University Teaching Awards Portal (UTAP)

User Manual for Award Applicants
## Version History

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Revision Date</th>
<th>Updated By</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>12 Aug 2021</td>
<td>New Document</td>
<td></td>
</tr>
</tbody>
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1. Introduction

1.1 Background

Each year, the University calls for teaching awards applications (Outstanding Educator Award-OEA, Annual Teaching Excellence Award-ATEA, and Annual Digital Education Award-ADEA) which is open to all eligible NUS teaching staff. Applications are submitted to the faculty members’ Faculty Teaching Excellence Committees (FTEC) for review/selection for faculty level teaching awards (FTEA). FTECs will nominate selected FTEA winners for the University level teaching awards and submit to the University Teaching Excellence Committee (UTEC) chaired by SDPPVO, for review and selected for winner.

1.2 Purpose

This User Manual for University Teaching Awards Portal (UTAP) provides the system end-users (Applicant) a guide on how to use the system.

1.3 Definitions and Acronyms

<table>
<thead>
<tr>
<th>S/n</th>
<th>Terms/Acronyms</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CDTL</td>
<td>Centre for Development of Teaching &amp; Learning</td>
</tr>
<tr>
<td>2</td>
<td>UTEC</td>
<td>University Teaching Excellence Committee</td>
</tr>
<tr>
<td>3</td>
<td>FTEC</td>
<td>Faculty Teaching Excellence Committees</td>
</tr>
<tr>
<td>4</td>
<td>Applicant</td>
<td>All NUS teaching staff who submit applications.</td>
</tr>
<tr>
<td>5</td>
<td>FTEA</td>
<td>Faculty Level Teaching Excellence Awards</td>
</tr>
<tr>
<td>6</td>
<td>OEA</td>
<td>Outstanding Educator Award</td>
</tr>
<tr>
<td>7</td>
<td>ATEA</td>
<td>Annual Teaching Excellence Award</td>
</tr>
<tr>
<td>8</td>
<td>ADEA</td>
<td>Annual Digital Education Award</td>
</tr>
<tr>
<td>9</td>
<td>Year of Submission</td>
<td>The year CDTL calls for submissions (usually in July~August) and applications submit their applications. The actual time of award is in the following year.</td>
</tr>
<tr>
<td>10</td>
<td>FTEC Submission Period</td>
<td>Period as defined by UTEC for FTEC to submit short-listed applications to UTEC.</td>
</tr>
<tr>
<td>11</td>
<td>Applicant Submission Period</td>
<td>Period as defined by each faculty’s FTEC for applicants to submit applications to that faculty.</td>
</tr>
<tr>
<td>12</td>
<td>FTEC Review Period</td>
<td>Period for FTEC to evaluate applications and submit short-listed applications to UTEC.</td>
</tr>
<tr>
<td>13</td>
<td>Application Status</td>
<td>Status of application, which are</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Draft</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Declined</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. University Teaching Award</td>
</tr>
<tr>
<td>14</td>
<td>Award Type</td>
<td>Type of Awards:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Outstanding Educator Award (OEA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Annual Teaching Excellence Award (ATEA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Annual Digital Education Award (ADEA)</td>
</tr>
<tr>
<td>15</td>
<td>Award Category</td>
<td>Category of Award:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Individual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Only applicable to Award Type ADEA/ATEA.</td>
</tr>
<tr>
<td>16</td>
<td>Award Subcategory</td>
<td>Subcategory of Award:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Innovative teaching in an online environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Developing and using digital technologies for teaching</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Only applicable to Award Type ADEA.</td>
</tr>
</tbody>
</table>
2. System Functions

2.1 Login

**Note:** To access this system outside NUS, you need connect to nVPN (https://nusit.nus.edu.sg/services/wifi_internet/nvpn/).

University Teaching Awards Portal (UTAP) Applicant Portal is accessible to NUS teaching staff (all NUS staff with domain NUSSTF).

