University Teaching Awards Portal (UTAP)

User Manual for FTEC

NUS Logo
## 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></td>
<td>New Document</td>
</tr>
</tbody>
</table>
| 2.0         | 12 Oct 2021   | Chua See Siew    | **FTEC Admin role:**  
1. Add and Delete FTEC user access  
2. “Resubmission” for “Send Back” submitted application to Applicant  

**FTEC Member role:**  
1. Review and enter FTEC evaluation  
2. View “Final Submission to UTEC”  

**FTEC Chair role:**  
1. View and Submit “Final Submission to UTEC”  
| 3.0         | 25 Jul 2022   | Chua See Siew    | 1. Announcement section in login page  
2. “Resubmission” for “Send Back” draft application to Applicant (FTEC Admin)  
3. New Menu - Award History (FTEC Admin/Chair)  
4. New Menu - Past Submission  
5. Application details:  
   a. Rich-text editor for FTEC Report  
   b. Peer Review Information  
6. Download application function (FTEC Member):  
   a. Application information convert to PDF format  
   b. FTEC Report convert to PDF format  
   c. Peer Review Report |
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1. Introduction

1.1 Background

Every 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 (FTEC) 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>Submission year of applications</td>
</tr>
<tr>
<td>10</td>
<td>FTEC Submission Period</td>
<td>Period that defined by UTEC for FTEC to submit short-list applications to UTEC.</td>
</tr>
<tr>
<td>11</td>
<td>Applicant Submission Period</td>
<td>Period that defined by faculty's FTEC for applicant to submit application.</td>
</tr>
<tr>
<td>12</td>
<td>FTEC Review Period</td>
<td>Period for FTEC to evaluate applications and nominate 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>S/n</td>
<td>Terms/Acronyms</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</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 for Award Type is 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 for Award Type is ADEA.</td>
</tr>
</tbody>
</table>
2. System Functions

2.1 Login and Announcement

**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) FTEC portal is accessible to NUS Staff who has been grant access as FTEC Admin, FTEC Chair or FTEC Member for that year of submission set by UTEC.

Follow the below steps to login:

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

2. Login page will be displayed and latest announcement message will be displayed at right side 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 “Home” 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. Menus is different for each FTEC role:-

   a. **FTEC Chair**

      - Home
      - Final Submission to UTEC
      - Award History
      - Past Submission

   b. **FTEC Admin**

      - Home
      - Configuration (of submission and review period)
      - User Access
      - Resubmission (“Send Back” submitted/draft application to applicant with an option to extend the submission deadline just for the application.)
      - Award History
      - Past Submission

   c. **FTEC Member**

      **Important**

      If FTEC Admin also participates in evaluation, he/she needs to grant him/herself the FTEC Member role.

      - Home
      - Evaluation
      - Final Submission to UTEC (view only)
      - Past Submission

   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, along with options for you to switch role and logout from system.
2.3 Home

Note: This page is accessible to all FTEC role.

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

Following information will be shown in the Home page:

1. “Year” which is the current year where applicants can start submission (usually in July/August), as defined by UTEC

2. “FTEC Submission Period” that defined by UTEC for FTEC to submit nominated applications

3. List of faculties with timeline as defined by the respective FTEC Admins.
   Note: Only faculty that you have been granted access to as some FTEC role will be displayed in list.
2.4 Configuration

Note: This page is only accessible by FTEC Admin.

This page is for FTEC Admin to configure window period for applicant to submit application to their faculty. Only after the applicant submission period is configure for a faculty, the applicants will be able to see the faculty appear in nominating faculty list when creating new application.

