

First-Year Seminar Proposal Application Guide

How-To Create a Proposal

STEP #1: LOGIN

The FYS Proposal Application requires you to log in using your Kerberos ID and Password. The first time you log in to the application a record is automatically created for you in the system. All of your proposals are tied to this record. The record uses your personal security information and is tracked by FYS team.

UC DAVIS UNIVERSITY OF CALIFORNIA
Central Authentication Service (CAS)

Check the URL! University of California, Davis (US) | https://cas
The URL might not look exactly like this, but it will include a padlock, "University of California, Davis" and start with cas.ucdavis.edu

Secure Log In

Login ID:

Passphrase:

To access this secure UC Davis web page, please enter your UC Davis login ID and Kerberos passphrase.

For optimal security, please Log out and exit your web browser when you are done.

[Need Help?](#) [Verify Site Certificate](#)

LOG IN

STEP #2: VERIFY/UPDATE INSTRUCTOR INFO

After logging in to the application the first section you will see is Instructor Info. The information contained here is the foundation of your permanent personal record. The information is used to contact you, obtain approvals from your department chair, and for communications around grant funding. It is important that you correctly complete all fields, otherwise it will delay processing of your proposal. Be sure to review and update before creating a proposal.

- 1 Read all instructions and labels.
- 2 Complete and verify all information in both columns. You can *SAVE*, then return to complete later if desired/needed.
- 3 When finished updating, click the *SAVE* button. Gold text will appear to indicate the save is successful.

NOTE: You must have a valid department chair email address listed in order to submit your proposal. Their approval and Kerberos information is tracked.

UCDAVIS

UCDAVIS
CENTER FOR EXCELLENCE IN TEACHING AND LEARNING

First-Year Seminar Proposal Application

- Instructor Info

PREVENT DELAYS: Accurately complete all the information below (**NOTE:** Incorrect email addresses for you and your Department Chair will prevent processing of your application; and an incorrect bookkeeper email address will delay grant funding). This information is used for approvals, notifications, and grant funding. Save changes after updates. If you need assistance, contact the [CETL Program Coordinator](#).

<div style="display: flex; align-items: center;"><div style="margin-right: 10px;">1 →</div><div><p>Instructor First Name <input type="text"/></p><p>Instructor Last Name <input type="text"/></p><p>Instructor Email <input type="text"/></p><p>Instructor Title <input type="text"/></p><p>College/School <input type="text"/></p><p>Department <input type="text"/></p></div></div>	<div style="display: flex; align-items: center;"><div style="margin-right: 10px;">2</div><div><p>Dept Chair First Name <input type="text"/></p><p>Dept Chair Last Name <input type="text"/></p><p>Department Chair Email <input type="text"/></p><p>Bookkeeper First Name <input type="text"/></p><p>Bookkeeper Last Name <input type="text"/></p><p>Bookkeeper Email <input type="text"/></p></div></div>
--	---

3

Record is updated.

STEP #3: CREATE PROPOSAL

After reviewing and updating your instructor info you will move to the Proposal List. This section is where you will perform many different tasks: create a proposal, edit an existing proposal, and clone a proposal. All work with a proposal starts here.

- 1 Read all instructions and labels.
- 2 To create a new, blank proposal click the button *CREATE NEW PROPOSAL*. A new section called Proposal Details will open below the button. The Proposal Details section is where all proposal details are entered and the approval process begins.

- Proposal List

Instructions: Previously created proposals appear below. In this section you can:

- 1 →
 - **Create New Proposal:** Use the button below to create a new proposal
 - **EDIT:** In your proposal list at far right, choose EDIT to open an existing proposal to make changes
 - **CLONE:** In your proposal list at far right, choose CLONE to duplicate an existing proposal to *re-teach the same seminar* again (NOTE: You will need to make updates, save, and submit for department chair approval)

Show	10	entries	Search:	<input type="text"/>				
CRN	Course	Section	Seminar Title	Academic Year	Quarter	Edit	Clone	Delete
Showing 1 to 10 of 29 entries						◀ Previous	Next ▶	

2 

STEP #4a: PROPOSAL DETAILS

The Proposal Details section is the area where you add/update all the details of your proposal. You can complete the proposal across multiple editing sessions, saving changes as you go, then returning to complete later by selecting EDIT at the far right of the proposal in the Proposal List section.

It is here that you will initiate the department chair approval, update your proposal with committee comments, and lastly approve your proposal as complete for the program coordinator to publish it for students to view.

