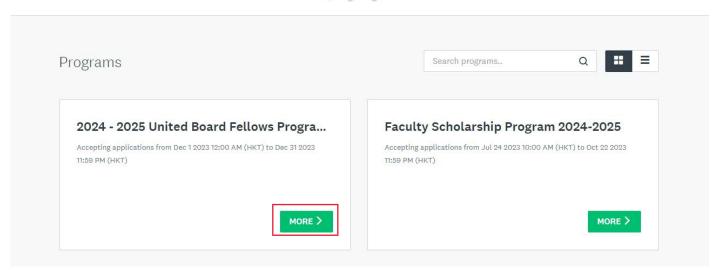


United Board Fellows Program 2024-2025 Instructions for Nomination

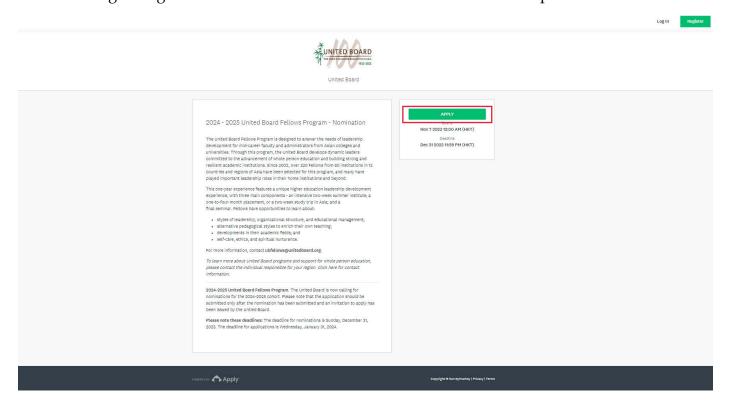
Please note that nominations must be submitted by an **official email account** of the heads of institutions or senior administrators. Please contact us at ubfellows@unitedboard.org if you have any questions about the nomination procedure.

1. Go to the United Board's application portal https://unitedboard.smapply.io/ and click "MORE" in the "2024 – 2025 United Board Fellows Program - Nomination".

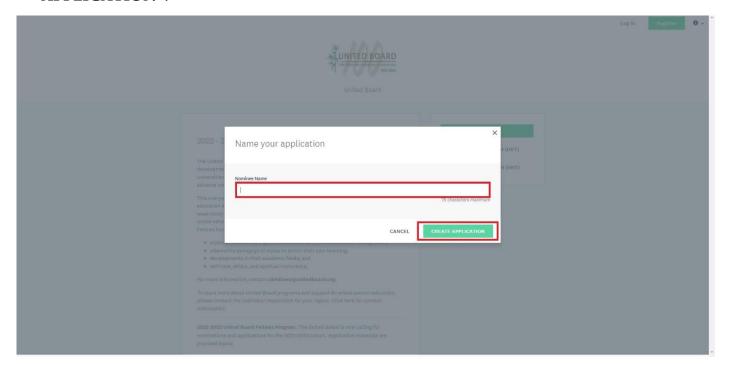




2. Go through the guidelines and click "APPLY" to start the nomination process.



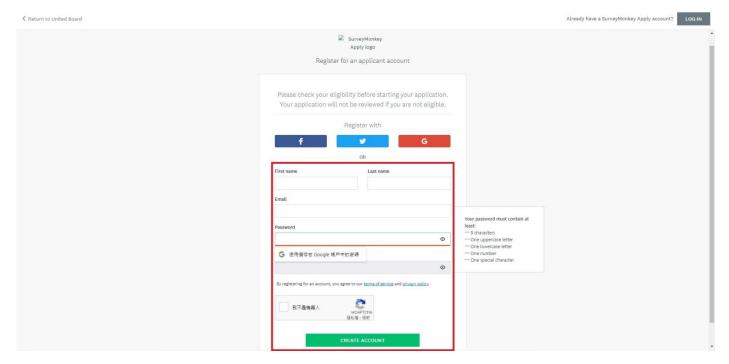
3. Enter your nominee's name as the name of the nomination and click "CREATE APPLICATION".



