Watermark FS Documentation

Using Watermark for Provost Mini Grant Application and Submission

This document describes the steps for using Watermark to submit applications for Provost Mini Grants (PMG) as well as for the approving/denying PMG applications.

For Applicants (i.e. Faculty)

1. Log into Watermark
2. Scroll to the "Scholarship/Research" area and select **Provost Mini Grants.**

3. Select "Add New"
4. Enter the "Provost Mini Grant Application Submitted" date in the date area.
5. Enter the amount of funding requested in the "Amount of Funding Requested" area.
6. Upload your "Provost Mini Grant Application" in the designated area.
7. Save.

For Chairs and Deans

1. Log into Watermark.
2. Use the "Manage Data" tab to find and select the faculty member whose application you are reviewing.[1]
3. Select the "Activities" tab.
4. Scroll to the "Scroll to the "Scholarship/Research" area and select **Provost Mini Grants**.
5. Download the PMG application and review.
6. In the "Levels of Review" area, enter your name, role (i.e. Chair), and your decision in the "Approval" drop down.
7. In the "Letter from Review Level" text box, you are free to add comments which will be made available to the faculty member as well as to next-level reviewers. However, this is not required.
8. Save.

Following review and decisions by the appropriate Chair and Dean, the Provost Mini Grant Committee will collect applications and decisions prior to conducting their review and making a recommendation to the Provost. The PMG Committee's recommendation will be documented in this same Watermark screen.

After review by the appropriate Chair, Dean, and PMG Committee, the application and recommendations will be reviewed by the Provost and/or Office of Faculty Affairs. The decision (approval or denial) will be made at the level of the Provost and will be documented in this same Watermark screen.

Throughout the process, faculty applicants will be able to track the progress of their applications and see recommendations from various levels. Following completion of the review process, the Office of Faculty Affairs will notify applicants of the Provost's decision and in the case of approval from the Provost, provide information on how to access PMG funding as well as guidelines for ensuring funds are spent appropriately.

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[1] Following the deadline for application submissions, the Office of Faculty Affairs will review applications and send an email to chairs and deans with names of faculty whose applications need to be reviewed.