University Teaching Awards Portal (UTAP)

User Manual for Applicants

NUS
National University of Singapore
### Version History

<table>
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<th>Version No.</th>
<th>Revision Date</th>
<th>Updated By</th>
<th>Summary of Changes</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>12 Aug 2021</td>
<td></td>
<td>New Document</td>
</tr>
</tbody>
</table>
| 2.0        | 5 Oct 2021    | Chua See Siew       | • New feature: Delete “Draft” application  
• New field for application: Application No  
• Remove “Withdraw Application” feature which replaced by “Resubmission” application and extended deadline that handle by FTEC |
| 3.0        | 25 Jul 2022   | Chua See Siew       | • New Menu: Award History  
• Application details:  
  ○ Rich-text editor for Teaching Statement  
  ○ Peer Review Information  
  ○ Announcement section in login page |
| 3.1        | 18 Aug 2022   | Chua See Siew       | Update Rich-text editor for Teaching Statement                                       |
| 3.2        | 6 Sep 2022    | Chua See Siew       | Update Rich-text editor “Note” for Teaching Statement                                |
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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>
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<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 applicants 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>
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<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 1. Draft 2. Submitted 3. Declined 4. University Teaching Award</td>
</tr>
<tr>
<td>14</td>
<td>Award Type</td>
<td>Type of Awards: 1. Outstanding Educator Award (OEA) 2. Annual Teaching Excellence Award (ATEA) 3. Annual Digital Education Award (ADEA)</td>
</tr>
<tr>
<td>15</td>
<td>Award Category</td>
<td>Category of Award: 1. Individual 2. Team Note: Only applicable to Award Type ADEA/ATEA.</td>
</tr>
<tr>
<td>16</td>
<td>Award Subcategory</td>
<td>Subcategory of Award: 1. Innovative teaching in an online environment 2. Developing and using digital technologies for teaching Note: Only applicable to Award Type ADEA.</td>
</tr>
</tbody>
</table>
2. System Functions

2.1 Login and Announcement

**Note:** To access this system outside NUS, you need to 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
2. Login page will be displayed and latest announcement message will be displayed at right side section.

![Login and Announcement Image]

To access system, click on "Login" button. Latest announcement message will be displayed at this section.
3. Click on "Login" button, ADFS page will be displayed.

4. Login using your NUSNET ID and password.

5. 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 "Awards History". 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.

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

To delete “Draft” application, click on delete icon of particular record.
1. To view/edit application details, click on particular record. “Application Details” page will be displayed (refer to section 2.5)

2. To delete application with "Draft" status, click on "Delete" icon in the same row.

   **Note:** only application with "Draft" status can be deleted. Deleted drafts no longer be retrieved.

   A confirmation pop-up message as below will be displayed, click on "Yes" to delete application.

   ![Confirmation Pop-up Message]

   After application is deleted successfully, a success message will show as below. The application will be removed from the list.

   ![Success Message]
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.

![New Application](image1.png)

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.

![Error Message](image2.png)

   b. You can submit only one application (regardless of award type) to any 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 9 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. Peer Review Information
8. Supplementary Dossier (only applicable for award type OEA)
9. 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>
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<td>File upload</td>
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<td>--</td>
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<td>1500 words</td>
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<td>Mandatory</td>
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<td>At least 1</td>
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<td>Input</td>
<td>--</td>
<td>Mandatory (team)</td>
<td>Mandatory (team)</td>
</tr>
<tr>
<td>3-min Video</td>
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<td>500 MB</td>
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<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 per file</td>
<td>File upload</td>
<td>optional</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
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. It also displays your past awards.

List of your past awards.

2.5.2 Award Type

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

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.
Note: For “Resubmission” application which “Send Back” by FTEC, “Submission Deadline” will be displayed with word “(extended)” for extended deadline and “FTEC Remarks” will be displayed if there are message from FTEC to applicant.

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.

![Team Member](image)

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.

