

Step-by-Step Guide on How to Submit Materials for the Manning Prize 2022

Nominators

Click on [Submit Nomination](#) and follow the instructions to nominate your departmental nominee.

Important Note: Only one person can nominate the one departmental nominee.

Letter Writers

1. Name your document like this when saving it to your computer:
 - a. Department Chairs: Last Name Nominee_Department Chair Letter_Last Name Letter Writer
 - b. Colleagues: Last Name Nominee_Colleague Letter_Last Name Letter Writer
 - c. Students: Last Name Nominee_Student Letter_Last Name Letter Writer
2. Click on [Submit Letters of Support](#) and follow the instructions there to upload your letter.

Important Note: If you are designated to submit multiple letters for the nominee, please follow the above and submit 1 pdf/word file for each letter. **Do not combine multiple letters into one file!**

Nominees

1. Gather all your application materials and have them ready before you start the submission process.
2. If you would like to share a url link to an external source as part of your supplementary materials, create a pdf/word file in which you briefly describe the content of that source and include the url link. Make sure that the link is publicly accessible and clickable. Only include one external source link per supplemental material.
3. Name your documents following these naming conventions as you save them to your computer:
 - a. Last Name, First Name_Cover Letter
 - b. Last Name, First Name_Teaching Statement
 - c. Last Name, First Name_Syllabus
 - d. Last Name, First Name_CV
 - e. Last Name, First Name_Supplement1
 - f. Last Name, First Name_Supplement2
 - g. Last Name, First Name_Supplement3

Important Note: You need to create a separate pdf or word file for each document. **Do not combine multiple materials into one file!**

4. Click on [Submit Your Application Package](#) and follow the instructions there to upload all the documents that make up your application package at once.

If you designate someone in your department to submit any application materials for you, please ensure that they follow these instructions and create and submit separate pdf or word files for each document.

If you are designated to submit the application package on behalf of the nominee, please follow the above and submit 1 pdf/word file for each document. **Do not combine multiple document into one file!**

For questions please contact manningprize@umass.edu