## STEP 1

# **Process for Submitting to the REAL**

**Applicant** 



Submit to Marsha McKinley who will upload the document to BOX-> REAL forms-> Submitted REAL and add applicant to box folder.



The name of the document should match the Title on the REAL Application. i.e. REAL title: Internships for Health Sciences. Document name: Internships for Health Sciences.docx. Once the document names match the title, do not change the name. For auditing purposes, a paper trail of versions and comments must be kept.

### **IMPORTANT DEADLINES:**

#### **Submission deadlines**

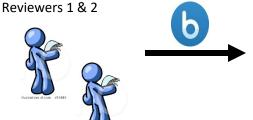
Fall: Oct. 1st Spring: Feb. 15th Summer: June 1st

#### Assessment deadline

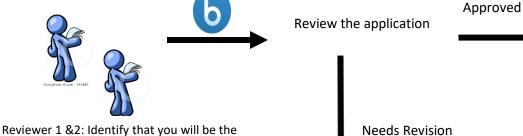
Submit assessment data by final grade deadline for term in which experience takes place.

## STEP 2

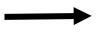




Box conversation in Activity



Both reviewers sign the document and upload it to the submission folder -OR- add the approval via comments.



Last Reviewer: Email Stacev Thomas to let her know the document has been fully approved.

### Stacey will:

- Finalize the documents
- Sign the document & inform the applicant of the approval
- Scan and Submit final documents into the approved file on BOX

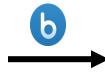
reviewers in Box Activity.

First reviewer: Ensure the document name matches the title, if not, then change it.

## Box conversation Reviewer 1 and/or 2









Revise and re-submit to BOX-> REAL forms-> Submitted REAL

Repeat Step 2 until approved