

# Student Grants Database Admin Basics

1. Go to: <http://studentgrants.yale.edu>

YALE University

Welcome Login

View All Grants/Fellowships

Search by Keyword

Find Grants/Fellowships by Keyword:

Search by Keyword(s) Clear

Search by Grants/Fellowships Eligibility

Display Grants/Fellowships that match All of my selections:  
(Select more options to return a narrower set of results)

Current Year of Study Select

Term of Award Select

Grant or Fellowship Purpose Select

Global Region or Country [See: [Travel Restrictions](#)] Select

Citizenship Status Select

Current FAS Graduate School Discipline Select

Current Professional School Discipline Select

Search by Eligibility Clear

Search by Sponsoring Organization

Find Grants/Fellowships by the Sponsoring Organization(s): Select

Search by Sponsoring Org Clear

# To find the student view of your Grant Description



Welcome

Login

[View All Grants/Fellowships](#)

**Search by Keyword**

Find Grants/Fellowships by Keyword:

**Search by Grants/Fellowships Eligibility**

Display Grants/Fellowships that match All of my selections:  
(Select more options to return a narrower set of results)

Current Year of Study

Term of Award

Grant or Fellowship Purpose

Global Region or Country [See: [Travel Restrictions](#)]

Citizenship Status

Current FAS Graduate School Discipline

Current Professional School Discipline

**Search by Sponsoring Organization**

Find Grants/Fellowships by the Sponsoring Organization(s):

2. Search for your grant by keyword

## Search for Grants/Fellowships

Search by Keyword

Find Grants/Fellowships by Keyword: Mellon

Search by Keyword(s)

Clear

Total Grants/Fellowships: 250 / My Results: 16

New Search | Sort By: Grants/Fellowships (A-Z) ↓

### Berkeley College Mellon Senior Research Grant

To provide funding to off-set the costs associated with a senior research project or senior essay.

Begin Accepting Applications Date: 09/18/2015  
Deadline Date (EST Time Zone): 04/22/2016  
5:00PM

### Branford College Mellon Senior Research Grant

To support senior essays/projects or analogous forms of research and independent study. Each qualifying student may apply for up to \$500 in research support.

Deadline Date (EST Time Zone): 04/01/2016  
1:00PM

### Calhoun College Mellon Senior Research Grant

To provide funding to off-set the costs associated with a senior research project or senior essay

Begin Accepting Applications Date: 09/28/2015  
Deadline Date (EST Time Zone): 02/11/2016  
1:00PM

### Davenport College Mellon Senior Research Grant

For funding research which must take place during the academic year and awardees must present the result of their research either to the Senior Mellon Forum or another educational forum in the college.

Begin Accepting Applications Date: 10/07/2015  
Deadline Date (EST Time Zone): 04/25/2016  
1:00PM

3. Click the grant title to read the full description



Optional: Make note of changes required, if any.

Welcome

Login

[Return to Search List](#)

### Branford College Mellon Senior Research Grant

Begin Accepting Applications Date: 01/07/2016  
Deadline Date (EST Time Zone): 04/01/2016 1:00PM

#### Award Amount:

\$500

#### Description:

For funding research which must take place during the academic year and awardees must present the result of their research either to the Senior Mellon Forum or another educational forum in the college.

#### Application Information:

Provide a one page proposal detailing the research project with the approval of a faculty advisor who will supervise the research project, estimated budget associated with research.

#### Special Eligibility Requirements:

Funding is for Senior Research only as it pertains to senior essays or other projects. Juniors may apply later in the spring semester if there are still funds available.

#### Restrictions to Use of Award:

Cannot pay student subjects

#### Links to Additional Information:

If you are an international student, please contact the international tax office to make sure your paperwork is in order ([daysi.cardona@yale.edu](mailto:daysi.cardona@yale.edu))

#### Contact Information:

For questions about this application, please contact Joan Dempsey at [joan.dempsey@yale.edu](mailto:joan.dempsey@yale.edu).

