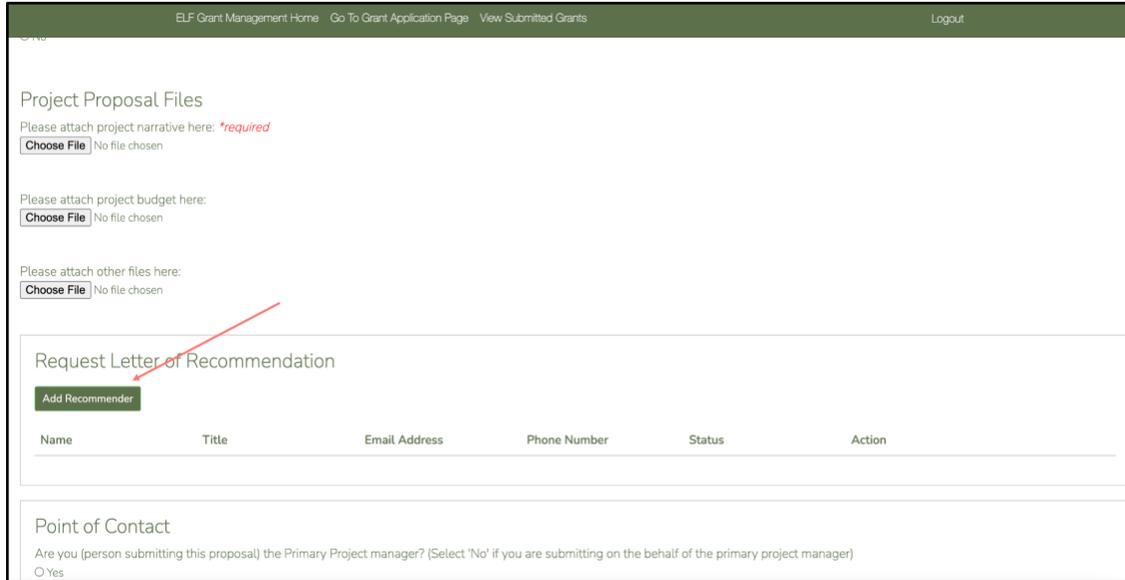


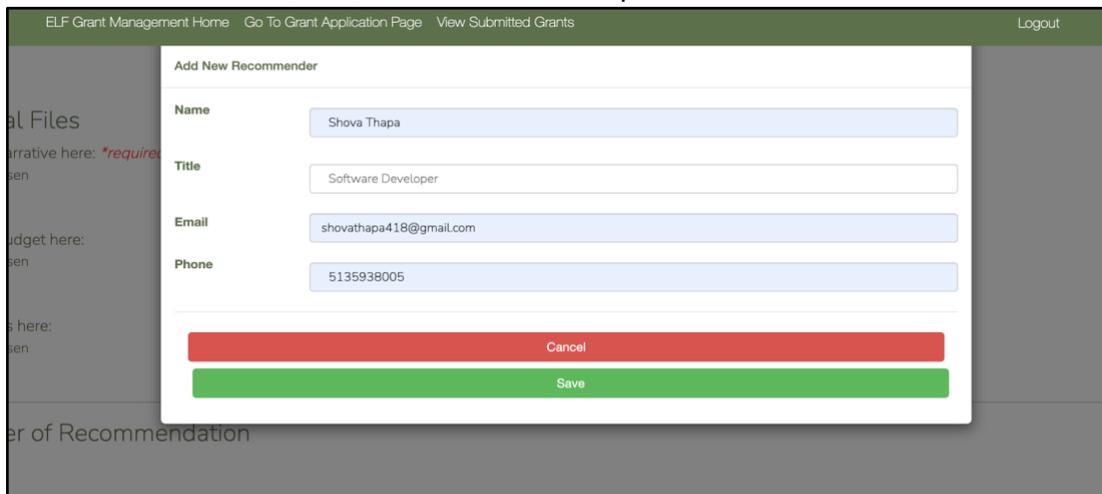
Steps for Applicants to create a recommendation request:

1. Click 'Add Recommender'



The screenshot shows the ELF Grant Management Home page. At the top, there are navigation links: "ELF Grant Management Home", "Go To Grant Application Page", and "View Submitted Grants", along with a "Logout" link. The main content area is titled "Project Proposal Files" and contains three file upload sections: "Please attach project narrative here: *required", "Please attach project budget here:", and "Please attach other files here:". Each section has a "Choose File" button and the text "No file chosen". Below these sections is the "Request Letter of Recommendation" section, which features a green "Add Recommender" button. A red arrow points to this button. Below the button is a table with the following columns: "Name", "Title", "Email Address", "Phone Number", "Status", and "Action". The table is currently empty. At the bottom of the page, there is a "Point of Contact" section with a question: "Are you (person submitting this proposal) the Primary Project manager? (Select 'No' if you are submitting on the behalf of the primary project manager)" and a radio button for "Yes".

2. On clicking 'Add Recommender', a pop-up will open, where the applicant should enter the recommender's name, title, email address, and phone number.



The screenshot shows the "Add New Recommender" pop-up form. The form has four input fields: "Name" (Shova Thapa), "Title" (Software Developer), "Email" (shovathapa418@gmail.com), and "Phone" (5135938005). Below the input fields are two buttons: a red "Cancel" button and a green "Save" button. The background of the page is dimmed, showing the same "Request Letter of Recommendation" section as in the previous screenshot.

3. After clicking 'Save', the recommender's detail is populated in the table. The applicant can click the Edit/Delete button to edit/delete the recommender. The status shows 'Email not sent'. Applicant should then click the 'Send Email' button if they want to send the email request to the recommender.

