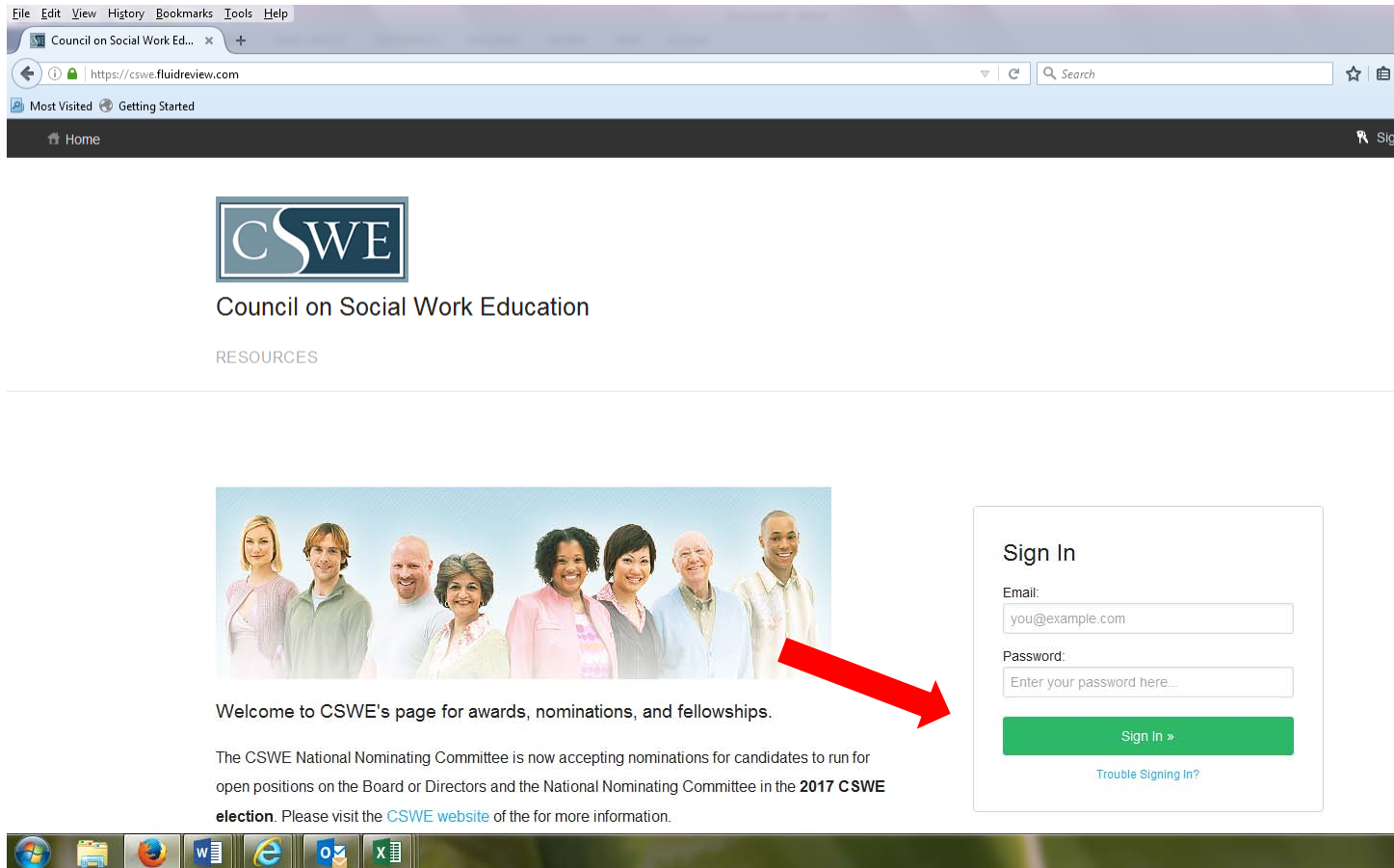


Katherine A. Kendall Institute

Instructions for Call for Advisory Board Member Nominations

Step 1: Sign in to the review system at <https://cswe.fluidreview.com>.