Branford College Mellon Senior Research Grant

Begin Accepting Applications Date: 01/07/2016  
Deadline Date (EST Time Zone): 04/01/2016 1:00PM

1. Click "Login" in the top right corner

Login

2. Click "with Yale NetID"

with  
Yale NetID

without  
Yale NetID

3. Enter NetID and password

## Yale *Central Authentication Service*

### Login required

You may establish Yale authentication now in order to access protected services later.

NetID:

Password:

Warn me before logging me in to other sites.

Login

4. CAS log in.

[CAS Login](#)

[CAS Logout](#)

[Help with CAS](#)

[Feedback](#)

[Forgot your password?](#)

[Changing your password](#)

### Please note

Before entering your NetID and password, verify that the URL for this page begins with: **https://secure.its.yale.edu**

To protect your privacy, quit your web browser when you are done accessing services that require authentication.

# To make changes to the Fellowship Description

1. Click on "Fellowship Descriptions"

YALE  
University

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Applications

Fellowship Descriptions

Search Applicants

Grants/Fellowships Search

Create New Application

Clone Existing Application

Archive

Export to Excel

Active ▾

Select All

Sort ▾

Search ▾

Total Applications: 103

<input type="checkbox"/>	Application Form	Grants/Fellowships	Sponsoring Organization	Total Applications	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Alexander P Hixon Fellowship Application 2020	Alexander P. Hixon Fellowship	CIPE Fellowship Programs	27	<a href="#">Delete</a>
	Date Started: 1/08/2020	Deadline: 2/12/2020 1:00 PM	Published: <span>✓ Yes</span>		
<input type="checkbox"/>	Application Form	Grants/Fellowships	Sponsoring Organization	Total Applications	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Barry M. Goldwater Scholarship 2020	Barry M. Goldwater Scholarship	CIPE Fellowship Programs	24	<a href="#">Delete</a>
	Date Started: 9/10/2019	Deadline: 11/18/2019 1:00 PM	Published: <span>✓ Yes</span>		
<input type="checkbox"/>	Application Form	Grants/Fellowships	Sponsoring Organization	Total Applications	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Beinecke Scholarship Program - Application 2020	Beinecke Scholarship Program	CIPE Fellowship Programs	9	<a href="#">Delete</a>
	Date Started: 11/02/2019	Deadline: 1/15/2020 1:00 PM	Published: <span>✓ Yes</span>		

# To make changes to the Fellowship Description

2. Click the title of your fellowship

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Applications Fellowship Descriptions Search Applicants

