Executive Leadership in Academic Technology, Engineering and Science

ELATES Online Application System

User Guide

Please note that Nominators and Recommenders cannot enter the online application system until the Applicant has entered the online system and started an application.

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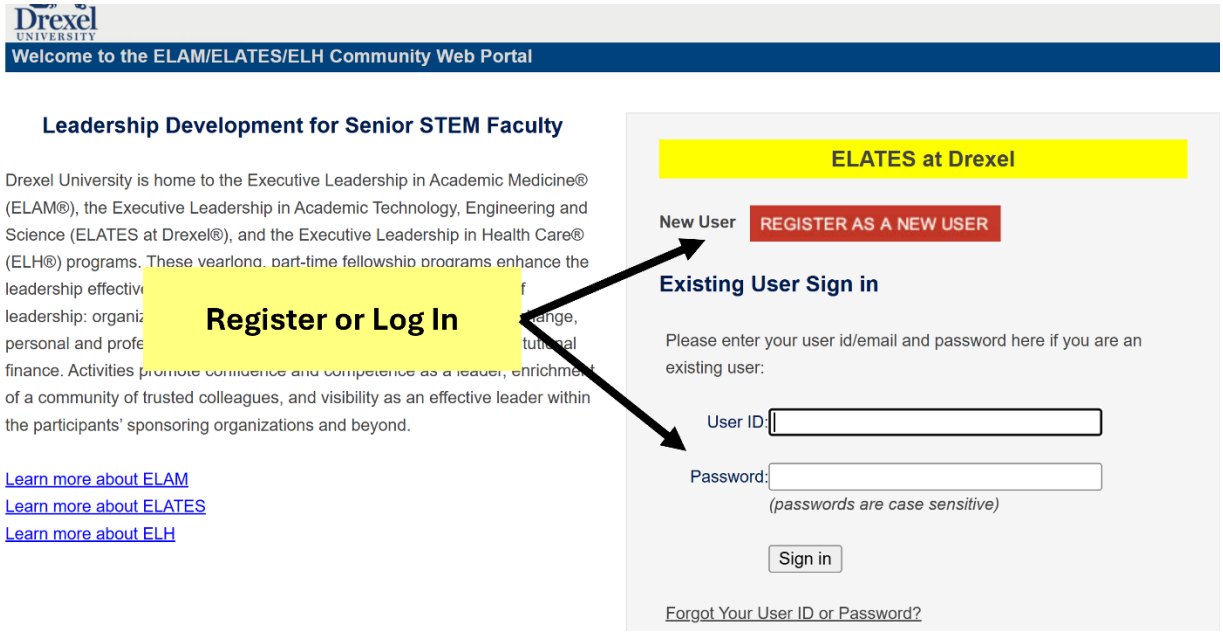
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APPLICANTS

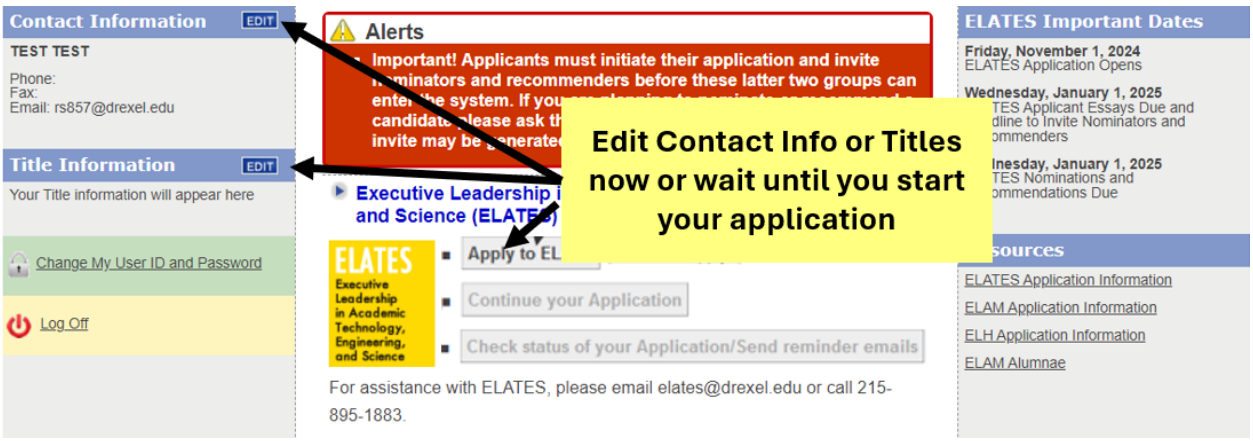
1. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATES will need to register as a new user.



