

# TFP Application Guidelines

## Applying to the TFP:

The application procedure for the TFP has changed. The GSA will now be utilizing VT Scholar as a management tool for this program. Use of this tool will provide a more standardized application process. The benefits of using this new tool include but are not limited to the following:

1. Applicants can revise their application submission prior to the deadline.
2. Applicants can check the progress of their application at any time.
3. Applicants can expect a shorter review period.
4. Applicants can check their award value at any time.

## Enrolling into the TFP VT Scholar Webpage:

1. Go to <https://scholar.vt.edu/portal>
2. Log into VT Scholar using your "USER ID" and password
3. Under the "My Workspace" tab click "Membership"
4. Click "Joinable Sites"
5. Click "Join" for the "GSA-TFP SPRING 2008"

- This will create a new tab called "GSA-TFP SPRING 2008". Click this new tab to get started.

## Instructions for the application:

1. Please make sure to fill out all required portions of the application. The application form can be downloaded from the resource menu of GSA-TFP SPRING 2008 website (<https://scholar.vt.edu/portal>). If your application is incomplete or inconsistent, you may be disqualified (decision made on a case-by-case basis).
2. The "Acknowledgement of Advisor Approval" on the application form is for the applicant (who is bound by the VT Honor code) to enter their initials as a way of electronically signing their name that the advisor approves their application. This is not to be done by the advisor, and is NOT a substitute for the advisor recommendation letter.
3. Please make sure to enter the Nature of your attendance correctly. If your paper is invited, the organization typically requests you personally. A call for papers with subsequent acceptance is NOT an invited paper. You must be able to show proper documentation if you use the Invited Paper portion of the application. You must also

submit appropriate documentation to show you are a session chair if you choose that option.

4. Please make sure to enter your ABSTRACT under the Abstract heading, NOT a brief description of the work. Also, please provide an Abstract Title and follow the word limits.

5. Please do not round up numbers when entering expenditures. Please put exact figures and include all dollars and cents as indicated on your documentation. Also, make sure to check your calculations before submitting.

6. Please make sure to include all financial resources, including any supplemental travel funding awarded for the conference/meeting in question.

### **Instructions for Submitting Attachments:**

**1. Please send only ONE copy of attachments in the Drop box menu of GSA-TFP SPRING 2008 website (<https://scholar.vt.edu/portal>).**

- Do not submit several copies of the same attachment or send your application package by email. Please use DROP BOX in GSA-TFP SPRING 2008 for all purpose.

- You can confirm your application and enrolment status by joining the GSA-TFP SPRING 2008 website. GSA would not send an email confirmation to the applicant.

- Try to submit all documents at one time in the drop box. If this is not possible, please make sure to confirm your attachments in the drop box with the **checklists provided in the FAQ** in order to be complete in your application.

- Please do not submit editable files. Please make sure that all the submitted documents except the application form are in **PDF format only** by the deadline date.

**2. Please make sure to put YOUR NAME in all documentation submitted. Make sure to let your advisor know to do the same when sending your recommendation letter.**

**3. Your advisor must submit the recommendation letter by giving you a PDF copy with his initials/signature. However, please note that it is your responsibility to make sure your advisor follows all instructions for the recommendation letter and you submit it correctly in your drop box.**

**4. In some cases, the advisor may be interested in submitting the recommendation by himself. This can be done by sending a PDF copy of recommendation letter to the TFP chair of the corresponding cycle by email with applicant's name, department and recommendation letter mentioned in the subject area. The email of current TFP chair is [aranjan@vt.edu](mailto:aranjan@vt.edu).**

**5. TFP would recommend the applicant to obtain a PDF copy of recommendation letter and submit by himself in the drop box menu to avoid confusion. Letter of recommendation should be submitted by deadline date.**

**4. Please be consistent in the use of your name. If you use a nickname or a shortened version of your name (for example, Sam instead of Samantha), please use only your full name or your nickname - do NOT interchange. If you want to include a middle name or a middle initial, make sure to always include it in all application materials.**

**5. If any of your attachments are in foreign currency, please include something that shows US currency (for example, your credit card statement or a link to a website that you used to calculate US currency).**

**6. Do not send paper copies of any documentation as they will NOT be considered, so please do not ask where to send hard copies! Any documentation not submitted in the Drop box will be considered missing and your application will be incomplete.**

**7. Please try to clearly label attachments by giving them an accurate name. For example, rename your lodging documents "Lodging\_Lastname". This is not required, but it is a plus.**