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Approved by: Deputy Graduate Research Manager
Approved and commenced: June 2020
Review by: July 2020
Relevant Policy or Procedure the Guideline supports:
  Rule 4 HDR Admissions and Enrolment Policy & Procedure
Responsible Organisational Unit: Graduate Research Office
1 Overview

The School and College Scholarship Assessment Committee tabs are designed to manage the Scholarship ranking process leading up to College Scholarship Rounds. Please see the Scholarship Round Schedule for more information on the dates for your College.

The way these new tabs are used will vary between Colleges depending on the process established by each Associate Dean of Research (ADR). For example, some Colleges may not hold School Assessment Committee meetings if there are only a small number of applicants from each discipline (in this case, please see the instructions for the Closing the School Assessment).

Scholarship assessments on these tabs are separate to the College Recommendation process. However, Colleges will set expectations as to which workflow stage applicants should be at prior to Scholarship assessment. For example, a College may choose not to conduct School Assessments for applicants who have not reached HoS Application Endorsement stage.

If you are a member of either the School or College Assessment Committee and are unsure of the requirements and expectations for your College, please discuss this with your ADR.

A brief description of each tab can be found below, however, for detailed step-by-step guidance on using the Scholarship Assessment Committee tabs, please see Section 3.

School Scholarship Assessment Committees

It is the responsibility of the School Scholarship Assessment Committee to conduct assessments within this tab for scholarship applicants in their School / Discipline in line with the expectations and timeframe set by the College.

Usually, the College will review School Assessment outcomes in the College Scholarship Ranking meeting.

College Scholarship Assessment Committees

The College Scholarship Assessment Committee is responsible for the final scholarship round outcomes. As with the School Scholarship Assessment Committee, please contact your ADR for more information about the assessment process and timelines for your College.

Gaining Access

Prior to the close of each Scholarship round, the ADR will send the Graduate Research Office an updated list of users with Committee access. If you are an academic or professional staff member within a School/Discipline or College, and need access to one of these tabs, please contact your ADR. Once access has been organised, GRO will advise new users by email.
2 iGrad Dashboard

1 Login to iGrad
Click Dashboard

You can select one of:
- Candidates
- Applicants
- Scholarship Rounds

2.1 Scholarship Rounds Dashboard

1 All applicants will be added to a Scholarship round/s when GRO sets up their record. If an applicant needs to be added to an additional round or the scholarship round needs to be changes, please contact GRO.

As a School or College Committee Member, you can view Scholarship Rounds that applicants in your School/Discipline or College are being considered in. GRCs, the HoS and ADR can view the Scholarship rounds relevant to their areas.
Click the total number of applicants in the round to view the Scholarship Dashboard for that round.

This dashboard is primarily used by the School and College Scholarship Assessment Committees, but can also be viewed by users with GRC, HoS, and ADR access for the relevant School or College.

Users with Primary Supervisor access only cannot view the dashboard.

The information on the Scholarship Round Dashboard (plus extra details) can be exported by clicking on the ‘Report’ button.

An overview of the Report can be found in Section 2.2.

You can sort the dashboard by any of the columns which have a ▪ by clicking on this icon.

Select, Ascending or Descending order.
3. Sorting by **School-Discipline** column will give you an overview of the applications in your area and the **Workflow Status** they are in.

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>School-Discipline</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>Wicking Centre - Wicking Dementia Research &amp; Education</td>
<td>ADR Application Endorsement</td>
</tr>
<tr>
<td>International</td>
<td>Wicking Centre - Wicking Dementia Research &amp; Education</td>
<td>ADR Application Endorsement</td>
</tr>
<tr>
<td>International</td>
<td>Wicking Centre - Wicking Dementia Research &amp; Education</td>
<td>ADR Application Endorsement</td>
</tr>
<tr>
<td>Domestic RTP Funded (Tuition Fees)</td>
<td>Wicking Centre - Wicking Dementia Research &amp; Education</td>
<td>ADR Application Endorsement</td>
</tr>
</tbody>
</table>

4. The **School Recommendation** column will show either the outcome of the School Assessment **OR** the draft outcome if the assessment has not yet been submitted.