1. To configure timeline, click on “Configuration” in the menu bar. The above “Configuration” screen will be displayed.

Note: when submission period is configured for the first time, “Applicant Submission Period” will show date format “dd/MM/yyyy” as below.
2. Following fields will be displayed in this page:-
   a. **Year of Submission** – Year that currently open for application submission by UTEC
   b. **Faculty** which you have been granted access to as FTEC Admin role will be displayed in dropdown list. Usually there is only one faculty name in the list.
   c. **FTEC Submission Period** is period that defined by UTEC for FTEC to submit nominated applications
   d. **Applicant Submission Period** for selected faculty.
   e. **FTEC Review Period** for selected faculty. This period is auto calculated displayed based on “Applicant Submission End Date + 1” to “FTEC Submission End Date”.

3. To add/edit period, select “**Faculty**” and set “**Applicant Submission Period**” by click on calendar icon. Then, click on “Save” button. Saved successfully message as below will be displayed.

   ![Configuration is updated successfully.](image)

4. To undo the changes, click on “Reset” button. “Applicant Submission Period” will be reset back to information that were previously saved.
2.5 User Access

Note: This page is only accessible by FTEC Admin.

This page is for FTEC Admin to search, view, and add/delete current year FTEC user access under faculty that you have been granted access to as FTEC Admin role.

To view FTEC user access of specific faculty, select “Faculty”.

Add FTEC user access by fill in NUSNET ID and select role, then click on “Add User Access” button.

To search FTEC user access

List of FTEC user access of selected faculty.

To delete FTEC user access, click on delete icon of particular record.

1. To access this page, click on “User Access” in the menu bar. “List User Access by Faculty” screen shown as above will be displayed.

2. To view FTEC user access under faculty that you have been granted access as FTEC Admin role:
   a. Select “Faculty”

   Note: only Faculty which you have been granted access as FTEC Admin role will be displayed in dropdown list.
b. FTEC user access of selected faculty will be displayed in the list.

<table>
<thead>
<tr>
<th>SN</th>
<th>Faculty</th>
<th>NUSNET ID</th>
<th>Title</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School of Computing</td>
<td>CCEC888</td>
<td>Miss</td>
<td>F15155787C/F243A3EFF</td>
<td>FTEC Administrator</td>
</tr>
<tr>
<td>2</td>
<td>School of Computing</td>
<td>CCEC888</td>
<td>Miss</td>
<td>F15155787C/F243A3EFF</td>
<td>FTEC Chair</td>
</tr>
<tr>
<td>3</td>
<td>School of Computing</td>
<td>CCEC888</td>
<td>Miss</td>
<td>F15155787C/F243A3EFF</td>
<td>FTEC Member</td>
</tr>
<tr>
<td>4</td>
<td>School of Computing</td>
<td>XCHENG</td>
<td>Ms</td>
<td>F1CF03247F724F921D</td>
<td>FTEC Administrator</td>
</tr>
<tr>
<td>5</td>
<td>School of Computing</td>
<td>XCHENG</td>
<td>Ms</td>
<td>F1CF03247F724F921D</td>
<td>FTEC Member</td>
</tr>
</tbody>
</table>

3. To search FTEC user access using “Full text search”

   a. Fill in search value in “Full text search”. FTEC user access in the list which match the searched text anywhere across the columns will be displayed.
   b. To restore the original search result, please clear the text in the input box.

4. To add new FTEC user access, fill in “NUSNET ID” and select roles. Then, click on “Add User Access” button.

After FTEC user is added successfully, a success message will show as below and the FTEC user access will be displayed in the list.
5. To delete FTEC user access, click on the icon of particular record. A confirmation pop-up message as below will be displayed, click on “Yes” to delete FTEC user access.

After FTEC user access is deleted successfully, a success message will show and FTEC user access will remove from list.

User Access has been deleted successfully!
2.6 Resubmission

**Note:** This page is only accessible by FTEC Admin.

This page is for FTEC Admin to “Send Back” submitted or draft application for applicant to make further amendments.

1. To “Send Back” application to applicant, click on “Resubmission” in the menu bar. “Resubmission” screen shown as below will be displayed.