The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com>. The page features the CSWE logo and the text "Council on Social Work Education" and "RESOURCES". Below this is a banner image of a diverse group of people. To the right of the banner is a "Sign In" form with fields for "Email:" (containing "you@example.com") and "Password:" (containing "Enter your password here..."). A green "Sign In »" button is at the bottom of the form, with a link for "Trouble Signing In?". A red arrow points from the banner image to the sign-in form. Below the banner, the text reads: "Welcome to CSWE's page for awards, nominations, and fellowships. The CSWE National Nominating Committee is now accepting nominations for candidates to run for open positions on the Board or Directors and the National Nominating Committee in the 2017 CSWE election. Please visit the CSWE website of the for more information."

If it is your first time accessing the FluidReview system, click "Sign Up." Please note that this account is not linked to your CSWE membership account. Fill out your information (photo not required) and click "Register." Once you've created an account, there may be a slight delay in receiving the e-mail to confirm registration. Click on the link in your e-mail to activate your account.

Step 2: After signing in, click the “Start” button to access the eligibility requirements.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/awds/>. The page header includes the CSWE logo and navigation links: AWARDS, RESOURCES, HELP, and SETTINGS. Below the header, there is a 'Home' link and a section titled 'Awards'. Under 'Awards', there is a 'Your Tasks' section. This section contains a table with the following structure:

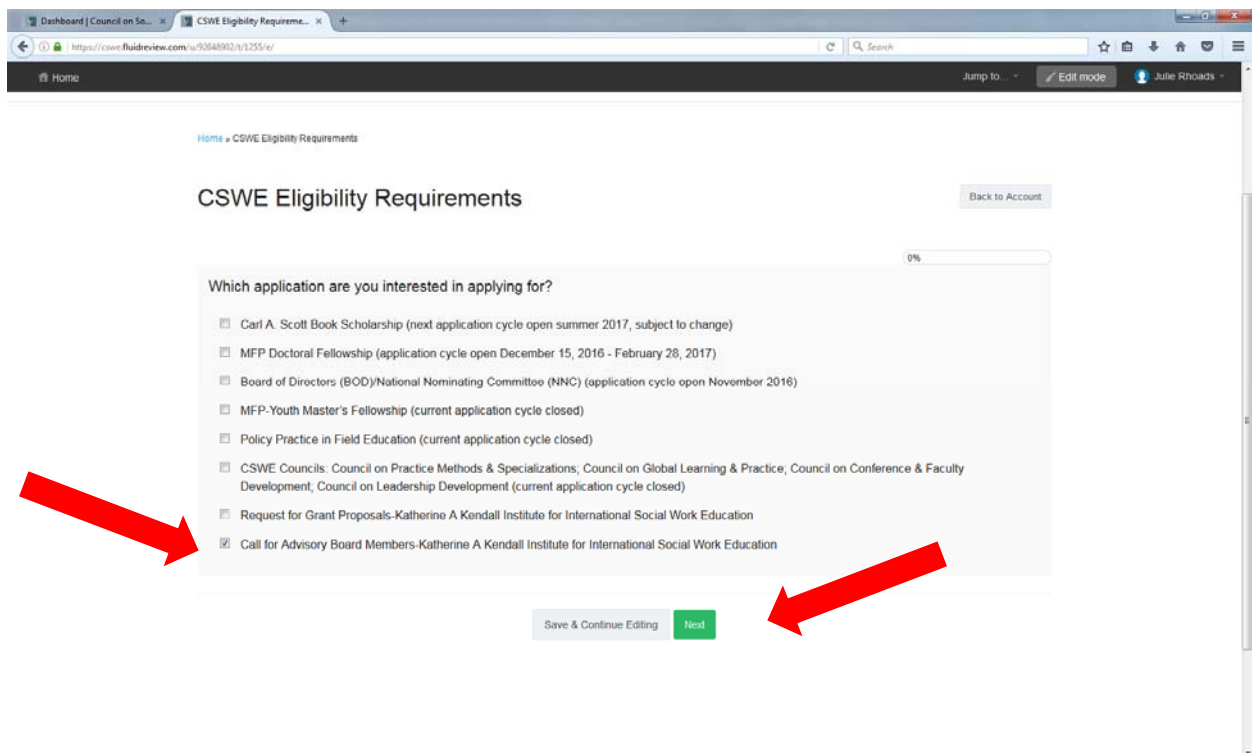
TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	INCOMPLETE	▶ Start

A red arrow points to the 'Start' button in the 'ACTIONS' column. Below the table, a message reads: *Not all required user tasks have been completed.*

If you have submitted an application through CSWE’s FluidReview in the past, you will need to edit your eligibility requirements for the specific award you are applying for.