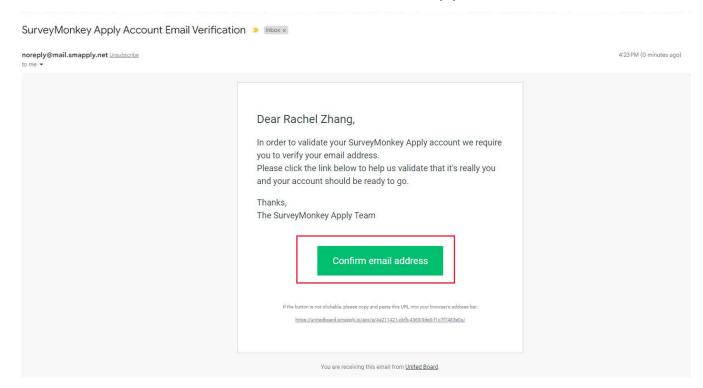
4. Click "REGISTER" if you don't have an account in the United Board's application system (SurveyMonkey Apply). If you already have an account, please log in with your email and password. Please make sure to register or login with an official work email account, rather than a personal email account of the heads of institutions or senior administrators.

← Return to United Board		Don't have a SurveyMonkey Apply account? REGISTER
	SurveyMonkey Apply logo	
	Log in with	
	OR Email	
	Password	
	•	
	Forgot your password? LOG IN	

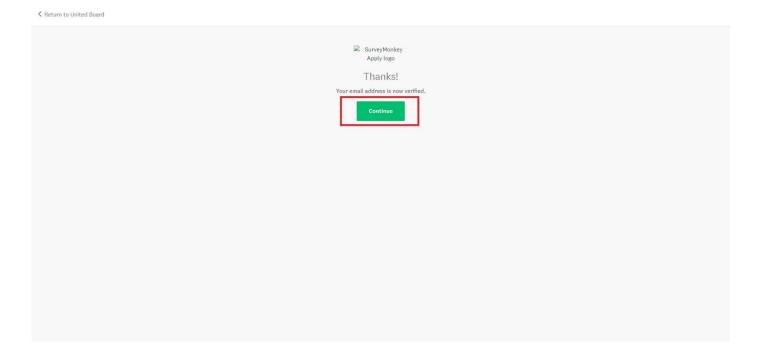
5. Enter your "First name", "Last name", "Email" and "Password", check "I am not a robot", and click "CREATE ACCOUNT" to register if you don't have an account in the United Board's application system (SurveyMonkey Apply).



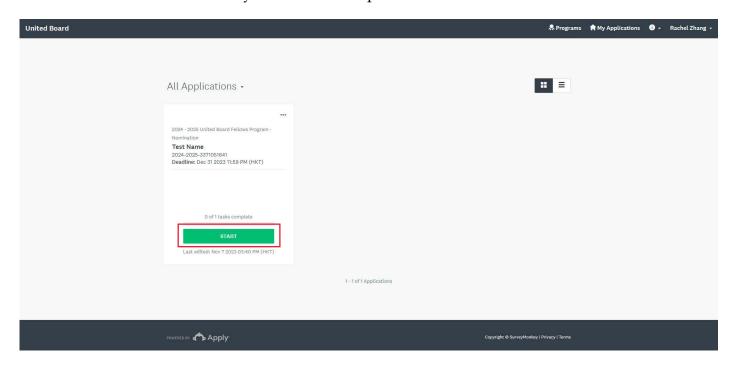
6. Check your email inbox, find an email named "SurveyMonkey Apply Account Email Verification", and click "Confirm email address" to verify your email address.



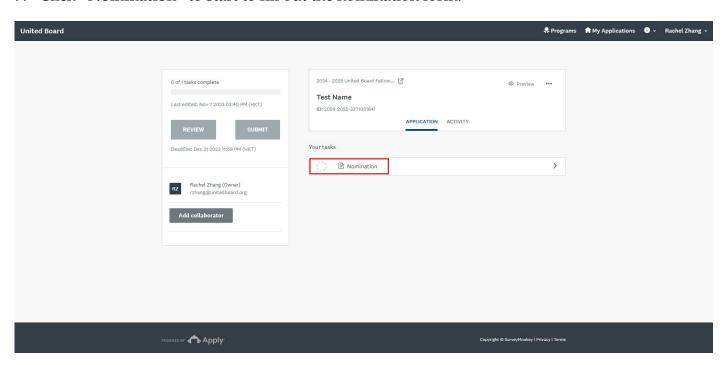
7. Click "Continue" to return to the United Board's application portal and continue your nomination.