![Screenshot of Resubmission screen](Image)

2. There are two method to search application:
   a. Select “Faculty” and fill in “Applicant NUSNET ID”, or
      **Note:** only Faculty(es) for which you have been granted access as FTEC Admin role will be displayed in dropdown list.
   b. Fill in “Application No” (you will be only able to retrieve submissions sent to your own faculty or draft application created under your faculty).

Then, click on “Retrieve” button. The basic summary sections of “Application Details” will be displayed as below.
Note: If applicant fails to resubmit within given timeline and the application therefore remains in “Draft” status, FTEC admin can send the overdue “Draft” application back to him/her again with a new deadline. The maximum deadline FTEC admin can set is the last day of FTEC review period, i.e. the day by which FTEC must submit to UTEC.

FTEC admin can only send back “Submitted/Draft” application to applicant when FTEC Chair has not submitted nominated application list to UTEC. If you retrieve application after FTEC Chair has already submitted nomination list to UTEC, a red error message will display as below.
3. To send back “Submitted/Draft” application to applicant, select “Extend Application Submission Deadline” and fill in “Message to Applicant”. Then, click on “Send Back to Applicant” button.

**Note:** You only able to select “Extend Application Submission Deadline” between "Applicant Submission End Date + 1"/"Today Date" and "FTEC Review End Date". This new deadline will only be applicable to this application and not affect the faculty wide general submission deadline for other applicants.

### Request for Re-submission

- **Extend Application Submission Deadline:** 25/07/2022
- **Message to Applicant (Optional):**

Note: You only can send back “Submitted/Draft” application to applicant before FTEC to UTEC submission deadline. If FTEC to UTEC submission deadline is past, a red error message will display as below.

**Extension date is beyond FTEC to UTEC submission deadline.**

4. After application is sent back to applicant successfully, a success message will show and application status will now change to “Draft”. An email notification will be sent to applicant.

**Note:** When the application is reset to ‘Draft’, applicant will be able to edit and submit again to FTEC for evaluation.

**Note:** For application sent back to applicant, “Submission Deadline” will be displayed with word "(extended)" for extended deadline and “FTEC Remarks” field will show if there is any message from FTEC to applicant in “Award Type” section.
2.7 Evaluation

**Note:** This page is only accessible by **FTEC Member**. If FTEC Admin also participates in evaluation, he/she also need to grant him/herself FTEC Member role.

This page is for FTEC Member to search, view, export excel and download applications submitted to the his/her faculty. On this page, FTEC Member can select one or more submissions to rank and endorse (second).

To access this page, click on “Evaluation” in the menu bar. “Evaluation” screen shown as below will be displayed.

There are 2 sections in this page:

1. **Search Application** (refer to section 2.6.1)
2. **List of Applications** (refer to section 2.6.2)
2.6.1. Search Application

This section is for you to do search for current year applications, using a predefined set of filters.

There are two methods of search:

1. Search using search fields

   - There are 6 search fields:
     - Award Type
     - Award Category
     - Award Subcategory
     - Faculty – only faculty that you have been granted access as FTEC Member role will be displayed in dropdown list.
     - Application Status – “Submitted” application will be selected by default
     - Nominated for UTEC

   - To search application, specify necessary search values and click on “Search” button. Matching applications will be displayed in the list below (refer to section 2.6.2).

2. Search using “Full text search”

   a. Fill in search value in “Full text search”. Applications in the list which match the searched text anywhere across the columns will be displayed. (refer to section 2.6.2)
   b. To restore the original search result, please clear the text in the input box.
2.6.2. List of Applications

Upon page load, this section already displays current year applications with status “Submitted” by default.

1. To view application details, click on particular record. “Application Details” page will be displayed. (refer to section 2.6.3)

2. To download applications, tick on checkbox for particular applications and click on “Download ZIP” button.

   Note: Maximum zip file size of selected applications allow to download is 1GB. If you select more than 1GB file size, a red error message will display as below. “Download Zip” button will be disabled (grey color)

   a. While downloading the zip file, a progress bar will show as below.
b. After zip file is downloaded successfully, a success message will show.

