



**DARE TO DO MORE**

## **Scholarship Submission Guide**

### **Introduction:**

**Please note that your scholarship submission to this database will be used for the following three purposes:**

CUNY's PMP reporting mandate, the President's Annual Celebration of Faculty & Staff Scholarship event, and the Faculty & Staff Notes.

Faculty & Staff will need to log in with their Windows credentials (i.e. the same username and password that is used to login to the computers on campus, see sample below).

If you are submitting scholarship entries from your office or department computers, then your login credentials will be the following:

**Sample Faculty/Staff name:** Joseph Smith

*Sample Username:* ***jsmith***

*Sample Password:* ***Js@12345***

Note: When submitting scholarship entries from the computer labs on campus or a Mac computer, enter login credentials as follows:

*Sample Username:* ***laguardiajsmith***

*Sample Password:* ***Js@12345***

Internet Explorer is the preferred browser for accessing the Scholarships Application, however, forms can be submitted on all browsers.

**Note: The scholarship application can be accessed in any location with internet access.**

### **Logging In:**

1. Click on the following link <http://www.laguardia.edu/About/Faculty-Publications/Submit-Publications/>

2. From the “Submit your Scholarships” page, click on the **Click Here to Submit Your Scholarship** button:

My LaGuardia Faculty and Staff Ask LaGuardia Search this site...

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## Submit your Scholarship

### Faculty/Staff Scholarship Submissions

Your 2015 scholarship submission to this database will be used for the following three purposes: CUNY's PMP reporting mandate, the President's Annual Celebration of Faculty & Staff Scholarship event, and the annual Faculty & Staff Notes. For more information on the submission requirements for these initiatives, click on the links below.

Please Note: "In the Media" submissions will appear in Faculty and Staff Notes and Faculty Scholarship & Creative Activity Collection for CUNY.

Submit your 2015 scholarship by **Tuesday, February 16, 2016** in order to be included in the above acknowledgments.

Faculty & Staff will need to log in with their Windows credentials (i.e. the same username and password that is used to log in to the computers on campus). For step by step instructions on how to log in click here [Scholarship Log in Tutorial](#)

**Click Here to Submit Your Scholarship** **Click Here**

### Submission Requirements

- ▶ Faculty Scholarship & Creative Activity Collection for CUNY
- ▶ President's Celebration of Faculty and Staff Scholarship
- ▶ Faculty and Staff Notes

3. Enter your Windows Login **User Name & Password** then click **OK** (if you do not know or remember your Windows login credentials please contact the IT Support Center at extension 6134).

Authentication Required

https://appsp.laguardia.edu is requesting your username and password.

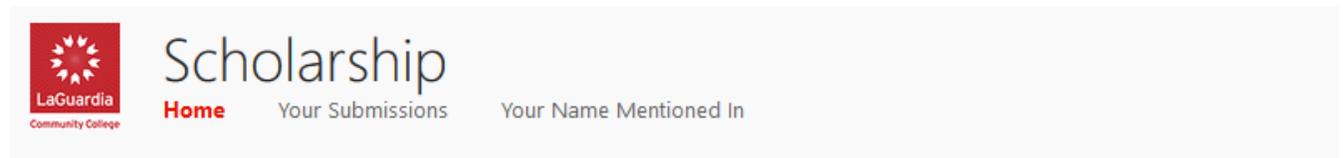
User Name:

Password:

**Click Here** **OK** Cancel

**Type Here**

1. You have successfully accessed the **Scholarship Application Home page**. Simply click on the desired scholarship **category** you would like to submit your citation for.



## Home

-  **Books**  
Authored, Chapter, Edited, Introduction, Preface
-  **Articles**  
Article in Journal-Peer Review, Journal-Nonpeer Review, Magazine, Newspaper & Other
-  **Presentations**  
Conference, Lecture (invited), Speech, Addresses, Reading Citation, Talk, Workshop & Other
-  **Performance & Production**  
Performance (dance, theater, film), Music composition published/performed, Play produced/performed, Direction/Choreography/Dramaturgy Design, Video, Radio, Television
-  **Visual Art**  
Art exhibit Curated, Art exhibit (juried show)
-  **Web Pages**  
Web Pages
-  **Patent, Consulting Activities & Other**  
Patent, Review/Commentary (including blogging), Consulting Activities, Appointed or Elected Offices
-  **Degrees Earned**  
Degrees and Certificates Earned
-  **Awards**  
Awards, Fellowship & Grants
-  **In the Media**  
Featured, reviewed, interviewed, or quoted in media outlets (TV, radio, print &/ or digital outlets)



[Report a problem](#)

Select One

2. On this example, the Scholarship category for **Performance and Production** has been selected, simply enter the requested information where applicable and click the **Submit** button.

**Performance & Production information**

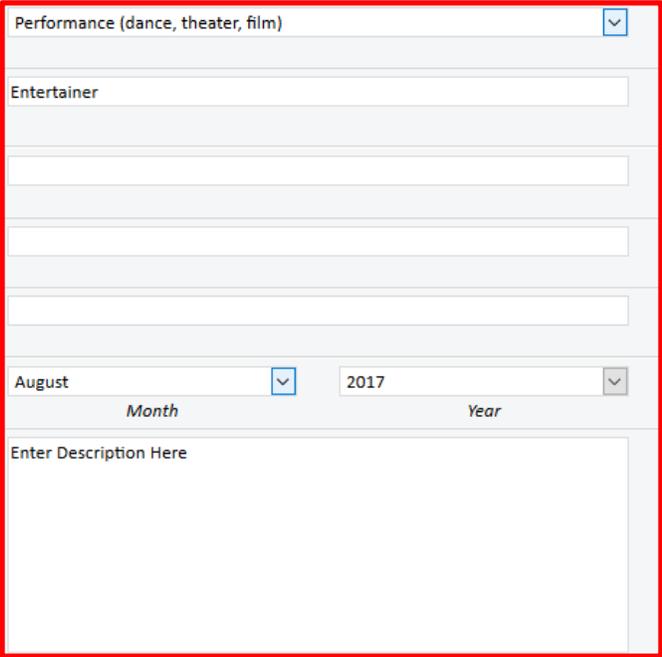
<b>* Performance Type:</b>	Performance (dance, theater, film) <input type="button" value="v"/>
<b>* Title:</b> <i>(of performance, production, film, etc.)</i>	Entertainer
<b>Enter Your Role :</b> <i>(e.g. director, musician, producer, etc.)</i>	
<b>Organization:</b>	
<b>Location:</b>	
<b>* Date:</b>	August <input type="button" value="v"/> 2017 <input type="button" value="v"/> <i>Month Year</i>
<b>Description:</b> <i>(maximum 250 characters)</i>	Enter Description Here

**Step 1 of 1**

**Submit**

*\* Required Information*

*Please note: All scholarship entries should be added separately.*



**Submission Successful:**



# Scholarship

**Home**   Your Submissions   Your Name Mentioned In

## Performance and Production