- ✔️ = a **submitted** School/College assessment
- Blank = a **saved** School/College assessment

The School Assessment can only be submitted once. The **Rank** and **School Recommendation** cannot be changed after submission.

<table>
<thead>
<tr>
<th>Applicant Type</th>
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<th>Workflow Status</th>
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<tbody>
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</tr>
</tbody>
</table>

5. The **College Recommendation**, **College Rank** and **College Submitted** columns, show the outcome of the College Assessment and whether it has been submitted (i.e., green tick above).

<table>
<thead>
<tr>
<th>School-Discipline</th>
<th>Workflow Status</th>
<th>School Recommendation</th>
<th>School Rank</th>
<th>School Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menzies Institute for Medical Research</td>
<td>Primary Supervisor Evaluation and Endorsement</td>
<td>Candidature Only</td>
<td>2</td>
<td>✔️</td>
</tr>
<tr>
<td>School of Medicine - Medicine</td>
<td>Primary Supervisor Evaluation and Endorsement</td>
<td>Successful</td>
<td>3</td>
<td>✔️</td>
</tr>
</tbody>
</table>

6. You can navigate to individual applicant’s record by clicking on the **iGrad Application**.
**ID.** This will open the School or College Scholarship Assessment Committee Tab

If the School Assessment Committee have already **submitted** their recommendation, the link will take you to the College Scholarship Assessment Committee tab.
2.2 Exportable Report for Scholarship Rounds

1. When viewing a Scholarship Round, click on the ‘Report’ button to download a snapshot of applicants in that round.

2. The report will open in your web browser. Click on the ‘Save’ icon to download the report as an Excel spreadsheet.

3. The report comprises 62 columns (including School and College Assessment information) and was designed to be versatile. Please delete, sort and filter columns as necessary, but note that changes to the School and College Assessments will not be reflected here. The Scholarship dashboard is the source of truth for Scholarship assessments.

Note – If either the School Complete or College Complete column is blank, the assessment has been not been submitted.
School and College Scholarship Assessment Committee tabs

APPLICANT RIBBON

1 The **Applicant Ribbon** will always be visible while viewing an application record. Basic information is shown, including-

- the current status/step
- a link to the **Application Pack**, which has been compiled by GRO
- a list of the scholarship round/s the applicant is under consideration for.

**Save as PDF** creates a summary of the Application, Project, Supervisors, Evaluation, Endorsements, Comments, History and GRC tabs.

APPLICATION DETAILS

1 **Application Details**

Outlines basic information for each applicant.

More detailed information can be obtained by downloading the Application Pack from the **Applicant Ribbon**

If **Alternate Pathway = Yes**
The Primary Supervisor will need to complete additional details in the Evaluation Tab

If **English Language Requirements = No**
The Primary Supervisor will need to complete additional details in the Evaluation Tab
### SCHOLARSHIP ASSESSMENT ROUND DETAILS

1. **Select either the School Scholarship Assessment Committee or College Scholarship Assessment Committee tab**

   - If the applicant is in more than one scholarship round, you will need to select the **round** you wish to view.

2. **To navigate** between applicants in a scholarship round based on current sorting of the Dashboard, use the ‘Prev’ and ‘Next’ buttons.

   - To return to the Scholarship Dashboard, simply click on the ‘List’ button.

3. **School Scholarship Assessment tab**
   - Information can be saved by –
     - GRC
     - HoS
     - ADR
     - Members of the School Committee

   **College Scholarship Assessment tab**
   - Prepopulated once the School tab is submitted (minus the recommendation and rank). **Can be edited by** -
     - Members of the College Assessment Committee
     - ADR of the College

**NOTE** – School and College Scholarship Assessments can only be submitted once. However, if the College Assessment is submitted in error, it can be re-opened by the ADR upon request.
4 Closing the School Assessment

The College Assessment cannot be started until the School Committee have submitted their assessment.

If the School is not holding an assessment meeting, the College Committee can close the School Assessment on their behalf, by clicking Close School Assessment.

NOTE – the School assessment cannot be reopened once it has been closed.