Grants/Fellowships

Search Publish Unpublish Setup Grants/Fellowships Archive Export to Excel Active

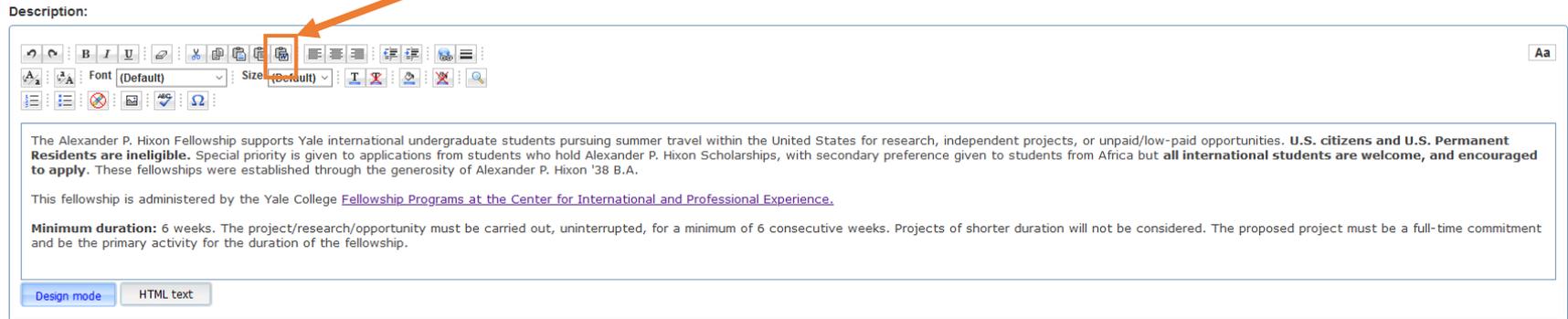
Total Grants/Fellowships: 119

<input type="checkbox"/>	Grants/Fellowships	Application	Sponsoring Organization	Published
<input type="checkbox"/>	<a href="#">Alexander P. Hixon Fellowship</a>	Alexander P Hixon Fellowship Application 2020	CIPE Fellowship Programs	Yes
<input type="checkbox"/>	<a href="#">Alexander P. Hixon Fellowship Adapted Application 2020</a>		CIPE Fellowship Programs	Yes
<input type="checkbox"/>	<a href="#">Barry M. Goldwater Scholarship</a>	Barry M. Goldwater Scholarship 2020	CIPE Fellowship Programs	Yes
<input type="checkbox"/>	<a href="#">Beinecke Scholarship Program</a>	Beinecke Scholarship Program - Application 2020	CIPE Fellowship Programs	Yes
<input type="checkbox"/>	<a href="#">Boren Undergraduate Scholarship</a>	Boren Scholarship 2020	CIPE Fellowship Programs	Yes

## To Make Changes to the Fellowship Description

3. Make text changes in the fields provided. If you are copying from Word, click  before pasting

Description:



The Alexander P. Hixon Fellowship supports Yale international undergraduate students pursuing summer travel within the United States for research, independent projects, or unpaid/low-paid opportunities. **U.S. citizens and U.S. Permanent Residents are ineligible.** Special priority is given to applications from students who hold Alexander P. Hixon Scholarships, with secondary preference given to students from Africa but **all international students are welcome, and encouraged to apply.** These fellowships were established through the generosity of Alexander P. Hixon '38 B.A.

This fellowship is administered by the Yale College [Fellowship Programs at the Center for International and Professional Experience](#).

**Minimum duration:** 6 weeks. The project/research/opportunity must be carried out, uninterrupted, for a minimum of 6 consecutive weeks. Projects of shorter duration will not be considered. The proposed project must be a full-time commitment and be the primary activity for the duration of the fellowship.

Design mode HTML text

4. When you have made your edits, click “Save & Exit” at the bottom of the page



If you have any questions about the Search Filters, please send an email to [studentgrants@yale.edu](mailto:studentgrants@yale.edu) and an admin will assist you

# To Make Changes to the Fellowship Description

System Alert (307)

Grants/Fellowships has been updated. Now your fund is live and will be returned in student searches.

Ok

5. Click "OK" to return to your list of fellowship descriptions.

Grants/Fellowships

Search Publish Unpublish Setup Grants/Fellowships Archive Export to Excel Active

Total Grants/Fellowships: 119

Grants/Fellowships	Application	Sponsoring Organization	Published
<input type="checkbox"/> Alexander P. Hixon Fellowship	Alexander P Hixon Fellowship Application 2020	CIPE Fellowship Programs	Yes <input type="button" value="↺"/> <input type="button" value="✖"/>
<input type="checkbox"/> Alexander P. Hixon Fellowship Adapted Application 2020		CIPE Fellowship Programs	Yes <input type="button" value="↺"/> <input type="button" value="✖"/>
<input type="checkbox"/> Barry M. Goldwater Scholarship	Barry M. Goldwater Scholarship 2020	CIPE Fellowship Programs	Yes <input type="button" value="↺"/> <input type="button" value="✖"/>
<input type="checkbox"/> Beinecke Scholarship Program	Beinecke Scholarship Program - Application 2020	CIPE Fellowship Programs	Yes <input type="button" value="↺"/> <input type="button" value="✖"/>
<input type="checkbox"/> Boren Undergraduate Scholarship	Boren Scholarship 2020	CIPE Fellowship Programs	Yes <input type="button" value="↺"/> <input type="button" value="✖"/>
<input type="checkbox"/> CF TEST		CIPE Fellowship Programs	No <input type="button" value="↺"/> <input type="button" value="✖"/>
<input type="checkbox"/> Charles H. Siegel Traveling Fellowship	Charles H Siegel Traveling Fellowship Application 2020	CIPE Fellowship Programs	Yes <input type="button" value="↺"/> <input type="button" value="✖"/>

