# GA Nomination Process

1   Accessing the PRM

The new GA nomination process takes place in the PRM web application (EIU's admissions portal). To access this system, you may login using this link: https://www.eiu.edu/apps/admissions_portal/login.php

2   Viewing submitted GA applications

GA Applications can be viewed using the *Applications → GA Applications* button on the left menu. This brings you to the GA application listing:
https://www.eiu.edu/apps/admissions_portal/ga-applications.php
GA applications can be filtered by application status, semester, and hiring unit (if you have access to more than one unit).
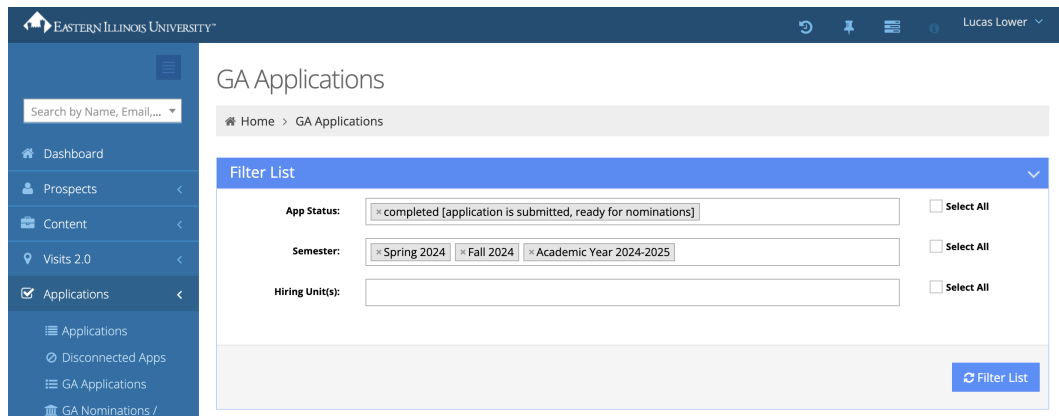
Note that in some cases, you may need to change the default selections for the semester filter, which corresponds to the term for which the student initially applied. Past year applications will not display by default—you may use the select all checkbox to load applications from every term in the database to aid in searching for students.

GA applications in this system are automatically available to all hiring units, but applicants may still choose one or more that they prefer. You may select the "View all Applications" option in the hiring unit field to show all applications, not only the ones in which the student selected your hiring unit.

The table below the filtering options includes a search box, which can be used to search across all columns. You may also click column titles to change the ordering.

GA Applications

App ID	Applicant	Term	Date Start	Date Complete	App Status	Status Date	
		202400	2023-11-15 04:13:03	2023-12-01 19:47:17	completed		View App →
		202430	2023-11-15 14:03:17	2023-11-15 14:24:39	completed		View App →
		202400	2023-11-16 12:55:16	2023-11-20 14:19:09	completed		View App →
		202400	2023-11-18 10:37:10	2023-11-18 10:51:50	completed		View App →
		202400	2023-11-19 11:18:57	2023-11-19 11:41:13	completed		View App →
		202490	2023-11-21 15:21:51	2023-12-26 06:51:20	completed		View App →
		202400	2023-11-24 16:12:55	2023-11-24 16:21:22	completed		View App →
		202490	2023-11-28 04:26:54	2023-11-28 04:36:41	completed		View App →

To view an application, you may click either the app ID or the view app button.

3 Nominating a GA from an application

The application view page includes information such as the date the app was started and finished, the status, and the term for which the application was submitted. Below, a table includes applicant responses for each question.

Application Submission Info

Prospect:

App ID:
App Type: Graduate Assistantship (GA)
Applied for Term: *202490* — Fall 2024

App Status: completed
App Started: 2023-12-30 14:18:07
App Completed: 2023-12-30 14:36:40

App Error: N/A

[👤+ Nominate for GA Position]

Application Questions / Responses

Question ID	Question Text	Question Response(s)
Personal Information		
1089	First Name	
1090	Middle Name	
1091	Last Name	
1092	Email	
1093	Address Lookup	
1094	Street Line 1	

To nominate a student, click the Nominate for GA Position button. This will open a dialog asking you to select the hiring unit for the nomination (if you

only have access to one, it will be selected automatically). Click the continue button, which will take you to the nomination form (Web Services is shown as an example):

This form is nearly identical to the old nomination form, save for some new features at the bottom. The supervisor E-Number as well as name must be entered, and there is now the option to include other emails in notifications. Users with access to the hiring unit will automatically receive email notifications, but this field can be used to include other EIU staff or external email addresses.

Once the nomination form is submitted, the Graduate School will be notified. You, other users with hiring unit access, and any extra emails included will receive a confirmation.

4 Viewing submitted nominations and generated contracts

Submitted nominations may be viewed using the *Applications → GA Nominations/Contracts* button in the left menu. This will bring you to the nomination list page:

https://www.eiu.edu/apps/admissions_portal/app_ga_nominations.php

To view the nomination, click the View Nomination button. This will bring you to the read-only nomination details page. If a contract has not been generated, the nomination may be deleted and re-submitted if corrections are needed.

If a contract is generated by the Graduate School, users with hiring unit

access and additional emails included on the nomination form will receive an email notification with a link to login and view the contract. The contract will at this point have no signatures and will only contain the information related to the nomination and position.

The aforementioned users will also be notified on any contract revisions, when the student signs the contract, and when the Graduate School accepts and the Dean signs the final contract.