5 Select a Recommendation from the list –

- Candidature only – Applicant to be offered a place to study without a scholarship (or with external scholarship)
- Rejected – Applicant will receive a formal rejection from the Graduate Research Office
- Successful – Applicant has been successful in their Scholarship application
- Successful in another round – Applicant has been successful in another Scholarship Round

Enter a rank and Strategic Statement.

Each College has different requirements for the Strategic Statement. Please contact your ADR for clarification if necessary.
If the applicant is applying for a cross college scholarship you will be able to add an allocation by selecting **Add allocation**, selecting the second College and entering an allocation **Percent**.

After saving the College Assessment, you will be prompted to ‘Request Approval’ from the second College. Clicking this button will send an email to the ADR of that College, requesting that they respond to your proposal.

If the applicant is being co-funded, select **Add Co-fund** and enter the details in the expanded section.

**NOTE** – Prior to submitting your assessment, you need to ensure that the total Scholarship Funding = 100 %

**Scholarship funding (Total 100%)**

**Co-Funding (0%)**

**Special conditions**

**Funding Office Reference No.**

**Source of Co-funding**

**E.g. ARC grant, Agreement with Industry...**

**Account from which co-funding will be paid**

**Account type.**  
**Account Number**  
26121.0

**Important:** If the co-funding is to be paid from an external source, and an interim account is used, in endorsing this recommendation the School/Institute/College are agreeing to underwrite the externally funded component should the related agreement not be signed or the sponsor withdraw the funding.

**Please note:** If this is an interim account, the School/Institute/College will need to provide the final account to the Graduate Research office as soon as it is known.
8. For International applicants only - indicate whether they are applying for a tuition fee scholarship by selecting from the drop-down.

9. For International applicants only - select whether the Overseas Student Health Cover will be School / College Funded or Applicant Funded.

   If School / College Funded, select the level of cover to be provided (i.e. Single, Couple or Family). For information on the costs for different levels of cover, see this website.

10. As an assessment committee member, you will have the option to either Save or Submit your assessment.

    If you are unsure whether you will need to make further changes, please Save only.

    You can only submit one assessment per scholarship round (though the College Assessment can be reopened, this can only be done by the ADR).
iGrad Help and Troubleshooting

- When using iGrad, you need to be connected to a UTAS network, or using a VPN if you are off-campus
- Please use Google Chrome as your Internet Browser
- If you have any questions about the College Recommendation or Scholarship Assessment process for your School/Discipline, please contact your ADR, College Research Committee.
- Please do not reply to automated emails from iGrad when you receive notifications of actions on your dashboard. If you need to contact the Graduate Research Office, please email the address for your College below
  - **College of Health and Medicine** – GraduateResearch.CHM@utas.edu.au
  - **College of Sciences and Engineering** – GraduateResearch.COSE@utas.edu.au
  - **College of Arts, Law and Education** – GraduateResearch.CALE@utas.edu.au
  - **College of Business and Economics** – GraduateResearch.TSBE@utas.edu.au

5 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADR</td>
<td>Associate Dean of Research</td>
</tr>
<tr>
<td>CMA</td>
<td>Candidature Management Advisors (GRO)</td>
</tr>
<tr>
<td>ERA</td>
<td>Excellence in Research for Australia</td>
</tr>
<tr>
<td>FOR</td>
<td>Field of Research</td>
</tr>
<tr>
<td>GRC</td>
<td>Graduate Research Coordinator</td>
</tr>
<tr>
<td>GRO</td>
<td>Graduate Research Office</td>
</tr>
<tr>
<td>HDR (RHD)</td>
<td>Higher Degree by Research (Research by Higher Degree)</td>
</tr>
<tr>
<td>HoS</td>
<td>Head of School</td>
</tr>
<tr>
<td>iGrad</td>
<td>Online candidature management tool</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing System</td>
</tr>
<tr>
<td>RTP</td>
<td>Research Training Program</td>
</tr>
<tr>
<td>SEO</td>
<td>Socio-Economic Objective</td>
</tr>
<tr>
<td>TOR</td>
<td>Type of Research</td>
</tr>
<tr>
<td>UTAS</td>
<td>University of Tasmania</td>
</tr>
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</table>
6 Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Current Version</th>
<th>Approved June 2020; by the Deputy Graduate Research Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>Version 1</td>
<td></td>
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