![Downloaded successfully]

**Note:** ZIP file structure and naming that downloaded as below:

i. ZIP file name:

   [Year of Submission]_[Faculty Name]_[NUSNET ID]_YYYYMMDDHHMMSS

   ![Example ZIP file name: 2022_Ctr for English Language Communication_CCECSS_20220725173024.zip]

ii. Each application’s folder name in ZIP file:

   [Award Type]-[Applicant Name]-[Application ID]

   ![Example file names: ADEA-F1D6C369F6F21CASF747-646, ADEA-F1D4D451F6F217590946-644, OEA-F177DEBADDF242DE9908-681]

iii. Application content files name in each application folder:

   - Staff Info, Award Type, Team Member : Application Info.pdf
   - Teaching Portfolio : file name start with TEACHING_PORTFOLIO-[File ID]-[File Name]
   - Teaching Statement : Teaching Statement.pdf
   - 3-minute Video : file name start with VIDEO-[Video ID]-[Video Name]
   - Supplementary Dossier / Other Relevant Information : file name start with SUP_DOSSIER-[File ID]-[File Name]
   - Peer Review report : file name start with Peer Review [Academic Year].pdf

![Example file list]

3. **To export applications list to excel**, click on “Export Excel” button. After excel file is downloaded successfully, a success message will show.

![Downloaded successfully]
4. To **Rank & Endorse** applications, tick on checkbox for particular application and click on “Rank & Endorse” button.

**Note:** You can only rank and endorse one “Submitted” application at one time and provided that FTEC Chair has not submitted to UTEC.

- If you select more than one applications or select “Draft” application, “Rank & Endorse” button will be disabled (grey color).

- If FTEC Chair has already submitted to UTEC, a red error message will display as below. “Rank & Endorse” button will also be hidden.

  > Short-listed candidates have already been submitted to UTEC.

**a.** After click on “Rank & Endorse” button, a “Evaluate” pop-up window will show.
b. Following fields will be displayed in this page:-

- **Nominated for UTEC** indicates FTEC’s decision to nominate the application to UTEC. This status is updated on individual Application Details page (refer to section 2.6.3.9)

- **Rank** of shortlisted applications to UTEC based on Award Type, Award Category and Award Subcategory.

- **Seconded By** for FTEC Member (exclude FTEC Admin) and FTEC Chair of selected faculty who support the decision to nominate to UTEC.

- **Last Reviewed by** displays the name and NUSNET ID of the FTEC Member who last updated FTEC Evaluation. If application has no FTEC input yet, this field will be blank.

- **Last FTEC Reviewed On** displays the date/time when the FTEC Member last updated FTEC Evaluation. If application has no FTEC input yet, this field will be blank.

- **Declaration** is for FTEC Member to declare all information entered provided is accurate.

c. To input evaluation result, fill in “Rank”, select “Seconded By” and tick on Declaration check box. Then, click on “Save” button. FTEC evaluation record will be saved successfully and refreshed in application list.

**Note:** For “Nominated for UTEC” is yes, “Rank” and “Seconded By” are mandatory to fill in. If “Rank” or “Seconded By” is blank, a red error message bar will show as below. “Save” button will be disabled (grey color).

```
Rank is missing for UTEC nomination.

At least 2 seconds are required for UTEC nomination.
```
2.6.3. Application Details

There are 10 sections in “Application Details” page:

1. Staff Information
2. Award Type
3. Team Member (only applicable for award type ADEA/ATEA and 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
7. Peer Review Information
8. Supplementary Dossier (only applicable for award type OEA)
9. Other Relevant Information (only applicable for award type ADEA/ATEA)
10. FTEC Evaluation (only applicable for application status “Submitted”)
Teaching Statement

The ADEA recognises achievements in developing innovative technology-enhanced teaching, including instruction, educational design, assessment and feedback, as well as positive effects of changes in practice on the learning environment.

