

OPEN SOCIETY INTERNSHIP FOR RIGHTS AND GOVERNANCE

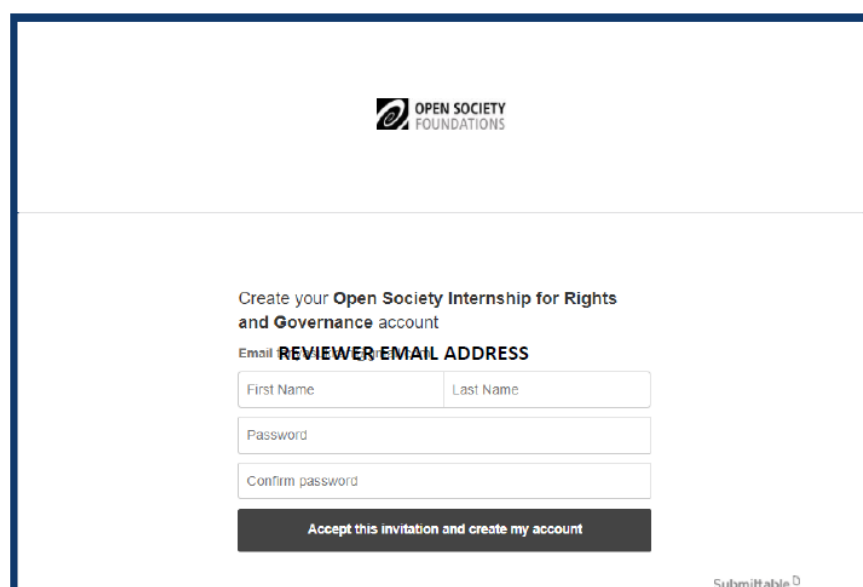
SUBMITTABLE INSTRUCTIONS

The Open Society Internship for Rights and Governance (OSIRG) uses *Submittable*, a paperless application system. *Submittable* allows OSIRG staff to see all applications to OSIRG and gather feedback on the program's selection process. Additionally, the system allows university reviewers to evaluate applications online instead of completing the paper forms and memos that were previously required.

Submittable is intended to be a highly user-friendly program, but to avoid any complications please find instructions below on how to access applications and provide a rank and application notes for each candidate. If you have any questions after reading these instructions, please contact the OSIRG team (osirg@opensocietyfoundations.org) at your convenience.

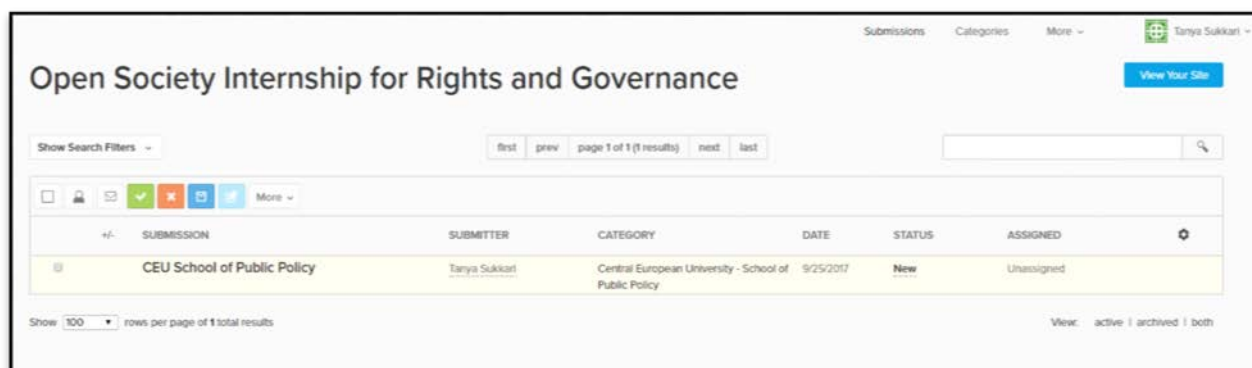
LOG-IN

Each university will receive an email invitation to join *Submittable*. OSIRG staff requests that no more than one university reviewer be assigned a log-in. The invitation will prompt you to "Click here to accept this invitation." The link will lead you to the following landing page:



The screenshot shows the account creation page for the Open Society Internship for Rights and Governance (OSIRG) on the Submittable platform. At the top, the Open Society Foundations logo is displayed. The main heading reads "Create your Open Society Internship for Rights and Governance account". Below this, the email field is pre-filled with "REVIEWER EMAIL ADDRESS". There are three input fields: "First Name", "Last Name", and "Password", followed by a "Confirm password" field. A dark blue button at the bottom center says "Accept this invitation and create my account". The Submittable logo is in the bottom right corner.

