

# Submitting a Nomination

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1. Navigate to [nuramp.nebraska.edu](https://nuramp.nebraska.edu).
2. Using your institutional credentials, sign in to the system. You will need to use Duo two-factor authentication to sign in.

# NuRamp

## Sign in using your institution's credentials



University of Nebraska Medical Center



University of Nebraska-Lincoln



University of Nebraska at Kearney



University of Nebraska at Omaha



University of Nebraska Central Administration

3. In the top right corner of your screen, click the "add" button, then select "Add New Application" under "Internal Competitions".



Hello James  
Your Account ▾

Add



#### Internal Competitions

[Add New Application](#)

#### Lab Animal Management

Add New Lab

Add New Vendor

Add New Product/Service

#### COI/COC Disclosure

Add New Disclosure  
Form

Review Disclosure(s)

#### Export Control

Add New  
Assessment  
Form

#### Event Management System

Add New Event

4. In the "Select a competition" dropdown, select "UNMC Distinguished Scientist and Other Research Awards Nomination". The details of the nomination process will be displayed.
5. Scroll to the bottom of the details section and click the "Start Application" button to begin a new nomination.

**Start Application**

6. Review the award criteria and ensure that the person you are nominating meets the minimum criteria.
7. In the "Nomination Details" section, search for and select the nominee's name, college/institute, department, and select the award for which you would like to nominate them.

# Nomination Details

\* Nominee

Please enter 3 more characters

\* Nominee

James Geiger - [james.geiger@unmc.edu](mailto:james.geiger@unmc.edu) - 4025594565

\* College/Institute

\* Nominee

James Geiger - [james.geiger@unmc.edu](mailto:james.geiger@unmc.edu) - 4025594565



8. Enter a brief statement of nomination. Indicate the reasons why you are nominating this individual and how they are contributing to research at UNMC.
9. Search for and select your name as nominator. If you are submitting the nomination on behalf of someone else, search and select their name. Self-nominations are permitted.
10. Upload the nominee's curriculum vitae. In lieu of a full CV, the nominee's biosketch may be used.
11. When finished, select the "check if this page is complete" checkbox. Then click "save and go to next". Your nomination will be checked for completeness. If anything needs to be filled out or updated, the form will indicate the error.

☒ Check if this page is complete <sup>?</sup>

 save

save and go to next 

12. On the next page, click "Start Routing" to sign off and submit the nomination.

 Start Routing

13. Provide your initials, then click "submit".

To sign this document enter your decision and any comments.

☒ James Geiger

Decision:

Comment:

Initials:

14. You will see an alert indicating that your signature was accepted. Your nomination has been recieved and will be considered. No further action is required.

Any number of nominations may be submitted, but you must submit a separate nomination for each individual you would like to nominate.

Any questions about this process may be directed to the Office of the Vice Chancellor for Research.

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