
- Processing
- Send Letters

20. After Initial Review the application may be returned to you for changes/updates. See Section E on how to amend the form and resubmit.

## E. Revising and Resubmitting Applications

21. If your application requires some revision, you will receive an email notification.
22. Log into *UWIScholar* and navigate to the “Graduate Scholarship” application page
23. The application that requires revision will be identified by the orange triangle to the left of the screen.
24. Click on the “View Application” button.

OC Graduate Scholarship Application:				
#	Date Submitted	Reference No	Status	
1 ▲	2021-06-23 22:41:07	OC.PGS.00001-2021		<a href="#">View Application</a>

25. Scroll down until you see the comments section of the application.
26. Click on the “amend application” button to make the application editable.



27. Edit and resubmit the application.
28. Ensure you click the “submit” button to resubmit the application.

## F. Retrieving Decision Letters

29. When the decision on your application has been made you will receive an email notification with the decision letter attached.

Alternatively you can:

30. Log into *UWIScholar* “Graduate Scholarship” application page.

31. The approved application will appear under the “Completed Applications” Section.

32. Click on the “View Application” button.

The screenshot displays the application management interface. At the top, there is a section titled "Open Applications:" with a grey background containing instructions: "To view the application select View Application", "Applications with a ▲ require your attention", and "To resubmit click Resubmit (you will see this option once you have selected View Application)". Below this is a table for "Application for Animal Research:" with columns for #, Date Submitted, Title of Research, Reference Number, and Status. One application is listed with a red triangle icon and a "View Application" link. Below this is a section titled "Completed Applications:" (circled in green) with a similar table. Three applications are listed, each with a checkbox, a "View Application" link (circled in green), and a "View Application" link.

#	Date Submitted	Title of Research	Reference Number	Status
1 ▲	2020-03-04 15:16:30	Neophobia and the assessment of predation risk in aquatic ecosystems.	CREC-SA.0291/03/2020	<a href="#">View Application</a>

#	Date Submitted	Title of Research	Reference Number	Status
<input type="checkbox"/> 1	2020-03-03 11:10:23	Mixed Species Shoaling and Information Flow in Trinidadian Poecilia sp.	CREC-SA.0277/03/2020	<a href="#">View Application</a>
<input type="checkbox"/> 2	2020-03-02 13:44:23	Interactions between behaviour and ecology in Trinidadian guppies	CREC-SA.0276/03/2020	<a href="#">View Application</a>
<input type="checkbox"/> 3	2020-03-02 13:37:23	Social foraging in low and high predation guppies	CREC-SA.0275/03/2020	<a href="#">View Application</a>

33. Scroll to the end of the applications page.

34. Click on the “Awarded Letter” or “Not Awarded Letter” to download pdf versions of the documents.

35. Click on the “Back” button to exit the application.