Follow the below steps to login:

1. Access this system at: [https://wws.nus.edu.sg/utap](https://wws.nus.edu.sg/utap)

2. ADFS page will be displayed.

3. Login using your NUSNET ID and password.

4. After login successfully, you will be redirected to “My applications” page (refer to section 2.3)
2.2 Menu Bar

All pages in system will have a menu bar on the top of the page just below the NUS header which will have:

1. **Main Menu** options to navigate to each modules in system. There are 3 menus in system, which are “My Applications”, “New Application” and “My Teaching Awards” (under construction). By clicking on any of these menus, you will be redirected to the respective page.

2. your **login user name** will be displayed at right-hand side which have options for you to switch role (if you have FTEC/UTEC role) and logout from system.
2.3 My Applications

After login successfully to system, you will be redirected to “My Applications” page, or click on “My Applications” in the menu bar. “My Applications” screen shown as below will be displayed.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Year of Submission</th>
<th>Nominating Faculty</th>
<th>Award Type</th>
<th>Award Category</th>
<th>Award Subcategory</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2021</td>
<td>School of Business</td>
<td>Annual Digital Education Award (ADEA)</td>
<td>Team</td>
<td>Innovative teaching in an online</td>
<td>Draft</td>
</tr>
<tr>
<td>2</td>
<td>2021</td>
<td>School of Computing</td>
<td>Outstanding Educator Award (OEA)</td>
<td></td>
<td></td>
<td>Submitted</td>
</tr>
<tr>
<td>3</td>
<td>2021</td>
<td>Yong Loo Lin School of Medicine</td>
<td>Annual Teaching Excellence Award (ATCA)</td>
<td>Individual</td>
<td></td>
<td>Draft</td>
</tr>
</tbody>
</table>

This section is to view list of applications created by you.

To view/edit application details, click on particular record. “Application Details” page will be displayed (refer to section 2.5)
2.4 New Application

1. To create new application, click on “New Application” in the menu bar. “New Application” screen shown as below will be displayed.

2. Select “Nominating Faculty”. Please take note the following:-

   a. You can only submit an application to a nominating faculty within stipulated “Applicant Submission Period”, as defined by its FTEC. If the submission period is closed or not open yet for selected “Nominating Faculty”, a red error message bar will show as below.

   b. You can submit only one application (regardless of award type) to any one nominating faculty, either as an individual award applicant or as the leader of a team award. If you try to submit another application to the same faculty, a red error message bar will show. However, you may create more than one applications, each to a different nominating faculty.
3. Select “Award details” (Award Type, Award Category and Award Subcategory) of application.

    **Note:** “Award Category” is only applicable for Award Type ATEA/ADEA. “Award Subcategory” is only applicable for Award Type ADEA.

4. After select all the mandatory (*) fields, click on “Create New Application” button. A draft application will be created successfully and a confirmation message will show.

5. Then, click on “Ok” button. “Application Details” page will be displayed (refer to section 2.5)
2.5 Application Details

**Note:** You can only edit current year application where application status is “Draft”, within stipulated “Applicant Submission Period”. Otherwise this page will be readonly/not editable.

There are 8 sections in “Application Details” page:

1. Staff Info
2. Award Type
3. Team Member (only applicable for award type ADEA/ATEA with award category “Team”)
4. Teaching Portfolio (only applicable for award type OEA)
5. Teaching Statement (only applicable for award type ADEA/ATEA)
6. 3-minute Video (optional for OEA and ATEA)
7. Supplementary Dossier (only applicable for award type OEA)
8. Other Relevant Information (only applicable for award type ADEA/ATEA)

<table>
<thead>
<tr>
<th>Section</th>
<th>Count</th>
<th>limit</th>
<th>Format</th>
<th>OEA</th>
<th>ADEA</th>
<th>ATEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Portfolio</td>
<td>1</td>
<td>100 MB</td>
<td>File upload</td>
<td>Mandatory</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Teaching Statement</td>
<td>1</td>
<td>1500 words</td>
<td>Input</td>
<td>--</td>
<td>Mandatory</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Team Member</td>
<td>At least 1</td>
<td>--</td>
<td>Input</td>
<td>--</td>
<td>Mandatory (team)</td>
<td>Mandatory (team)</td>
</tr>
<tr>
<td>3-min Video</td>
<td>1</td>
<td>500 MB</td>
<td>File upload</td>
<td>optional</td>
<td>Mandatory</td>
<td>optional</td>
</tr>
<tr>
<td>Supplementary Dossier</td>
<td>Up to 5</td>
<td>Total 500 MB</td>
<td>File upload</td>
<td>optional</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Other Relevant Information</td>
<td>Up to 5</td>
<td>Total 500 MB</td>
<td>File upload</td>
<td>--</td>
<td>optional</td>
<td>optional</td>
</tr>
</tbody>
</table>
Application Details