# To edit this Year's Application Form

1. Click on "Applications"



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Applications | Fellowship Descriptions

Grants/Fellowships Search

Create New Application | Clone Existing Application | Archive | Export to Excel | Active ▾

Select All | Sort ▾ | Search ▾

Total Applications: 103

<input type="checkbox"/>	Application Form	Grants/Fellowships	Sponsoring Organization	Total Applications	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Alexander P Hixon Fellowship Application 2020	Alexander P. Hixon Fellowship	CIPE Fellowship Programs	27	<a href="#">Preview</a> <a href="#">Delete</a>
	Date Started: 1/08/2020	Deadline: 2/12/2020 1:00 PM	Published: <input checked="" type="checkbox"/> Yes		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Barry M. Goldwater Scholarship 2020	Barry M. Goldwater Scholarship	CIPE Fellowship Programs	24	<a href="#">Preview</a> <a href="#">Delete</a>
	Date Started: 9/10/2019	Deadline: 11/18/2019 1:00 PM	Published: <input checked="" type="checkbox"/> Yes		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Beinecke Scholarship Program - Application 2020	Beinecke Scholarship Program	CIPE Fellowship Programs	9	<a href="#">Preview</a> <a href="#">Delete</a>
	Date Started: 11/02/2019	Deadline: 1/15/2020 1:00 PM	Published: <input checked="" type="checkbox"/> Yes		

# To edit this year's Application Form

2. Select the appropriate fellowship application form

Optional: Search by keyword

**YALE University**

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Applications | Fellowships | Descriptions

Search Applicants

Grants/Fellowships Search

Create New Application | Clone Existing Application | Archive | Export to Excel | Active

Select All | Sort | Search

Total Applications: 103

Search By

Application Form: [ ] Grants/Fellowships: [ ] General Ledger Account: [ ] Sponsoring Organization: [ Select ]

Cancel Search

<input type="checkbox"/>	Application Form	Grants/Fellowships	Sponsoring Organization	Total Applications	Preview	Delete
<input type="checkbox"/>	<a href="#">Alexander P Hixon Fellowship Application 2020</a>	Alexander P. Hixon Fellowship	CIPE Fellowship Programs	27	Preview	Delete
	Date Started: 1/08/2020	Deadline: 2/12/2020 1:00 PM	Published: <span>Yes</span>			
<input type="checkbox"/>	<a href="#">Barry M. Goldwater Scholarship 2020</a>	Barry M. Goldwater Scholarship	CIPE Fellowship Programs	24	Preview	Delete
	Date Started: 9/10/2019	Deadline: 11/18/2019 1:00 PM	Published: <span>Yes</span>			

# To edit this year's Application Form

3. Go to "Application Form Settings"

The screenshot shows the Yale Fellowships Admin interface. The top navigation bar includes the Yale University logo, the user name 'Suzanne Wirak', and an 'Open Help' link. Below the navigation bar, there are tabs for 'Applications' and 'Fellowship Descriptions'. A search bar for 'Search Applicants' is located on the right. The main content area has a menu with 'Manage Student Applications', 'Manage Reports', and 'Application Form Settings'. The 'Application Form Settings' option is highlighted with an orange box. Below the menu, there is a search and filter section, and a table of applicants. The table has columns for Applicant, Email, NetId, Submitted Date & Time, Status, Status Detail, Released, Notification Date, Comments, Requested, and Received. The table shows 27 applicants in total.