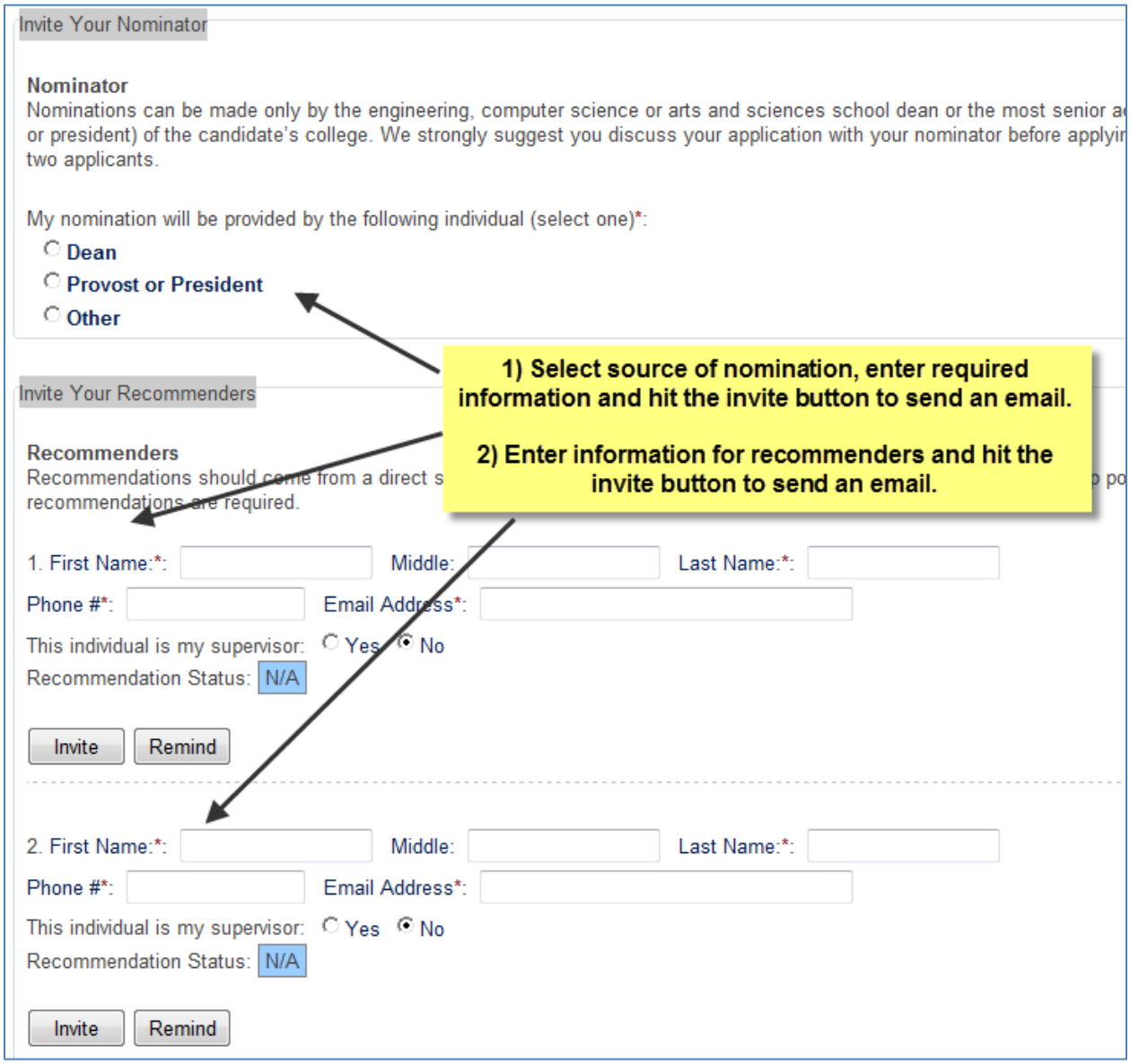
2. Portal Start Page

After registering or logging in, applicants can edit their contact information and titles or they can proceed directly into the application forms. As you go through the application forms, you will be prompted to update/review your contact info and titles.