The purpose of the award is to promote high-quality teaching through thoughtful integration of appropriate technology with teaching. The award seeks to recognise NUS colleagues and other individuals or teams whose teaching has positively contributed to students learning and a broader culture that values teaching, and who have used technology in innovative ways to do so. A subsidiary but equally important goal therefore is to encourage wider adoption of thoughtful use of technology beyond a single module, i.e. within the department, programme, faculty, or the university more broadly.

The award is not intended to provide recognition simply for bringing technology into the classroom.

3-minute Video

Peer Review Information

Completed peer reviews reports from the last 2 and current ATs will be displayed below.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Last Review Closed Date</th>
<th>Module(s)</th>
<th>Activity(ies)</th>
<th>Reviewer(s)</th>
<th>Status</th>
<th>Download</th>
</tr>
</thead>
</table>

Other Relevant Information

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>File Name</th>
<th>Date Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>course material</td>
<td>report back (10.2 KB)</td>
<td>25 May 2020 10:32 5G</td>
</tr>
</tbody>
</table>

FTEC Evaluation

Nominated for UTEC
- [ ] Yes
- [ ] No

FTEC Status
- [ ] FTDA / FITDA Honour Roll
- [ ] Recommended for FTDA / FITDA
- [ ] Waived for FTDA
- [ ] Waived for Team Award (FITDA / FTDA)

Rank: 1

FTEC Citation/Report

Enter text here...

(IDEA maximum words: 1000, ATEA maximum words: 300, Current word count: 0)

Seconded by
- F24909060T F383F396015 (Omar Shetty)
- F24909060T F383F396015 (Shraddha)
- F24909060T F383F396015 (SCPG)

Last Reviewed by

Last Reviewed on

I declare that the above information entered for this application accurately and truthfully reflects the opinions of "15195797223C_2432403069".
2.6.3.1. **Staff Information**

This section displays staff information of applicant, based on their primary appointment as recorded in CHRS, as at the time application is created. It also displays past awards history of applicant.

<table>
<thead>
<tr>
<th>Staff Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>NUSNET ID</td>
</tr>
<tr>
<td>Staff No.</td>
</tr>
<tr>
<td>Salutation</td>
</tr>
<tr>
<td>Appointment Track</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
</tbody>
</table>

### Past Awards

<table>
<thead>
<tr>
<th>Year of Award</th>
<th>Award Type</th>
<th>Nominating Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY 2002/2003</td>
<td>ATEA</td>
<td>Fac of Law</td>
</tr>
</tbody>
</table>

List of applicant past awards.

2.6.3.2. **Award Type**

This section displays award details applied for this application.

<table>
<thead>
<tr>
<th>Award Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application No.</td>
</tr>
<tr>
<td>Year of Submission</td>
</tr>
<tr>
<td>Nominating 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>FTEC Remarks</td>
</tr>
<tr>
<td>Last Updated on</td>
</tr>
</tbody>
</table>
2.6.3.3. Team Member

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

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

![Team Member Table](image)

2.6.3.4. Teaching Portfolio

**Note:** only applicable for award type OEA.

This section displays “Teaching Portfolio” of application for award type OEA.

![Teaching Portfolio](image)

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

To download file, click on “file Name” link.

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

![Progress Bar](image)

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

![Success Message](image)
2.6.3.5. Teaching Statement

Note: only applicable for award type ADEA/ATEA. Teaching statement has a word count limit of 1500.

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

2.6.3.6. 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.

This section displays “3-minute Video” of application.

To download video, click on “file name” link.

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

b. After video is downloaded successfully, a successful message will show.
2.6.3.7. Peer Review Information

This section displays peer review reports of applicant 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 for particular record.

2. Peer review report is downloaded in pdf format.
2.6.3.8. **Supplementary Dossier / Other Relevant Information**

This section displays “Supplementary Dossier” or “Other Relevant Information” of application.