Eligibility Requirements Section

Step 3: Select “Call for Advisory Board Member - Katherine A. Kendall Institute for Social Work Education” to submit nomination. Click “Next.”



The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/u/02648902/t/1255/e/>. The page title is "CSWE Eligibility Requirements" and includes a "Back to Account" link. The main content area is titled "Which application are you interested in applying for?" and contains a list of application options, each with a checkbox. The options are:

- Carl A. Scott Book Scholarship (next application cycle open summer 2017, subject to change)
- MFP Doctoral Fellowship (application cycle open December 15, 2016 - February 28, 2017)
- Board of Directors (BOD)/National Nominating Committee (NNC) (application cycle open November 2016)
- MFP-Youth Master's Fellowship (current application cycle closed)
- Policy Practice in Field Education (current application cycle closed)
- CSWE Councils: Council on Practice Methods & Specializations, Council on Global Learning & Practice, Council on Conference & Faculty Development, Council on Leadership Development (current application cycle closed)
- Request for Grant Proposals-Katherine A Kendall Institute for International Social Work Education
- Call for Advisory Board Members-Katherine A Kendall Institute for International Social Work Education

At the bottom of the form, there are two buttons: "Save & Continue Editing" and "Next". A red arrow points to the "Next" button.

Step 4: CSWE Eligibility Requirements page: Confirm CSWE membership and ability to meet grant requirements. You cannot continue if all the boxes are not checked. Click “Save & Exit” to complete this portion of the nomination process.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/u/92648902/n/1255/r/7p=1/6sxy/6/YWdcGF0wCElFwCAs00%3D6v+ma7c0838dv4C268ppm4A8vzbdlf943rE5ab02784fdclae192722>. The page header includes the CSWE logo and the text "Council on Social Work Education". Below the header are navigation links for "RESOURCES", "HELP", and "SETTINGS". The main content area is titled "CSWE Eligibility Requirements" and includes a "Back to Account" link. A progress bar indicates 65% completion. The requirements listed are:

- Current CSWE Member
- Must be able to attend meetings. KAKI generally meets in person once a year during APM and via conference call in the Spring

At the bottom of the form, there are three buttons: "Back", "Save & Continue Editing", and "Save & Exit". A red arrow points to the "Save & Exit" button.