3. Inviting Nominators and Recommenders

On the third screen of the application forms, you will be able to invite your nominator and recommenders to provide their essays in support of your application. You must hit the invite button for each individual you enter into the system. You will receive a copy of the email that goes to each individual. Please do not forward those emails as the links are unique to each individual.



4. Application Essay Questions

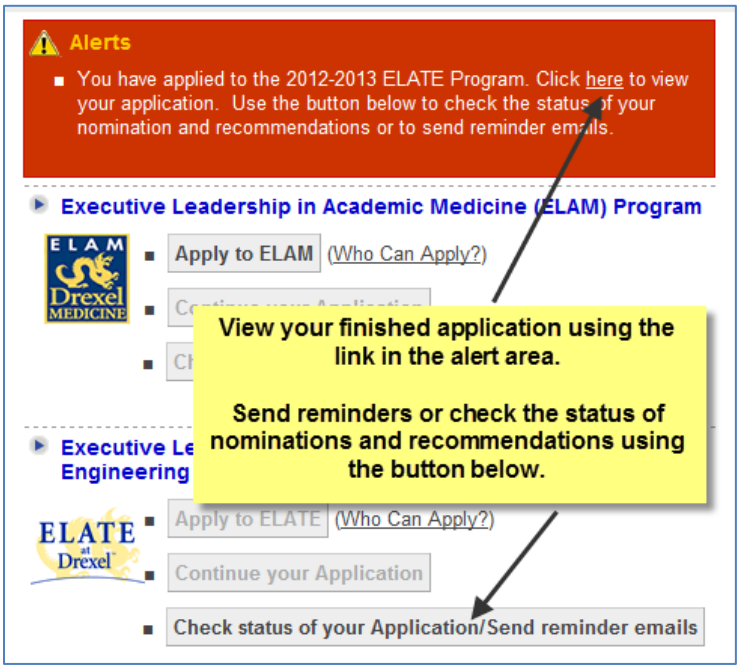
After you have completed the beginning of the application and identified your nominator and two recommenders, you will be asked to complete a series of short essay questions:

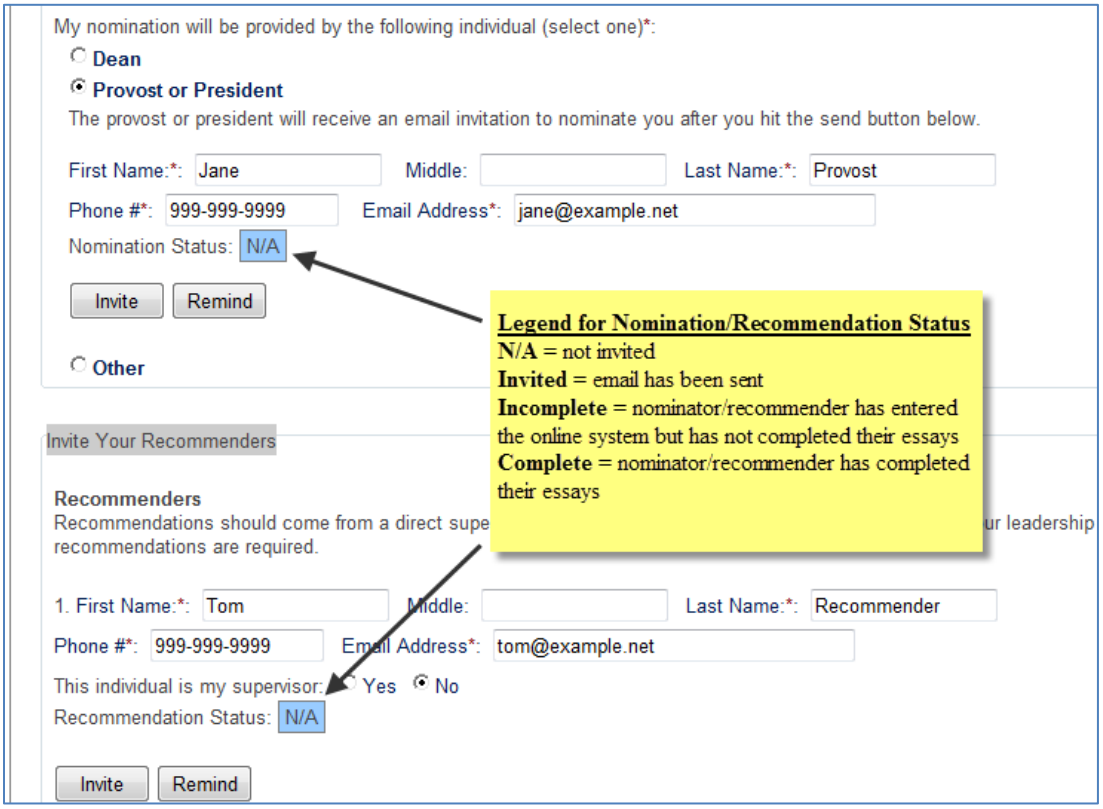
- Briefly describe the range of responsibilities in your current position, including those activities, operations or functions for which you are directly responsible.
- What are your specific 5-year career goals? Be as concrete as possible.
- How will participating in this program help you achieve these goals?
- What do you view as the single most important issue facing your institution?
- If you were the executive in charge, what would you do about this issue?
- What do you view as the single most important challenge your institution presents to you in doing your job?
- What innovative approaches are you taking to meet this challenge?
- Describe your current or upcoming potential leadership role.
    - In what ways are you or will you be an effective leader?
    - What obstacles did you face or do you anticipate facing in the leadership role?
    - What did you learn from the experience, or what do you hope to learn?

Please note that the application may prompt you to upload your peer-reviewed published work and your CV. This is optional as of the ELATES 2025-2026 fellowship year.

5. Monitoring Your Application Status

On the portal home page, after submitting your portion of the application, you will receive an alert message which allows you to view a basic, printable summary of your application. You will also be able to monitor the status of your nomination and recommendation requests using the check status/send reminder emails button.