**Supplementary Dossier** is applicable to award type OEA.

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

<table>
<thead>
<tr>
<th>SN</th>
<th>Description</th>
<th>File Name</th>
<th>Date Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course Material</td>
<td>CourseMaterial.doc (85.4 KB)</td>
<td>28 July 2021 15:55</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>SN</th>
<th>Description</th>
<th>File Name</th>
<th>Date Uploaded</th>
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<td>28 July 2021 15:55</td>
</tr>
</tbody>
</table>

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

2. After file is downloaded successfully, a success message will show.
2.6.3.9. FTEC Evaluation

**Note:** You can only edit current year FTEC evaluation where application status is “Submitted” and provided that FTEC Chair has not submitted nominated applications list to UTEC.

This section is to manage FTEC Evaluation for this application.
1. Following fields will be displayed in this section:-

- **Nominated for UTEC** indicates FTEC’s decision to nominate the application to UTEC. "No" will be selected by default for review/evaluate application at first time.

- **FTEA Status** indicates FTEA status of applicant. This field is mandatory to select for “Nominated for UTEC” is “Yes”.

- **Rank** of shortlisted applications to UTEC based on Award Type, Award Category and Award Subcategory. "1" will be displayed by default for review/evaluate application at first time.

- **FTEC Citation/Report** for application. This field is mandatory to fill in for “Nominated for UTEC” is “Yes”. 

  **Note:** FTEC Citation /Repot is using rich text editor. While fill in FTEC Citation /Repot using rich text editor, please take note following:
  a. Image has to be resized outside and then pasted into rich text editor. Within the rich text editor, the image cannot be directly resized.
  b. When copying everything including both image and text from word document, only text will be copied over and image has to be individually copied one by one.
  c. Tables can be copied over from word document, but may lose format such as font, color and cell background.
  d. Text in tables will be included in wordcount.

- **Seconded By** for FTEC Member (exclude FTEC Admin) and FTEC Chair of selected faculty who support the decision to nominate to UTEC.

- **Last Reviewed by** displays the name and NUSNET ID of the FTEC Member who last updated FTEC Evaluation. If application has no FTEC input yet, this field will be blank.

- **Last Reviewed On** displays the date/time when the FTEC Member last updated FTEC Evaluation. If application has no FTEC input yet, this field will be blank.

- **Declaration** is for FTEC Member to declare all information entered provided is accurate.

2. To input evaluation result, fill in FTEC Evaluation information and tick Declaration check box. Then, click on “Save” button. Saved successfully message as below will be displayed.

   - **Saved successfully**

   **Note:** If there is any mandatory input missing, a red error message will display as below.

   - At least 2 seconds are required for UTEC nomination.
   
   - FTEC Citation/Report is missing for UTEC nomination.
   
   - FTEA Status is required for UTEC nomination.

3. To undo the changes, click on “Reset” button. FTEC evaluation details will be reset back to information last saved.
2.8 Final Submission to UTEC

Note: This page is only accessible by **FTEC Member** and **FTEC Chair**. If FTEC Admin also participates in evaluation, he/she also need to grant him/herself the FTEC Member role.

This page is for FTEC Chair to submit nominated applications list (with status “Nominated for UTEC” is “Yes”) to UTEC. FTEC Member can only view nominated applications list in this page.
1. To access this page, click on “Final Submission to UTEC” in the menu bar.

2. To view/submit nominated applications list, select “Year of Submission” and “Faculty”. Then, click on “Search button.
   
   **Note:** only faculty which you have been granted access as FTEC Member or FTEC Chair role will be displayed in dropdown list.
   
   **Note:** FTEC Member only can view current year of nominated applications list.

3. Applications (with status “Nominated for UTEC” is “Yes”) shortlisted by FTEC will be displayed in separate sections according to Award Type, Award Category and Award Subcategory.
4. To be able to submit to UTEC, all nominated applications need to be reviewed, ranked and endorsed.