Staff Info

Name: FY1050CTE FZ03AB50AA
NUSNET ID: FY1050CTE
Staff No: 19516
Salutation: Assoc Prof
Appointment Track: Educator Track
Department: Dept of Strategy and Policy
Faculty: School of Business

Award Type

Year of Submission: 2021
Nominating Faculty: PIK of SOURCE
Award Type:
- Outstanding Education Award (OEA)
- Annual Teaching Excellence Award (ATEA)
- Annual Digital Education Award (ADEA)
Award Category:
- Individual
- Team
Award Subcategory:
- Innovative teaching in an online environment
- Developing and using digital technologies for teaching
Application Status: Draft
Submission Deadline: 25 August 2021 9:07
You will no longer be able to edit or submit this application beyond this date.
Last Updated: 12 August 2021 15:35

Team Member

NUSNET ID: Add NUS Staff: Add NUS Student
Salutation: Name:

Note: To add NUS staff or NUS student, please select the SALUTATION first and then click on the button.
- User (Other): Other types of team members, e.g., research assistants, non-NUS students or staff are not to be included on Team Members.

Teaching Statement

Please refer to guidelines on CETL’s ADEA page.

Maximum 1500 words allowed. Current word count: 0

Save Read

3-minute Video

File not uploaded yet

Maximum file size allowed is 50MB. File formats allowed: mpg, avi, mov and avi.

Other Relevant Information (optional)

All attachments must be properly analysed, interpreted and cited in the Teaching Statement. They should complement what is written to make a case for the award.

<table>
<thead>
<tr>
<th>SN</th>
<th>Description</th>
<th>File Name</th>
<th>Date Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter description here before selecting a file to upload

Maximum file size allowed is 50MB. You can upload up to 5 files with a combined total of not more than 50MB. File formats allowed: jpg, png, pdf, html and avi.

You have not entered teaching statement.
You have not entered team member information.
You have not uploaded 3-minute video.

Submit Application Withdraw Submission
2.5.1 Staff Info

This section displays your staff information, based on your primary appointment as recorded in CHRS, as at the time application is created.

<table>
<thead>
<tr>
<th>Staff Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>NUSNET ID</td>
</tr>
<tr>
<td>Staff No</td>
</tr>
<tr>
<td>Situation</td>
</tr>
<tr>
<td>Appointment Track</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
</tbody>
</table>

2.5.2 Award Type

This section is to manage award details applied for this application.

<table>
<thead>
<tr>
<th>Award Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Submission</td>
</tr>
<tr>
<td>Nonleading Faculty</td>
</tr>
<tr>
<td>Award Type</td>
</tr>
<tr>
<td>Award Category</td>
</tr>
<tr>
<td>Award Subcategory</td>
</tr>
<tr>
<td>Application Status</td>
</tr>
<tr>
<td>Submission Deadline</td>
</tr>
<tr>
<td>Last Updated</td>
</tr>
</tbody>
</table>

Note: The buttons will only be enabled when there has been any changes and after all mandatory fields are selected. Otherwise buttons will be disabled (grey color) by default.

1. To edit “Award details”, make necessary amendment and click on “Save” button. Saved successfully message as below will be displayed.

   Note: “Award Category” is only applicable for Award Type is ATEA/ADEA. “Award Subcategory” is only applicable for Award Type is ADEA.

2. To undo the changes, click on “Reset” button. Award details will be reset back to information that were previously saved.
2.5.3 Team Member

Note: only applicable for award type is ADEA/ATEA and award category is "Team"

This section is to manage Team Member for this application. There are 3 types of team member, which are NUS Staff, NUS Student and Others.