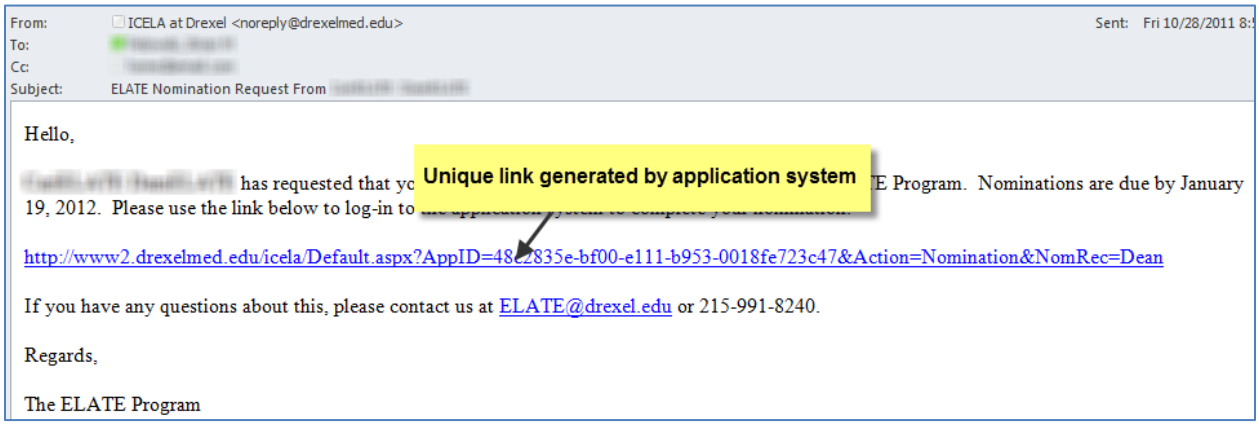

Alerts
You have applied to the 2012-2013 ELATE Program. Click here to view your application. Use the button below to check the status of your nomination and recommendations or to send reminder emails.
Executive Leadership in Academic Medicine (ELAM) Program
Apply to ELAM
(Who Can Apply?)
View your finished application using the link in the alert area.
Send reminders or check the status of nominations and recommendations using the button below.
Executive Le
Engineering
Apply to ELATE
(Who Can Apply?)
Continue your Application
Check status of your Application/Send reminder emails


My nomination will be provided by the following individual (select one)*:
Dean
Provost or President
The provost or president will receive an email invitation to nominate you after you hit the send button below.
First Name:*: Jane
Middle:
Last Name:*: Provost
Phone #*: 999-999-9999
Email Address*: jane@example.net
Nomination Status: N/A
Invite
Remind
Other
Legend for Nomination/Recommendation Status
N/A = not invited
Invited = email has been sent
Incomplete = nominator/recommender has entered the online system but has not completed their essays
Complete = nominator/recommender has completed their essays
Invite Your Recommenders
Recommenders
Recommendations should come from a direct supe
ur leadership
recommendations are required.
1. First Name:*: Tom
Middle:
Last Name:*: Recommender
Phone #*: 999-999-9999
Email Address*: tom@example.net
This individual is my supervisor:
Yes
No
Recommendation Status: N/A
Invite
Remind

NOMINATORS

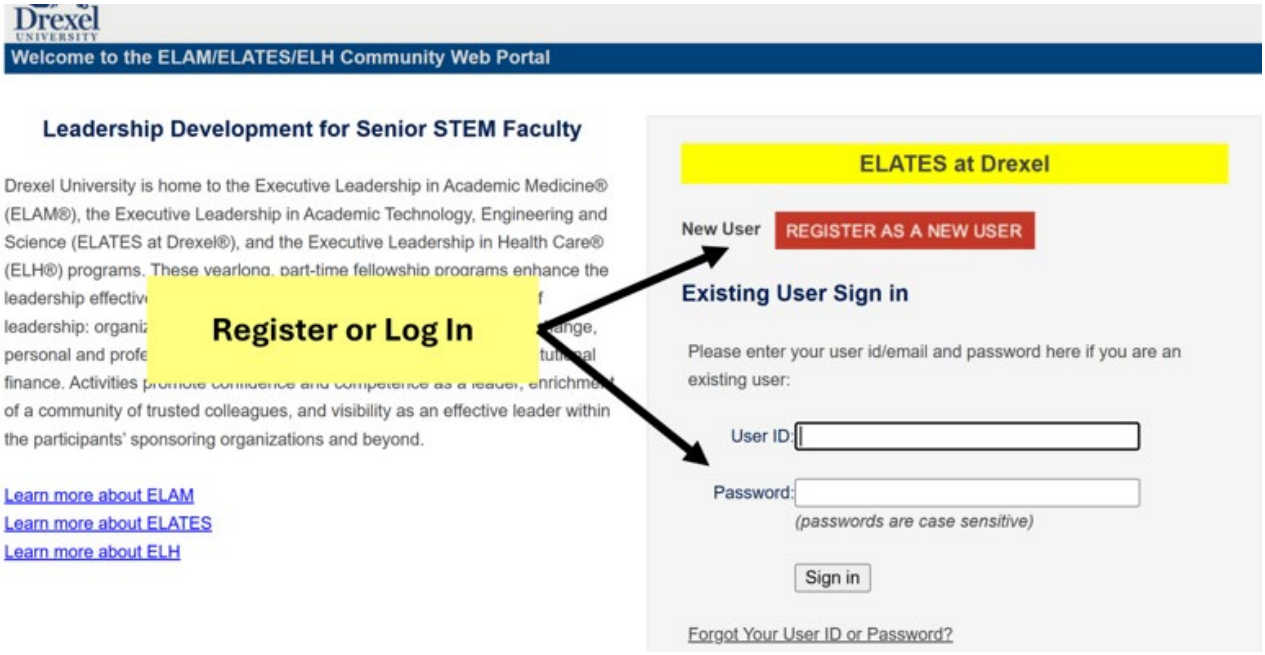
1. Invitation to Nominate

You will receive an email from the ELATES applicant inviting you to nominate them for the program. You must click the link in this email to access the online system through which you must submit your nomination.