Once you have completed each field, please click on the blue button on the bottom right-hand corner labeled "Accept this invitation and create my account." This button will lead you to the submissions page, which will look similar to the page below:



The screenshot shows the submissions page for the Open Society Internship for Rights and Governance. The page has a header with "Submissions", "Categories", and "More" links, along with a user profile for "Tanya Sukkari". The main heading is "Open Society Internship for Rights and Governance". Below this is a search bar and a table of submissions. The table has columns for "SUBMISSION", "SUBMITTER", "CATEGORY", "DATE", "STATUS", and "ASSIGNED". There is one submission listed: "CEU School of Public Policy" by "Tanya Sukkari" in the "Central European University - School of Public Policy" category, dated "9/25/2017", with a status of "New" and assigned to "Unassigned".

SUBMISSION	SUBMITTER	CATEGORY	DATE	STATUS	ASSIGNED
CEU School of Public Policy	Tanya Sukkari	Central European University - School of Public Policy	9/25/2017	New	Unassigned

ACCESS

To protect the privacy of each applicant and each university, applications will be assigned by program staff to university reviewers. Each time a submission is assigned to a university reviewer, they will receive an email notification from *Submittable*.

1. When you log in and enter the submissions page (as seen above), you will see the applications that have been assigned to you. To review an application, click on the text in the *Submission* column:

SUBMISSION
CEU School of Public Policy

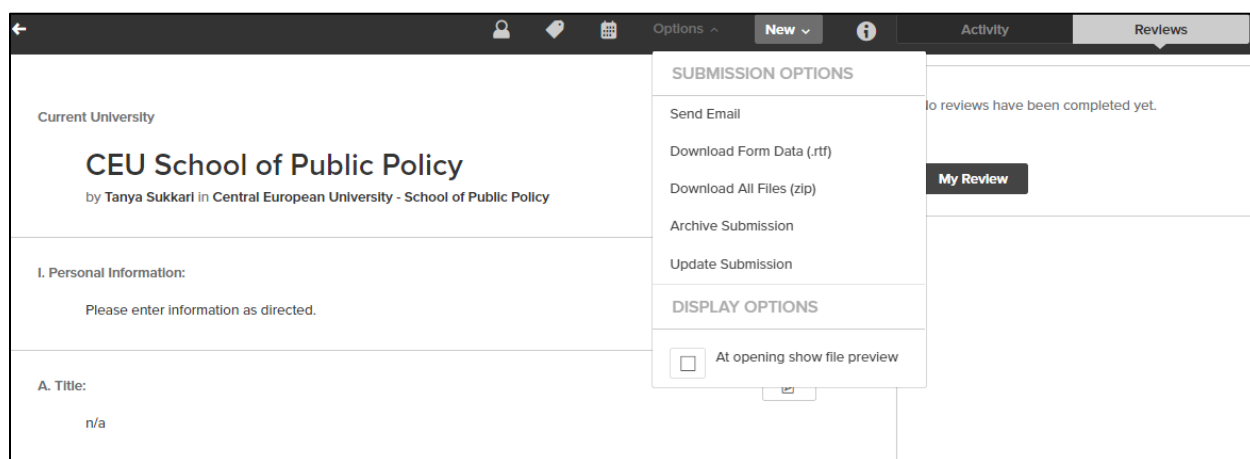
NOTE: All submissions will bear the name of your university. To see which applicant submitted the application, look for the **Submitter** column, which is to the right of the **Submission** column.

SUBMISSION	SUBMITTER
CEU School of Public Policy	Tanya Sukkari

2. Once you click on the submission, you will land on a page that looks similar to this:

The screenshot shows a web interface for reviewing a submission. At the top, there's a navigation bar with icons for user, notifications, calendar, and options, along with buttons for 'New', 'Activity', and 'Reviews'. The main content area is divided into two columns. The left column displays the submission details for 'CEU School of Public Policy' by Tanya Sukkari. It includes a section for 'Personal Information' with fields for Title, First Name, Last Name, Preferred Name, and Gender, each with a 'n/a' value and an edit icon. The right column shows a 'My Review' button and a message stating 'No reviews have been completed yet.'