Add “NUS Staff/Student” as team member, fill in NUSNET ID and click on “Add NUS Staff/Student” button.

Add “Others” types of team member, fill in this section and click on “Add Other” button.

To delete team member, click on delete icon of particular record.

1. To add “NUS Staff” as team member, fill in “NUSNET ID” and click on “Add NUS Staff” button. Team member will be added successfully and displayed in team member list as shown below.

Note: "Staff Information" will be retrieved on the fly from CHRS based on primary appointment.
2. To add "NUS Student" as team member, fill in “NUSNET ID” and click on “Add NUS Student” button. Team member will be added successfully and displayed in team member list as shown below.

**Note:** "Student Information" will be get from EduRec based on primary academic program.

3. To add “Others” types of team member, select “Salutation”, fill in “Name”, “Organization”, and then click on “Add Other” button. Team member will be added successfully and displayed in team member listing as shown below.

**Note:** 'Other' type of team member refers to students graduated from NUS. Non-NUS students or staff are not to be included as Team Members.

4. To delete a team member, click on “Delete” icon in the same row. The team member will be removed from the list.

5. The buttons will only be enabled when all the relevant inputs have values.
2.5.4 Teaching Portfolio

**Note:** this section is only applicable to award type OEA. Maximum file size allowed is 100MB. File formats allowed are .doc, .docx and .pdf.

This section is to manage “Teaching Portfolio” of an application. Applicant can only upload one file.

1. **To upload** file, click on icon and select file to upload.

   **Note:** while file upload is in progress, download and delete functions will be temporarily disabled.

   a. While uploading the file, a progress bar will show as below.

   b. After file is uploaded successfully, a success message will show and the new file name will be displayed as link for download.

2. **To replace** existing file, refer to step 1. The existing file will be automatically replaced when a new file is uploaded.
3. To download file, click on “file Name” link. 

**Note:** while file download is in progress, upload and delete functions will be temporarily disabled.

a. While downloading the file, a progress bar will display as below.

![Teaching Portfolio](image1)

b. After file downloaded successfully, a success message will display as below.

![Teaching Portfolio](image2)

4. To delete uploaded file, click on ✗ icon. A success message will display as below.

![Teaching Portfolio](image3)
2.5.5 Teaching Statement

**Note:** This section is only applicable to award type ADEA/ATEA. Teaching statement has a word count limit of 1500.

This section is to manage “Teaching Statement” of application for award type is ADEA or ATEA.

1. To add/edit “Teaching Statement”, fill in text in the text box and click on “Save” button. The text box will dynamically expand and shrink based on the length of content. After clicking on the save button, a success message as below will be displayed.

   ![Saved successfully]

   **Note:** you can input maximimally 1500 words. If you enter more than 1500 words, a red error message will display as below.

   ![Exceeded maximum number of words allowed (maximum allowed: '1500, current: 2920)]

2. To undo the changes, click on “Reset” button. Teaching Statement will be reset back to information that were previously saved.

3. The “Save” and “Reset” buttons will only be enabled if there has been change made to the teaching statement.
2.5.6 3-minute Video

**Note:** This section is mandatory for award type ADEA. Maximum video size allowed is 500MB. Video formats allowed are .mp4, .wmv, .mov and .avi.

Applicant can only upload one video file.

1. **To upload** video, click on icon and select video to upload.

   **Note:** while video upload is in progress, download and delete functions will be temporary disabled.

   a. While uploading the video, a progress bar will show as below.

   b. After video is uploaded successfully, a success message will show as below. The video’s file name will be displayed as link for download.
2. To **replace** existing video, refer to step 1. The existing video file will be automatically replaced when a new file is uploaded.

3. To **download** video, click on “Video Name” link.

   **Note:** while video download is in progress, upload and delete functions will be temporarily disabled.

   a. While downloading the video, a progress bar will show as below.

   ![Progress Bar Screenshot](image1)

   b. After video is downloaded successfully, a successful message will show.