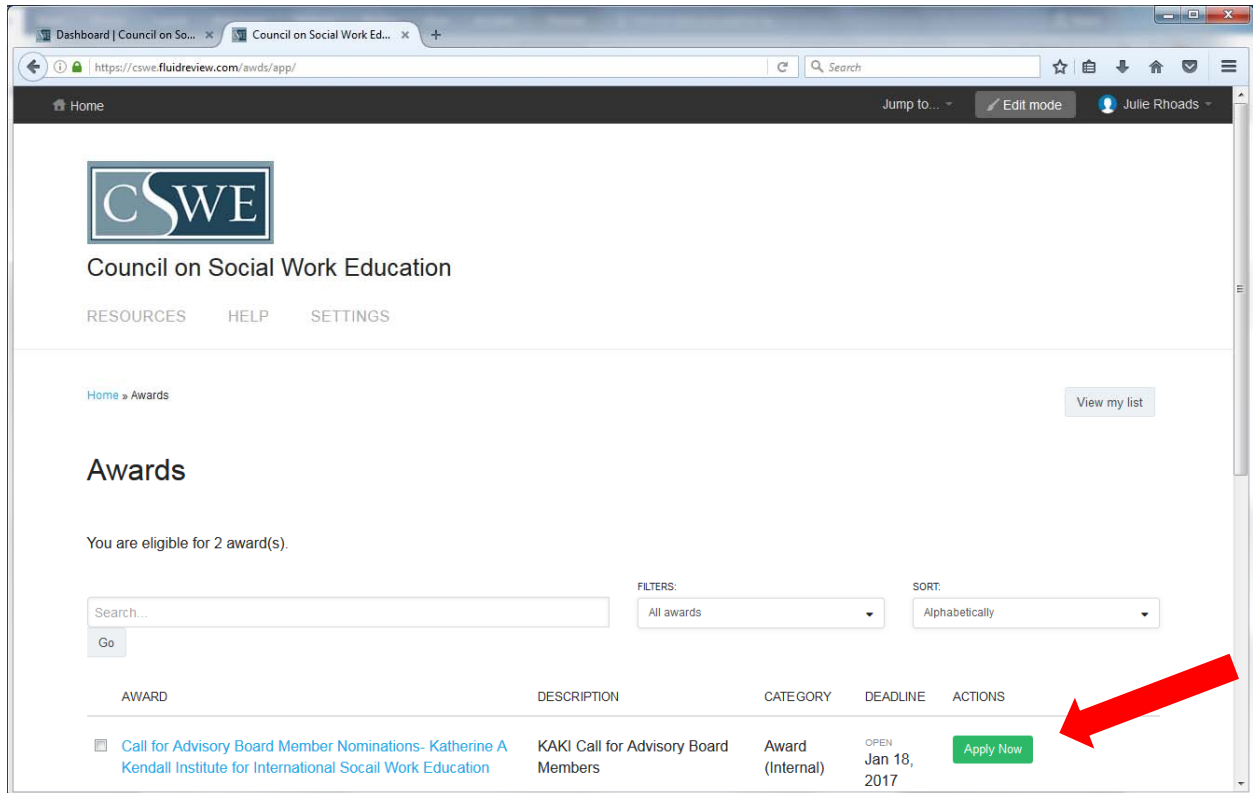
Awards Section

Step 5: Click on the “View Awards” button at the bottom of the page.

The screenshot displays a web browser window with the URL `https://cswe.fluidreview.com/awds/`. The page is titled "Awards Section" and contains the following elements:

- Your Tasks:** A table with columns for TASK, STATUS, and ACTIONS. It lists "CSWE Eligibility Requirements" with a "COMPLETE" status and buttons for "View", "Edit", and "Delete".
- Your Awards:** A section with a "STATUS:" dropdown menu set to "Any" and a "SEARCH:" input field with a "Go" button. Below this is a message box stating "No applications found".
- Action:** A red arrow points to a green button labeled "View Awards >" located below the "No applications found" message.
- Footer:** The page footer includes "Powered by FluidReview" and links for "Terms of Use" and "Privacy Policy".
- Taskbar:** The Windows taskbar is visible at the bottom of the screen, showing icons for Internet Explorer, File Explorer, and several application windows.

Step 6: Find the “Call for Advisory Board Nominations - Katherine A. Kendall Institute” and click on the “Apply Now” button.



The screenshot shows a web browser window displaying the CSWE Awards page. The browser address bar shows the URL <https://cswe.fluidreview.com/awds/app/>. The page header includes the CSWE logo and the text "Council on Social Work Education". Below the header, there are navigation links for "RESOURCES", "HELP", and "SETTINGS". The main content area is titled "Awards" and includes a "View my list" button. A message states "You are eligible for 2 award(s)". Below this, there is a search bar and two dropdown menus for "FILTERS" (set to "All awards") and "SORT" (set to "Alphabetically"). A table lists the awards with the following columns: AWARD, DESCRIPTION, CATEGORY, DEADLINE, and ACTIONS. A red arrow points to the "Apply Now" button in the ACTIONS column for the award titled "Call for Advisory Board Member Nominations- Katherine A Kendall Institute for International Social Work Education".

AWARD	DESCRIPTION	CATEGORY	DEADLINE	ACTIONS
<input type="checkbox"/> Call for Advisory Board Member Nominations- Katherine A Kendall Institute for International Social Work Education	KAKI Call for Advisory Board Members	Award (Internal)	OPEN: Jan 18, 2017	Apply Now

Step 7: Scroll down and click on the “Start” button.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/s/3130885/>. The page title is "Call for Advisory Board Member Nominations- Katherine A Kendall Institute for International Social Work Education". The user is logged in as "Julie Rhoads".