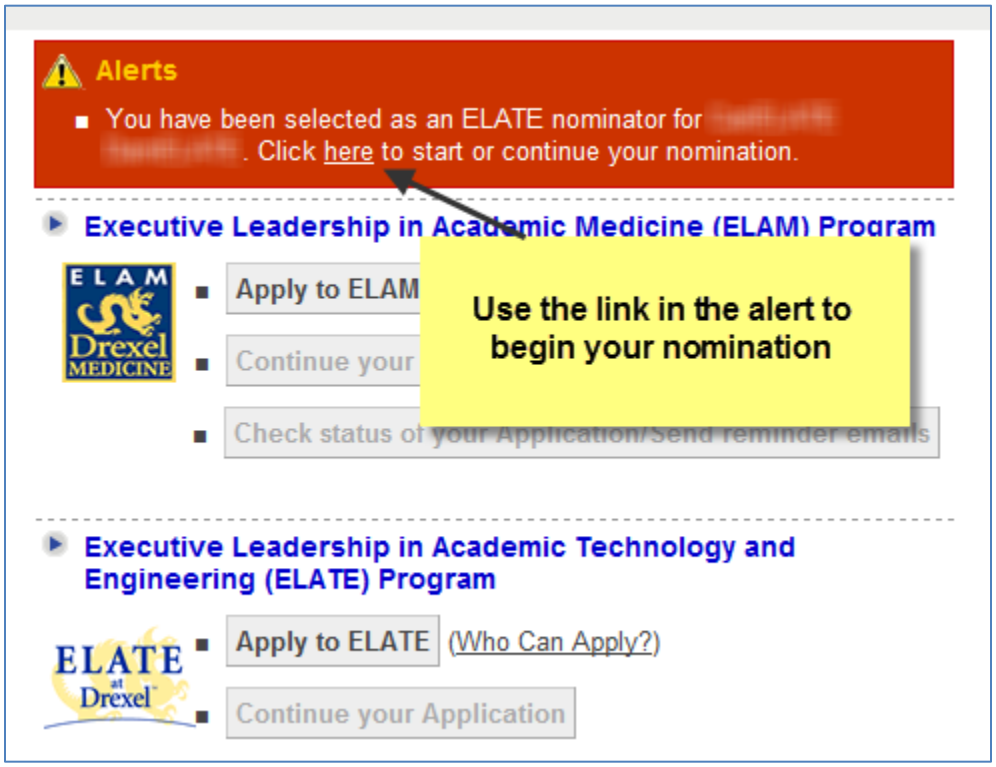
2. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATES will need to register as a new user.



3. Beginning Your Nomination

After logging in, you will be directed to the ICELA Portal Start Page. Use the link in the alert area to begin your nomination. Please note that if you have been asked to nominate more than one candidate or if you have been asked to nominate one candidate and recommend another, you must use the unique link in each email invitation to start each nomination or recommendation.



4. Nomination Essay Questions

The nomination consists of a series of short essay questions about the ELATES fellow nominee. These questions are:

- Why are you nominating this candidate?
- What new knowledge or skills would you like to see the candidate learn during their fellowship year?
- How will you work with and mentor your candidate during and after the fellowship?
- What formal and/or informal leadership role(s) do you anticipate this candidate assuming in the next 3-5 years? How will you support them in this endeavor?
- In support of your fellow, it is expected that you attend the Leaders Forum in March at the end of the ELATES Fellowship. Please provide the contact information of the person who we can reach out to for more information about scheduling.