Request Letter of Recommendation

[Add Recommender](#)

Name	Title	Email Address	Phone Number	Status	Action
Shova Thapa	Software Developer	shovathapa418@gmail.com	5135938005	Email not sent	Send Email? Edit Delete

4. When 'Send Email' button is clicked,

- A. The notification message: "Email request for a letter of recommendation has been sent to '<<recommender-email-address>>'" shows up.
- B. Status changes from 'Email not sent' to 'Requested'
- C. 'Send Email?' button label changes to 'Resend Email?' Applicant can click 'Resend Email?' button if they want to resend the email request to the recommender.
- D. The 'Edit/Delete' button will disappear. The applicant **will no longer be able to edit/delete** the recommender's detail once the email is sent.

Please attach project budget here:
 No file chosen

Please attach other files here:
 No file chosen

mctest.miamioh.edu says
 Email request for a letter of recommendation has been sent to 'shovathapa418@gmail.com'.

Notification that email is sent

Request Letter of Recommendation

[Add Recommender](#)

Status is changed from 'Email not sent' to 'Requested'

Name	Title	Email Address	Phone Number	Status	Action
Shova Thapa	Software Developer	shovathapa418@gmail.com	5135938005	Requested	Resend Email?

'Send Email?' is changed to 'Resend Email?'

Point of Contact

Are you (person submitting this proposal) the Primary Project manager? (Select 'No' if you are submitting on the behalf of the primary project manager)

Once the recommender submits the recommendation letter, the status will change to 'Received <<Submitted date time>>'.

Request Letter of Recommendation

[Add Recommender](#)

Name	Title	Email Address	Phone Number	Status	Action
Shova Thapa	Software Developer	shovathapa418@gmail.com	5135938005	Received 2022-08-12 12:01:54	

Notes:

- I. Applicants can add a recommender and click 'Send Email' before adding details in the application form.
- II. Applicants can submit the application before the recommenders submit the recommendation.
- III. The recommender's table is added to the application details page as well (Applicant can go to 'View Submitted Grants' and 'View Details' to go to the application details page).
- IV. After submitting the application, the applicant can keep track of the recommender's submission status through this page.

ELF Grant Management Home [Go To Grant Application Page](#) [View Submitted Grants](#) [Logout](#)

Phone Number: 5135938005

Email: bmathapa015@gmail.com

Tribal affiliation or institution: ada

Education: Primary education

Previous Experience: adad

Previous Funding: no

Recommenders

Name	Title	Email Address	Phone Number	Status
Shova Thapa	Software Developer	shovathapa418@gmail.com	5135938005	Received 2022-08-12 12:01:54
Billy Perry	...	billy@gmail.com	5135938005	Requested

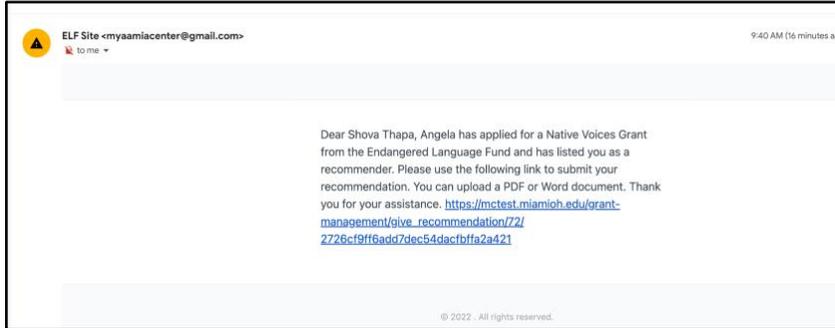
Contact Information

Please Contact Manager in the evaluation of this proposal.

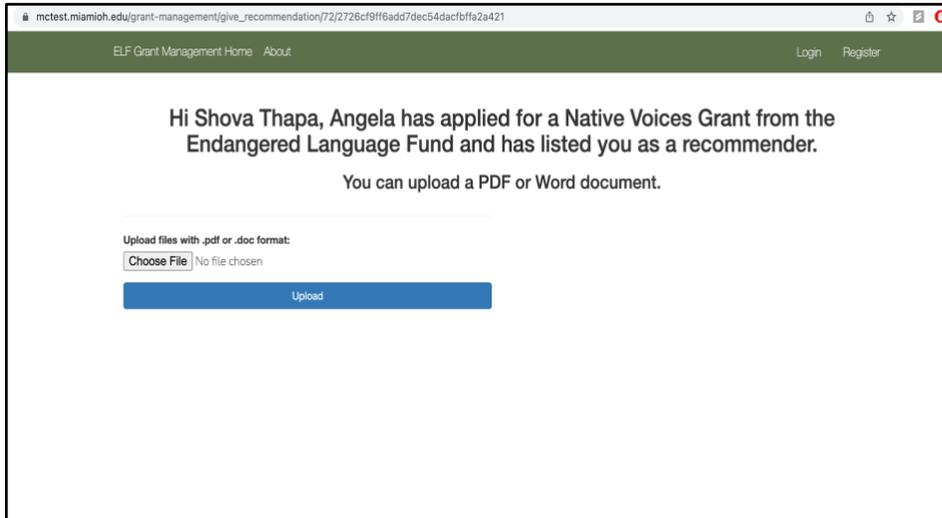
Steps for recommenders

Recommenders can submit the recommendation letter even after the applicant has submitted the application.

The recommender will receive a similar email. They can click the link to upload the file.



On clicking the link, the recommender will be directed to this page, where They can upload the document (PDF or Word doc). They can upload the doc without logging in.



After recommender uploads the letter a personalized message, like this, appears:

