Instructions for attaching the Qualtrics Financial Commitment form to the Graduate Diversity Excellence Fellowship nomination in the iGPS Proposal System

**Step 1:** Complete the nominee student details displayed on the screen below.

![Nomination for Graduate Diversity Excellence Fellowship - Doctoral](image1)

**Step 2:** Click the **next >>** button. You will be routed to a page that lists all of the criteria for submitting a nomination. Click on “the icon next to the “Diversity Questionnaire” section.

![Nomination entered by:](image2)
Step 3: Complete all of the information required on the “Diversity Questionnaire.” At the bottom of the “Diversity Questionnaire,” click on “Qualtrics Financial Commitment Certification.” This will redirect you to a Qualtrics from where you will enter financial commitment information for the nominee.
Step 4: Enter the required information. Once you have entered all of the required information, please review the summary document for accuracy.

If you need to make changes, press to return to the previous page and make your corrections.

If there are no changes, please click to CERTIFY and Print to PDF to obtain a copy of the financial commitment form to attach to the nomination in iGPS.

I hereby certify that the above information is accurate. If everything looks accurate, PLEASE PRINT this page and attach it to your nomination packet in iGPS.
**Step 5:** After you have certified and printed the financial commitment template, press in the lower right hand corner. The information you entered will be recorded in Qualtrics and sent to The Office of Graduate and Professional Studies. You may now return to the iGPS proposal nomination submission portal.

**Step 6:** Once you have returned to the iGPS proposal system, please go back to the “Fellowship Files” section on the prospective student’s nomination packet.

**Step 7:** Include the Qualtrics Financial Commitment form in your nomination packet.
**Step 8:** Continue completing all of the required information for the nomination packet.