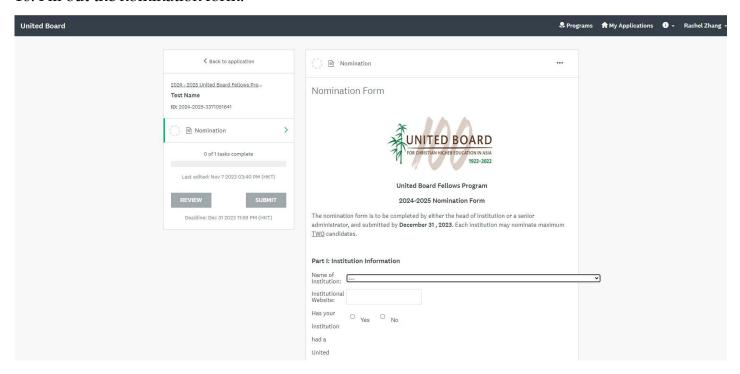
8. Click "START" to continue your nomination process.



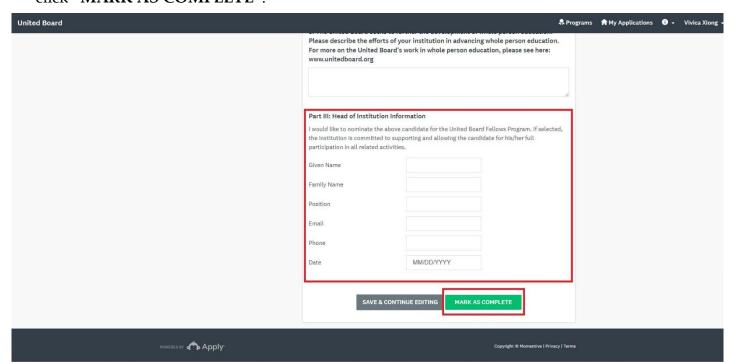
9. Click "Nomination" to start to fill out the nomination form.



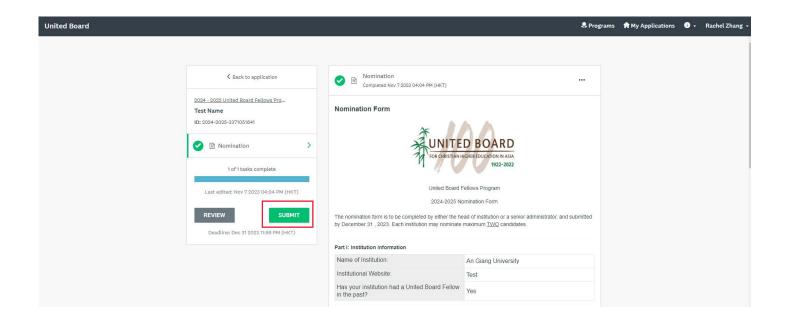
10. Fill out the nomination form.



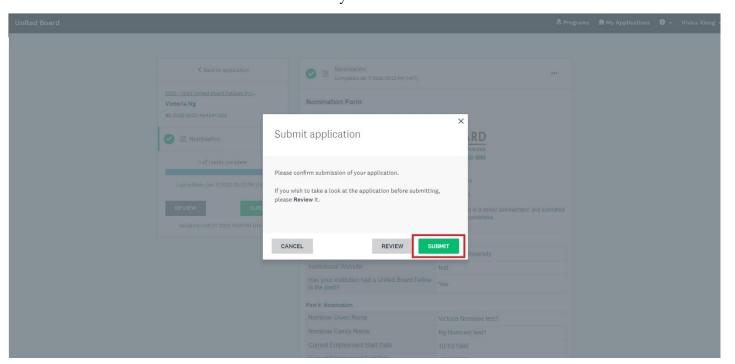
11. Please provide with your personal information at the end of the nomination form. Please be reminded to enter the email address you used for the registration. Once you complete the form, click "MARK AS COMPLETE".