3. You can view the entire submission on this landing page. To download the entire application, click on **Options** on the top of the page and click **Download Form Data** to download the application, which includes the two essays. If you would also like to download the Resume/CV, passport and headshot attachments, click **Download All Files** as well.

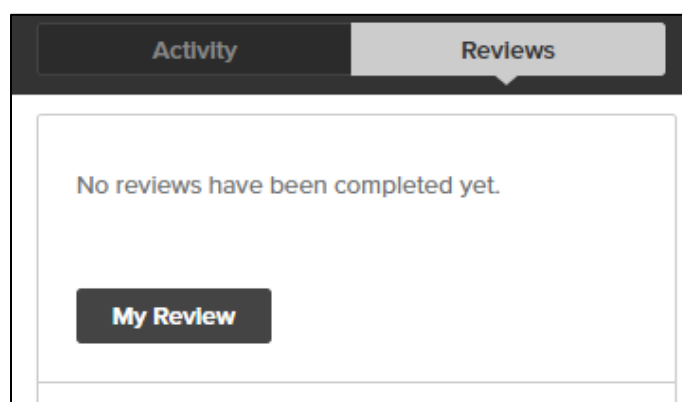


4. To go back to view your other assigned submissions, click on the small arrow in the upper left hand corner.

REVIEW

We ask that each university produce only **ONE** review for each student submission. We suggest that internal deliberation regarding each candidate occur offline. It is best that universities speak with one voice about each candidate so as to ensure the data received are clean and usable.

1. To review an application, go to the right hand side of the submission, click **Reviews**, and then **My Review**.



2. The following will page will show up. Please NOTE: There are two parts of the review that reflect the two phases of application review, as described in the manual. **Please only complete the section labeled “University Rank – UNIVERSITY REVIEWERS ONLY.”**

The screenshot shows a web interface with two tabs: 'Activity' and 'Reviews'. The 'Reviews' tab is active. Below the tabs, there is a 'Review List' button and a 'Review Incomplete' status. The main content area is titled 'Review of CEU School of Public Policy by Tanya Sukkarl'. It contains two sections: 'Application Review' and 'University Rank - UNIVERSITY REVIEWERS ONLY'. The 'Application Review' section has a text box with the instruction: 'Please only complete the part of this review form to which you are assigned.' The 'University Rank - UNIVERSITY REVIEWERS ONLY' section contains a paragraph of text: 'We encourage you to consider not only each applicant's academic abilities but in equal measure their potential for success and their compatibility with the goals of the program, which seeks to support emerging leaders and civil society professionals. Please ensure that candidates are ranked without regard to the applicant's race, color, religion, gender, political beliefs, national origin, disability, age or sexual orientation. Please click HERE to access the OSIRG 2015 University Reviewer Manual.'

3. Each applicant must receive a rank. As denoted by the red asterisk, this field is required in order to save a review. If the applicant is not among the top 8 students that your university would like to recommend to the OSIRG selection committee, please rank him or her 10. If you have more than 9 applicants to the program, several applicants will receive a 10.

The screenshot shows the 'Applicant Rank' section, which is marked with a red asterisk. It contains a text box with the instruction: 'Please rank this applicant in comparison to the other applicants from your university using the buttons to the left with 1 being the highest rank and 8 being the lowest. If you DO NOT want to select this applicant for your top eight please click the 10 button at the bottom.' Below the text box is a vertical list of radio buttons numbered 1 through 10.

4. Please provide brief notes on each candidate, regardless of his or her rank. This field is not required, but universities are strongly encouraged to provide notes about their top eight candidates.

Ranking Notes
Please provide a short description of your ranking of this applicant.

Limit: 75 words

5. When the review is complete, please scroll down to the bottom of the review section and select either **Save Draft** or **Finalize Review**.


Finalize Review



Save Draft



NOTE: The **Save Draft** function allows you to return to a specific application and make changes to your review should you decide that an applicant's rank has changed.


6. After completing your review, you can go back to the submissions page by clicking the left arrow in the top left-hand corner.





Options ▾


In-Progress ▾



Activity

Reviews

Current University




CEU School of Public Policy
by Tanya Sukkari in Central European University - School of Public Policy

I. Personal Information:

Please enter information as directed.

A. Title:




1.0

Average score

Your Score: 1

Totals exclude incomplete reviews.

My Review


 1 Review


Tanya Sukkari

9/25/2017

1

Unlock





QUESTIONS OR CONCERNS

If you have any questions or concerns regarding this process or using *Submittable*, please contact OSIRG (osirg@opensocietyfoundations.org).