- 1 Read all instructions and labels.
- 2 Complete all the fields. The following are optional:
 - Co-Instructor fields: Complete if you are teaching with someone else.
 - Affiliated Department: Complete if you are teaching at a department outside your normal one.
 - Books: Complete if you are using books in the seminar. Instructions are on the next page.
- 3 As you complete each major part of the form be sure to **SAVE**. When done editing, use the **SAVE & SUBMIT FOR CHAIR APPROVAL** button. Gold text will appear below the buttons to indicate if the save is successful.

1 COMPLETE ALL FIELDS: All fields are required. Complete if relevant: Co-Instructor related fields, Affiliated Department, and Books. You can Save and return to complete your proposal across multiple sessions.

2 Use the tabs at left to navigate through the various sub-sections. Instructions appear at the top for each sub-section. The information on these tabs is used by the review committee and is what students read when selecting a seminar. Use the Info for Committee section for committee only content. Be sure to voice the remaining sections to the student audience.

3 Instructions: You can edit your proposal across multiple sessions, saving as you go. Once the details of your proposal are complete and you are ready to begin the approval process, click the *Submit for Chair Approval* button below. Following Department Chair approval the FRS Program Coordinator will begin processing your proposal. Status messages will appear at the top, right, of the Proposal Details area. If you do not see an approval from your Department Chair within one week, we suggest that you follow-up with them as they may have missed our email notification.

Form Fields:

- Seminar Title
- Co-Instructor First Name
- Co-Instructor Last Name
- Co-Instructor Email
- Affiliated Department
- Proposed Room
- Send Weekly Roster?
- Number of Units
- Grading
- Class Level, 2nd Pass
- Quarter to be taught
- Academic Year
- Proposed Day(s) of Week (M, T, W, R, F)
- Proposed Start/End Time (e.g. 10:00)

Navigation Tabs: Description, Goals, Assignments, Grading, Bio(s), Books, Mini-Grant, Info for Committee

Buttons: Save, Save & Submit for Chair Approval, Create New Proposal

STEP #4b: ADD A BOOK

When completing your proposal in the Proposal Details section, you have the option to specify books used in the seminar. The Program Coordinator will place the order.

- 1 Read all instructions and labels.
- 2 You'll need typical book information: ISBN, Title, Author, and Publisher. This is necessary for ordering the correct book.
- 3 Specify whether the book is required reading and whether you need a desk copy for yourself.
- 4 *SAVE* changes. This will add the book to the book list table. **NOTE: This only saves the book information, you will still need to save the proposal itself if you have made other changes. The SAVE button to save the proposal appears below the tabbed area.**

1 → **BOOKS (Optional):** Please add any books that you require students to use for this seminar.

2

3

4

Show 10 entries Search:

ISBN	Title	Author	Publisher	Required	Copy
There are currently no records to display					

Showing 0 to 0 of 0 entries Previous Next

TROUBLESHOOTING

- **The web page is unresponsive.** If you leave the application sitting for a long period of time it may become unresponsive. Pressing F5 on your keyboard or using the refresh button on your browser will re-load the page. You will need to reselect the proposal you were working on. You may also need to log back in to the application if too much time has passed.
- **I submitted the proposal but nothing happened.** Sometimes there are glitches in the system. Server maintenance, upgrades, changes to the software, and other normal work can also cause issues. Use the contact information provided for assistance. The FYS team will do their best to help you to successfully submit your proposal.
- **How do I know my proposal submitted correctly?** You will see a message in gold by the submit button. You will also receive an email confirmation, usually within five minutes.
- **Is there an auto-save?** The system does not auto-save. You must save your changes. We recommend saving periodically as you work through the proposal.
- **Someone else created my proposal and it is not in my proposal list.** Instructors must enter their own proposals in order to have them linked to their record. You will need to recreate the proposal in your own record.

TIPS

- **SAVE periodically.** This simple step will help ensure that if there is a system glitch you will not lose your entire proposal.
- **Create the proposal in MS Word or similar program first.** If you create it in a text editor you can then copy the information to the FYS application. If there is a system glitch, recreating the proposal will only take a few minutes this way.
- **Keep your Instructor Info up-to-date.** Having incorrect department chair or bookkeeper information will delay your proposal. Whenever you are in process for a proposal, review the information for accuracy.
- **If you are uncertain about whether your proposal saved correctly, contact the FYS Coordinator.** The FYS team is always willing to help you with your proposal. System glitches happen and we are more than happy to verify that your record is well-formed and in the system.

FOR HELP, CONTACT...

FYS Program Coordinator:

fys@ucdavis.edu

(530) 752-1772