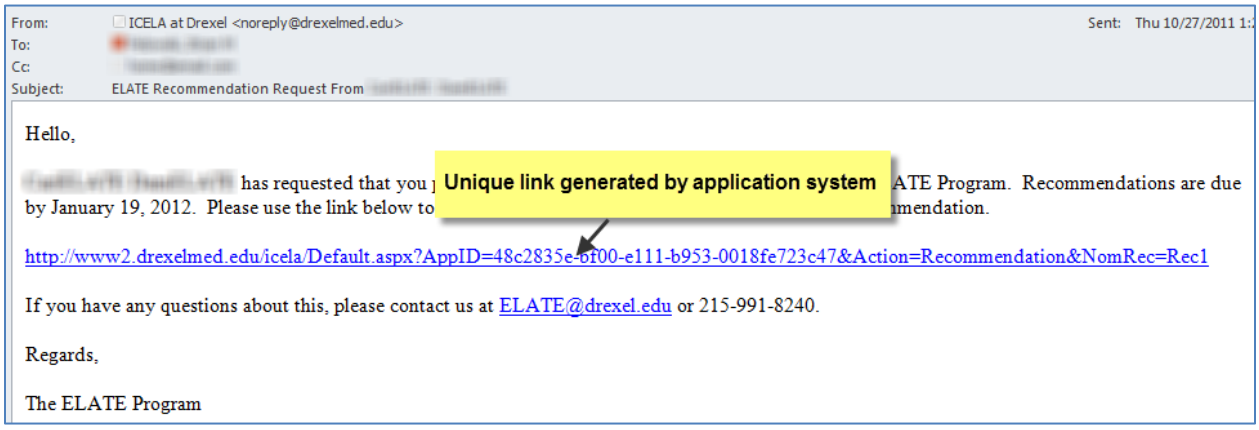
5. Finishing the Nomination

After you finish all of the nomination essays and you hit the submit button, you will have completed the nomination for your candidate.