Informational messages:

- This submission is in stage **Application Round** with a status of **In progress**. It was last updated at: 01/24/2017 10:39 AM.
- Award deadline:** Apr 01, 2017 11:59 PM EST

Application Round

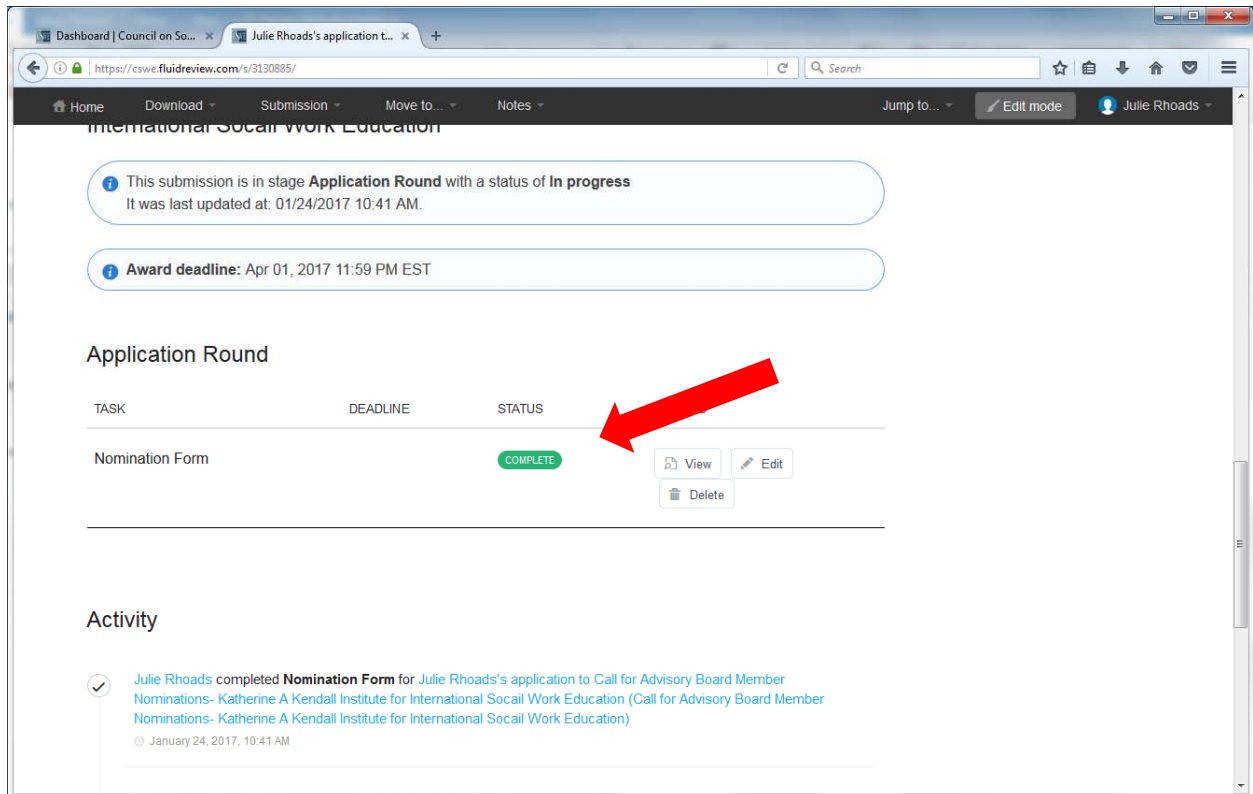
TASK	DEADLINE	STATUS	ACTIONS
Nomination Form		INCOMPLETE	Start

A red arrow points to the "Start" button in the "ACTIONS" column of the table.

Activity

Step 8: Complete each required piece of the form. All application materials must be submitted in English. Once each section is complete, click “Save and Exit” at the bottom of each page to be taken to your application home screen. “Save and Continue” will keep you on your current page. If you have to log out before completing the form, please save your work by clicking the “Save and Exit” button at the bottom of the page.

Step 9: When you return to the application page, the application status should read “Complete.”



The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/s/3130885/>. The page title is "International Social Work Education". The user is logged in as "Julie Rhoads".

Informational messages:

- This submission is in stage **Application Round** with a status of **In progress**. It was last updated at: 01/24/2017 10:41 AM.
- Award deadline:** Apr 01, 2017 11:59 PM EST

Application Round

TASK	DEADLINE	STATUS	
Nomination Form		COMPLETE	View Edit Delete

Activity

- Julie Rhoads completed **Nomination Form** for Julie Rhoads's application to Call for Advisory Board Member Nominations- Katherine A Kendall Institute for International Social Work Education (Call for Advisory Board Member Nominations- Katherine A Kendall Institute for International Social Work Education)
January 24, 2017, 10:41 AM

Congratulations! You have successfully submitted your nomination for the Katherine A. Kendall Advisory Board.

If you have questions, please contact kaki@cswe.org.