YALE University

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Applications Fellowship Descriptions Search Applicants

Manage Student Applications Manage Reports **Application Form Settings**

Manage Student Applications Alexander P Hixon Fellowship Application 2020 Manage Student Applications

Search Filter

Batch Student Info Update Release Section(s) Notify PDF(s) | Excel ▾

Number of Applicants: 27

<input type="checkbox"/>	Applicant	Email	NetId	Submitted Date & Time	Status	Status Detail	Released	Notification Date	Comments	Requested	Received
<input type="checkbox"/>	Abiola, Ayodimeji	ayodimeji.abiola@cf.com	aoa32		Pending Submission	-	No			null	null
<input type="checkbox"/>	Adeogun, Ifeoluwa	ifeoluwa.adeogun@cf.com	ina5	2/12/2020 10:32 AM	Request Pending	-	No			100%	null
<input type="checkbox"/>	Azerbaiyev, Zhangir	zhangir.azerbayev@cf.com	zaa7	2/12/2020 4:14 AM	Submitted	-	No			100%	100%
<input type="checkbox"/>	Blaires Ciotti, Leda	leda.blairesciotti@cf.com	ldb44		Pending Submission	-	No			null	null

# To edit this year's Application Form

4. Go to "General Information"



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Applications Fellowship Descriptions Search Applicants

Manage Student Applications Manage Reports Application Form Settings

Alexander P Hixon Fellowship Application 2020 Sections and Questions

Sections and Questions

- General Information
- Pre-Qualification Questions
- Request Section Instructions
- Common Application Set up

Add | Create | Clone | Delete Section(s)

Total Sections: 14

<input type="checkbox"/>	Display Order	Activate Section	Staff Section	Request Section	Hidden from Applicant	Section Name	Section XML Name	Section Type	Deadline	Conditions
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Information	StudentInfo	Application	2/12/2020	
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Course or Internship Information	ProjectInfo	Application	2/12/2020	<a href="#">Add/Edit</a>
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budget Information	BudgetInfo	Application	2/12/2020	<a href="#">Add/Edit</a>
<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Info and Releases	AdditionalInfo	Application	2/12/2020	<a href="#">Add/Edit</a>
<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Language Self Evaluation	LanguageSelfEvaluation	Application	2/12/2020	<a href="#">Add/Edit</a>

## To edit this year's Application Form

5. Adjust the "Begin Accepting Applications Date" and the "Deadline Date" and "Deadline Time"

**\* Grants/Fellowships Application Form Name:** Alexander P Hixon Fellowship Application 2020

**Sponsoring Organization:** CIPE Fellowship Programs

**\* Description:** Alexander P Hixon Fellowship Application 2020

**Does this Application have a Deadline:**  Yes  No

**Academic Year:** (This will be updated when the application is saved.) 2019-2020

**Deadline Type:** Date and Time Specific

**Time Zone:** (UTC-05:00) Eastern Time (US & Canada)

**\* Number of Days:**

**Begin Accepting Applications Date:** 1/08/2020

**Deadline Date:** 2/12/2020

**Deadline Time:** (The time application goes offline.) 1:00 PM

**Note:** Your application will automatically open and close on these dates

# To edit this year's Application Form

**Published:**(This will make the application visible on Setup Grants/Fellowships screen.)

Yes  No

5. Scroll to the bottom of the page and update any instructions or messages that you wish to appear on the applicant's dashboard in the "Instructions" section

**INSTRUCTIONS:** (Will be displayed in Applicant Dashboard)

Rich text editor toolbar with options for Bold, Italic, Underline, Font, Size, and other text formatting tools.

**Note:** After completing all sections, click **"Final Review and Submit"** above to submit your application.

You should submit your materials before the deadline even if your recommendation letter or language evaluation has been requested but has not yet been received.

You should request these letters via the Request Letter(s) of Recommendation/Language Evaluation(s) icon below well in advance (2-3 weeks) of the application submission deadline.

It is your responsibility to ensure that letters of recommendation are submitted by the application deadline.

Design mode | HTML text

6. Click "Save & Exit."

**Contacts**

Last Name	First Name	Email	Work Phone	Department
Rose	Emma	emma.rose@yale.edu		CIPE, Fellowship Programs

Questions? Please contact the Yale Student Grants team with any questions: [studentgrants@yale.edu](mailto:studentgrants@yale.edu)