Steps for Applicants to create a recommendation request:

1. Click 'Add Recommender'

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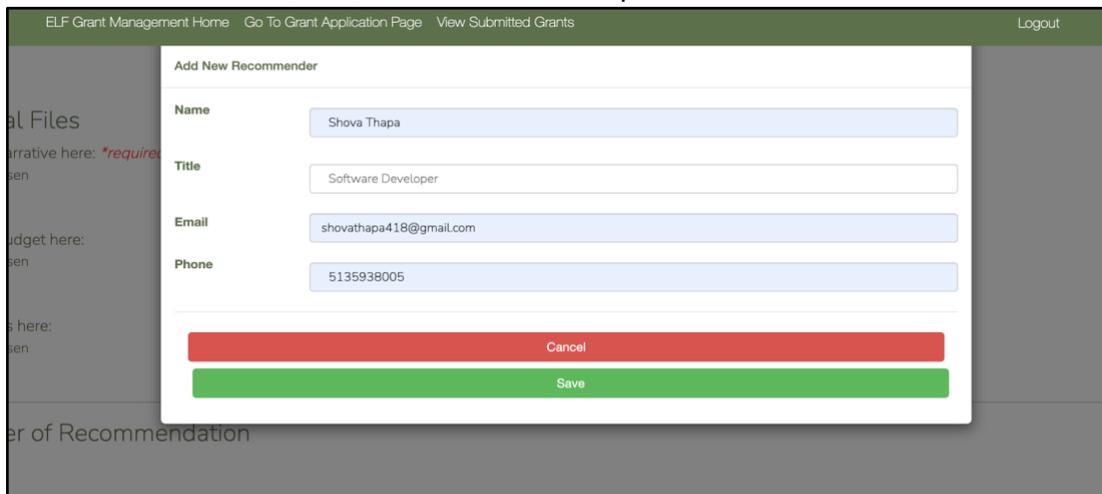
3. After clicking 'Save', the recommender's detail is populated in the table. The applicant can click the Edit/Delete buton to edit/delete the recommender.
The status shows 'Email not sent'. Applicant should then click the 'Send Email' button if they want to send the email request to the recommender.

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.

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: 5135938006

Email: bimalthapa015@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

Primary Project Manager is the submitter 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.
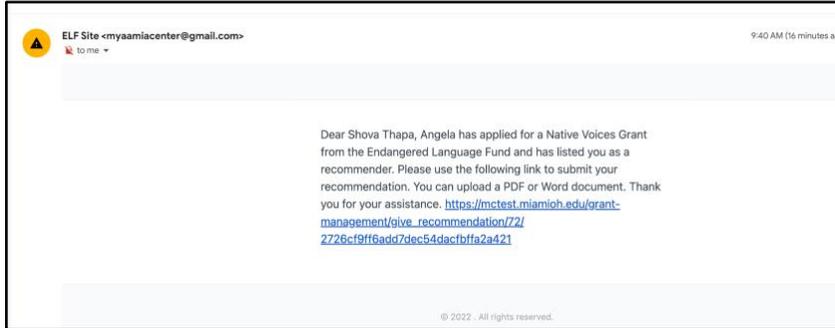
On clicking the link, the recommender will be directed to this page, where They can upload the document (PDF or Word doc). They can upload the doc without logging in.
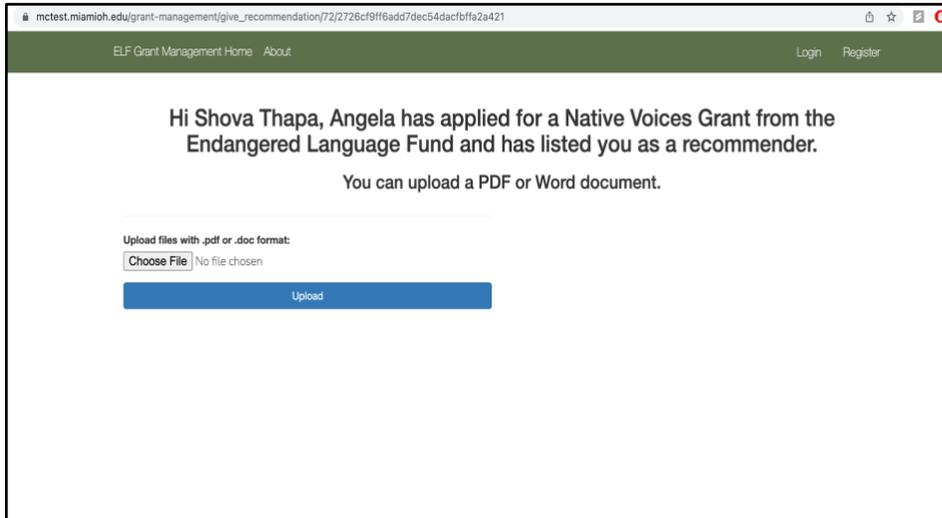
After recommender uploads the letter a personalized message, like this, appears: