

Process for Submitting to the REAL

STEP 1

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

Reviewers 1 & 2

Box conversation in Activity



Review the application

Approved



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



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

Reviewer 1 & 2: Identify that you will be the reviewers in Box Activity.

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

Needs Revision



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

Reviewer 1 and/or 2

Box conversation



Applicant



Repeat Step 2 until approved

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