   ![Successful Download Screenshot](image2)

4. To **delete** the uploaded video, click on ![Delete Icon](image3) icon. A success message will display.

   ![Delete Success Screenshot](image4)
2.5.7 Supplementary Dossier / Other Relevant Information

**Note:** Input to this section is optional for any award type. Maximum 5 files are allowed. Maximum file size allowed is 100MB. Total file size limit is 500MB. File formats allowed are .doc, .docx, .xls, .xlsx, .ppt, .pptx and .pdf.

*Supplementary Dossier* is applicable to award type OEA.

*Other Relevant Information* is applicable to award type ADEA/ATEA.

To **download** uploaded file, click on “file name” link.

To **delete** uploaded file, click on **×** icon.

To **upload**, fill in description and click on **Δ** icon to select file.

To **download** uploaded file, click on “file name” link.

To **delete** uploaded file, click on **×** icon.

To **upload**, fill in description and click on **Δ** icon to select file.
1. To upload a file, fill in the description click on  icon to select file for upload.

   **Note:** while file upload is in progress, download and delete functions will be temporarily disabled. If you have uploaded maximum number (5) of files allowed, a red error message will display as below and upload function will be disabled.

   ![Error Message]

   a. While uploading the file, a progress bar will show.

   ![Progress Bar]

   b. After file is uploaded successfully, a success message will show as below and the new file will be displayed in the list. The list is sorted alphabetically by description.

   ![Success Message]

2. To download file, click on the “file name” link..

   **Note:** while file download is in progress, upload and delete functions will be temporarily disabled.

   a. While downloading the file, a progress bar will show as below.

   ![Download Progress Bar]
b. After file is downloaded successfully, a success message will show.

3. To **delete** an uploaded file, click on ✗ icon beside file name. After file is deleted, a success message will show.
2.5.8 Submit Application

**Note:** You can only submit a “Draft” status application within stipulated “Applicant Submission Period”.

1. To submit current year “Draft” application to FTEC, you need to provide all mandatory (non-optional) information at each section:
   - a. Award Type Applied
   - b. Team Member
     - only applicable for award type is ADEA/ATEA and award category is “Team”
     - at least one Team Member is added
   - c. Teaching Portfolio (only applicable for award type is OEA)
   - d. Teaching Statement (only applicable for award type is ADEA/ATEA)
   - e. 3-minute Video (optional for OEA and ATEA)
   - f. Supplementary Dossier / Other Relevant Information (optional)

**Note:** if there is any mandatory input missing, a red error message will display as below. “Submit Application” button will be disabled (grey color).

![Error Message]

**Note:** if application submission deadline has already passed, a red error message will display as below. “Submit Application” button will be disabled (grey color).

![Error Message]
2. Then, click on “Submit Application” button at bottom page of “Application Details”. The submit button will only be enabled (clickable) when all the mandatory sections have inputs.

Submit Application  Withdraw Submission

A confirmation pop-up message as below will be displayed, click on “Yes” to submit application.

3. After application is submitted successfully, a success message will show and application status will change to “Submitted”.

**Note:** After an application is submitted to FTEC, the applicant will no longer be unable to edit it unless he/she withdraw (next section) the submission within the stipulated submission period.
2.5.9 Withdraw Application

**Note:** You can only withdraw a *Submitted* status application within stipulated “Applicant Submission Period”.

1. To withdraw current year “Submitted” application to FTEC, click on “Withdraw Submission” button at bottom of the “Application Details” page.

   A confirmation pop-up message as below will be displayed, click on “Yes” to withdraw application.

   ![Confirmation Pop-Up](image)

   **Note:** if application submission deadline is past, a red error message will display as below. “Withdraw Submission” button will be disabled (grey color).

   ![Error Message](image)

2. After application is withdrew successfully, a success message will show and application status will change back to “Draft”.

   **Note:** After application has been withdrew, it will become editable.
3. References

<table>
<thead>
<tr>
<th>S/n</th>
<th>Reference</th>
<th>Path / URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CDTL home page</td>
<td><a href="https://www.nus.edu.sg/cdtl">https://www.nus.edu.sg/cdtl</a></td>
</tr>
</tbody>
</table>