![Team Member](image)

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 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.

   ![Progress Bar Example](image)

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

   ![Success Message Example](image)

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

   ![Delete Confirmation Example](image)
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.

   ![Success Message]

   **Note:** While using rich text editor, please take note following:
   a. When copying everything including both image and text from word document, please don’t use graphical bullets because it’s may have paste issue. Only plain bullets as in the red box below are acceptable.

   ![Bullet Library]

   b. Tables can be copied over from word document, but may lose format such as font, color and cell background.
   c. Text in tables will be included in wordcount.
   d. Please do not copy images from the websites and directly paste them into the text box. If you wish to include such images, please copy and paste them in a Word document first, then copy and paste the images from the Word document to the text box.

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

   ![Exceeded Maximum Word Count]

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 temporarily 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.

   To download uploaded video, click on “file name” link.
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 temporary disabled.
   
   a. While downloading the video, a progress bar will show as below.

   ![Progress Bar](image1)

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

   ![Success Message](image2)

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

This section displays your completed peer review reports from the last three and current academic year as recorded in Peer Review System.

Note: only peer review report has been reviewed by HOD/Dean will be retrieved and displayed in list.

1. To download/view peer review report, click on the icon.

2. Peer review report is downloaded in pdf format.

Commented [SSC3]: Add in “peer review” note same as FTEC
2.5.8 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 **upload**, fill in description and click on ✿ 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 ✿ icon to select file.

To **download** uploaded file, click on "file name" link.

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

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

   ![Supplementary Dossier (optional)]

<table>
<thead>
<tr>
<th>SN</th>
<th>Description</th>
<th>File Name</th>
<th>Date Uploaded</th>
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<tbody>
<tr>
<td>1</td>
<td>Course Material</td>
<td>Course Material.doc (8.4 MB)</td>
<td>12 August 2021 14:44</td>
</tr>
</tbody>
</table>

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

   ![Supplementary Dossier (optional)]

   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 file size of no more than 50MB. File formats allowed: doc, docx, txt, xlsx, ptt, zip, and pdf.

   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.

   ![Supplementary Dossier (optional)]

   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.

   ![Supplementary Dossier (optional)]

   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 file size of no more than 50MB. File formats allowed: doc, docx, txt, xlsx, ptt, zip, and pdf.

   Downloading Course Material.doc...
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.
2.5.9 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 1](image1)

**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](image2)
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

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

University Teaching Awards Portal

You are about to submit the application. Once submitted, you will not be able to edit the application any more.

Are you sure you want to continue?

Yes No

3. After application is submitted successfully, a success message will show and application status will change to “Submitted”. Applicant will also instantly receive an email notification to acknowledge successful submission.

Note: After an application is submitted to FTEC, the applicant will no longer be able to edit it unless he/she sends offline request to FTEC to “Send Back” the application for further modification and then resubmission. Applicant will receive an email notification for re-submission after FTEC “Send Back” your application.

Note: If you haven’t re-submitted application that has been sent back to you by your FTEC Admin, you will receive 3 email reminder at the following timings:
   a. 3 day before Submission Deadline
   b. 1 day before Submission Deadline
   c. Actual day of Submission Deadline

Commented [SSC4]: add “Resubmission Reminder email”
### 2.6 Award History

This section is to view your past award history.

<table>
<thead>
<tr>
<th>#</th>
<th>Site</th>
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<th>Year of Award</th>
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<th>Award Type</th>
<th>Award Subcategory</th>
<th>Nominated Faculty</th>
<th>Department</th>
<th>Team</th>
<th>Name</th>
<th>Years in Department</th>
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<tbody>
<tr>
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<td>2022</td>
<td>264</td>
<td>Team</td>
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<td>Dept of Strategy and Policy</td>
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<td>2021</td>
<td>2023 - 2027</td>
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### 3. References

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</tr>
<tr>
<td></td>
<td></td>
<td>types-of-awards/honour-roll</td>
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