**Note:** only FTEC Chair can submit current year of nominated applications list to UTEC.

**Note:**
- if there is any submitted applications not yet reviewed by FTEC (i.e. no outcome),
- there is any nominated application missing FTEC citation/report/ranking/endorsement, or
- there is still draft applications with submission deadline in the future, a red error message will display as below. “Submit to UTEC” button will be disabled (grey color).

5. Then, tick on Declaration check box and click on “Submit to UTEC” button. The submit button will only be enabled (clickable) when all of the above validations errors are cleared.

A confirmation pop-up message as will be displayed. Click on “Yes” to submit nominating applications list to UTEC.
6. After nominated application is submitted successfully to UTEC, a success message will show as below and an email confirmation will be received.

![Submit to UTEC Successfully]

**Note:** After nominated applications is submitted to UTEC, neither FTEC nor applicants will be able to make any further changes to the applications.

**Note:** If FTEC Chair has not submitted nominated applications to UTEC, FTEC Chair and FTEC Admin will receive 3 email reminders at the following timings.
   a. 3 day before FTEC Submission End Date
   b. 1 day before FTEC Submission End Date
   c. Actual day of FTEC Submission End Date
2.9 Award History

**Note:** This page is only accessible by FTEC Admin and FTEC Chair.

This page is for FTEC Admin and FTEC Chair to search, view and export excel for past awards nominated by the faculty(ies) that you have been granted access to as respective FTEC Admin/FTEC Chair role.

To access this page, click on “Award History” in the menu bar. “Award History” screen shown as below will be displayed.

There are two tabs to search/view past awards:
1. **List All** : list of all past awards
2. **By Staff** : search past awards by staff info

There are two tabs to search/view past awards:
1. **List All** : list of all past awards
2. **By Staff** : search past awards by staff info

**Note:** Staff No., Staff NUSNET ID and Appointment Track only available for FTEC Admin role.

There are 2 tabs in this page:

1. **List All** (refer to section 2.9.1)
   - This tab will be displayed by default.
   - List of all past awards under faculty that you have been granted access to.

2. **By Staff** (refer to section 2.9.2)
   - Search past awards by staff name or staff NUSNET ID under faculty that you have been granted access to.
2.9.1 List All

This “List All” tab is for you to view, search and export to excel for past awards. Upon page load, all past awards under faculty that you have been granted access will be listed.

Note: Staff No., Staff NUSNET ID and Appointment Track only available for FTEC Admin role.

1. To access “List All” tab, click on “Award History” in the menu bar or click on “List All” tab on the top of this page. “List All” screen shown as above will be displayed.

2. To export past awards list to excel, click on “Export Excel” button. After excel file is downloaded successfully, a success message will show.

3. To search past awards using “Full text search”
   a. Fill in search value in “Full text search”. Past awards in the list which match the searched text anywhere across the columns will be displayed.
   b. To restore the original search result, please clear the text in the input box.
2.9.2 By Staff

This “By Staff” tab is for you to search past awards by staff name or staff NUSNET ID under faculty that you have been granted access to. Upon page load, no past awards record will be listed.

To search past award by Staff Name/NUSNET ID

To search past award result using “Full text search”

Note: Staff No., Staff NUSNET ID and Appointment Track only available for FTEC Admin role.

1. To access “By Staff” tab, click on “Award History” in the menu bar and then click on “By Staff” tab on the top of this page. “By Staff” screen shown as above will be displayed.

2. To search past award, fill in Staff Name or NUSNET ID and then click on “Search” button. Past awards which match the searched input will be displayed.

Note: only able search for past awards under faculty that you have been granted access.

3. To search past awards result using “Full text search”
   a. Fill in search value in “Full text search”. Past awards in the list which match the searched text anywhere across the columns will be displayed.
   b. To restore the original search result, please clear the text in the input box.
2.10 Past Submission

**Note:** This page is accessible to all FTEC role.

This page is for FTEC to search, view, export excel and download past three year application (wef 2021 in UTAP) submitted to their faculty.