RECOMMENDERS

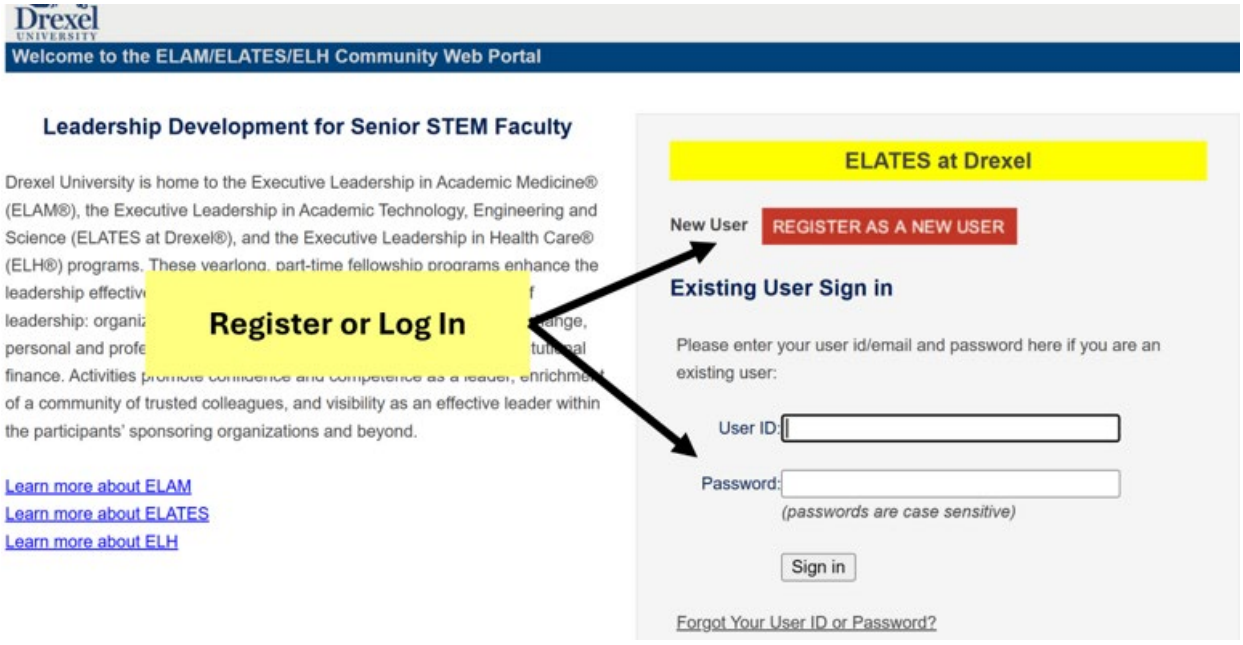
1. Invitation to Recommend

You will receive an email from the ELATES applicant inviting you to recommend them for the program. You must click the link in this email to access the online system through which you must submit your recommendation.



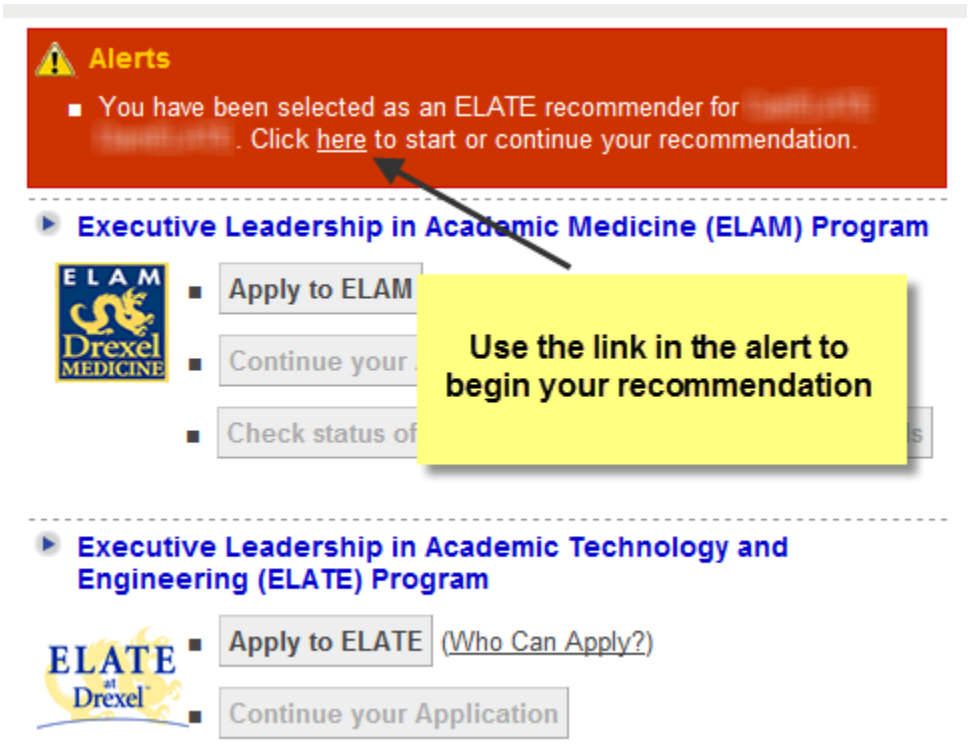
2. Registration/Log-in

Returning users will be able to log-in with their user ID and password. Individuals new to ELATES will need to register as a new user.



3. Beginning Your Recommendation

After logging in, you will be directed to the ICELA Portal Start Page. Use the link in the alert area to begin your recommendation. Please note that if you have been asked to recommend more than one candidate or if you have been asked to nominate one candidate and recommend another, you must use the unique link in each email invitation to start each nomination or recommendation.



4. Recommendation Essay Questions

The recommendation consists of a series of short essay questions about the ELATES fellow nominee. These questions are:

- Why are you recommending this candidate?
- What are the candidate's present responsibilities and breadth of experience at their current institution and elsewhere?
- What are the candidate's strengths and weaknesses as they relate to their potential as an institutional leader?
- Within their institution, what is your frank evaluation of the candidate's potential for leadership?
- What position(s) can you envision them assuming in the foreseeable future?
- Additional information you would like to share with us about this candidate.

5. Finishing the Recommendation

After you finish all of the recommendation essays and you hit the submit button, you will have completed the recommendation for the applicant.