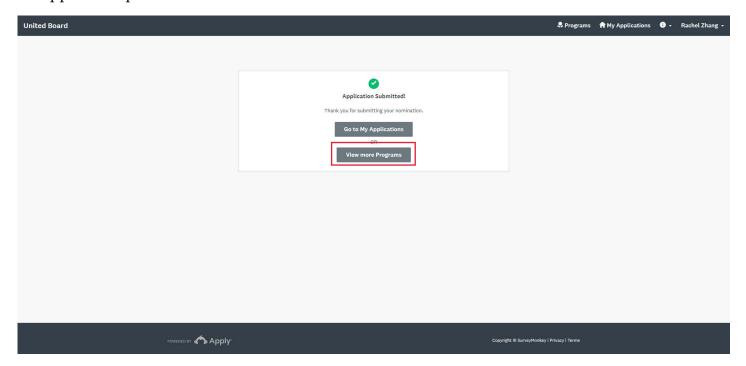
12. Click "SUMBIT" to submit the nomination.



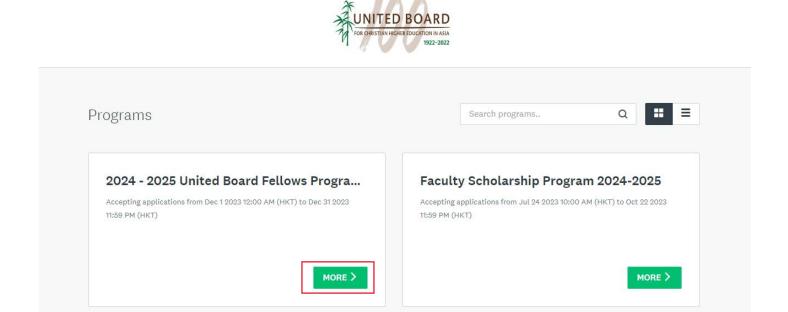
13. Click "SUBMIT" to confirm submission of your nomination.



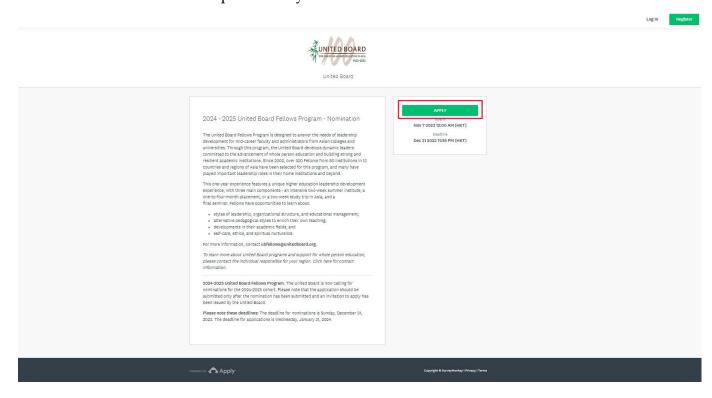
14. Your nomination is submitted successfully. Click "View more Programs" to return to the application portal.



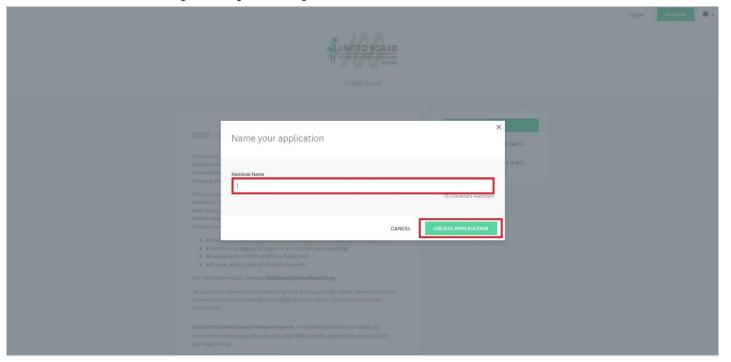
15. Click "MORE" in the "2024 – 2025 United Board Fellows Program - Nomination" to make your second nomination.



16. Click "APPLY" to start the process of your second nomination.



17. Enter your second nominee's name as the name of your second nomination and click "CREATE APPLICATION". Repeat Step 9 to Step 17 to make and submit the second nomination.



18. You will receive a confirmation email once your nomination is submitted successfully.