To access this page, click on “Past Submission” in the menu bar. “Past Submission” screen shown as below will be displayed based on FTEC role:

1. FTEC Admin and FTEC Chair

There are two tabs to search/view past year applications:
   1. **By Award and Faculty**: search past year applications by award type and faculty
   2. **By Staff**: search past year applications by staff NUSNET ID or staff number.

There are 2 tabs in this page:

a. **By Award and Faculty** (refer to section 2.10.1)
   - This tab only accessible by FTEC Admin and FTEC Chair.
   - Search past 3 year submitted applications (wef 2021 in UTAP) by award type and faculty under faculty that you have been granted access to.

b. **By Staff** (refer to section 2.10.2)
2. FTEC Member

There are **one** tab to search/view past year applications:

1. **By Staff**: search past year applications by staff NUSNET ID or staff number.

There are 1 tab in this page:

- **By Staff** (refer to section 2.10.2)
  - Search past 3 year submitted applications (wef 2021 in UTAP) by staff NUSNET ID or staff number.

**Note**: FTEC Member only able search for current year applicants’ past submissions to the faculty that you have granted access to.
2.10.1  By Award and Faculty

Note: This section is only accessible by FTEC Admin and FTEC Chair.

This “By Award and Faculty” tab is for you to view, search, export excel and download past three year submitted applications (wef 2021 in UTAP) under faculty that you have been granted access to...

To search past submission, specify necessary search value and click on “Search” button

1. To access “By Award and Faculty” tab, click on “Past Submission” in the menu bar or click on “By Award and Faculty” tab on the top of this page. “By Award and Faculty” screen shown as above will be displayed.
2. To search past submission, specify necessary search values and click on “Search” button. Matching past submitted applications will be displayed in the list as below.

Note: only able search for past 3 year submitted applications (wef 2021 in UTAP) under faculty that you have granted access to.

3. To search past submission list using “Full text search”
   a. Fill in search value in “Full text search”. Past submission in the list which match the searched text anywhere across the columns will be displayed.
   b. To restore the original search result, please clear the text in the input box.

4. To export past submission list to excel, click on “Export Excel” button. After excel file is downloaded successfully, a success message will show.
5. To download past submission, tick on checkbox for particular applications and click on “Download ZIP” button.

**Note:** Maximum zip file size of selected applications allow to download is 1GB. If you select more than 1GB file size, a red error message will display as below. “Download Zip” button will be disabled (grey color)

![Error Message]

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

![Progress Bar]

- After zip file is downloaded successfully, a success message will show.

![Success Message]
2.10.2  By Staff

This “By Staff” tab is for you to view, search, export excel and download past three year submitted applications (wef 2021 in UTAP) by staff NUSNET ID or staff number.

Note: FTEC Admin and FTEC Chair are able to search past submission under granted faculty(ies). However FTEC Member is only able search for current year applicants’ past submission under granted faculty(ies).

1. To access “By Staff” tab, click on “Past Submission” in the menu bar and then click on “By Staff” tab on the top of this page. “By Staff” screen shown as above will be displayed.

2. To search past submission, fill in Staff NUSNET ID / Staff No and then click on “Search” button. Past submission which match the searched input will be displayed.

3. To search past submission result using “Full text search”
   a. Fill in search value in “Full text search”. Past submission in the list which match the searched text anywhere across the columns will be displayed.
   b. To restore the original search result, please clear the text in the input box.
4. To **export past submission list to excel**, click on “Export Excel” button. After excel file is downloaded successfully, a success message will show.

5. To **download** past submission, tick on checkbox for particular applications and click on “Download ZIP” button.

   **Note:** Maximum zip file size of selected applications allow to download is 1GB. If you select more than 1GB file size, a red error message will display as below. “Download Zip” button will be disabled (grey color)

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

   d. After zip file is downloaded successfully, a success message will show.
### 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>