

| <i>Requirement Type</i> | <i>Requirement Description</i> | <i>Status</i> | <i>Status Explanation</i> | <i>Required Action</i> |
|----------------------------------|--|---------------|---|---|
| Application | The entire application including all required fields, documentation and supplemental materials | Started | An application was started by logging into the system and minimally arriving at the Welcome Page of a program. | Complete your application and all requirements. |
| | | Submitted | All required materials have been furnished/provided. Your materials will be processed over the next 5-7 business days. If all materials are approved this status will change to Complete. | Login and check back regularly until status shows complete. |
| | | Complete | All requirements have been successfully submitted and verified. Your application has been included for consideration for this award. You will be notified of the results as they are available. | Wait for email notification of program results. |
| Semi-finalist Application | An additional evaluation round, this includes all additionally required components for the final consideration for applicable awards. Semi-finalist applications are by invitation only. (Not Offered By All Programs) | Not Started | You have been invited to continue in the next round of application process. The application for the next round is available and no action has been taken. | Click the semi-finalist application link on the Home Page and provide required information and documentation. |
| | | Started | A semi-finalist application was started by clicking on the application link on the Home Page and minimally arriving at the Welcome Page of the semi-finalist application. | Complete your semi-finalist application and satisfy all requirements. |
| | | Submitted | All required materials have been furnished/provided. Your materials will be processed over the next 5-7 business days. If all materials are approved this status will change to Complete. | Login and check back regularly until status shows complete. |
| | | Complete | All requirements have been successfully submitted and verified. Your semi-finalist application has been included for consideration for this award. You will be notified of the results as they are available. | Wait for email notification of program results. |
| Award Acceptance | The form that indicates your acceptance of the award for which you were selected | Not Started | You have been selected for an award and must acknowledge that you accept. The acceptance form is available and no action has been taken. | Click the acceptance form link on the Home Page and provide required information and documentation. |
| | | Started | An acceptance form was started by clicking on the application link on the Home Page. | Complete your semi-finalist application and satisfy all requirements. |
| | | Submitted | All required materials have been furnished/provided. Your materials will be processed over the next 5-7 business days. If all materials are approved this status will change to Complete. | Login and check back regularly until status shows complete. |
| | | Complete | The award has been successfully accepted. | Wait for email notification of program results. |
| Renewal Application | The application to receive additional annual awards as dictated by the program guidelines (Not Offered By All Programs) | Not Started | A renewal application is ready to be completed. Note: the link to your renewal application is only visible during the calendar year of the renewable award. | Click the renewal application link on the Home Page and provide required information and documentation. |
| | | Started | A semi-finalist application was started by clicking on the application link on the Home Page and minimally arriving at the Welcome Page of the semi-finalist application. | Complete your semi-finalist application and satisfy all requirements. |
| | | Submitted | All required materials have been furnished/provided. Your materials will be processed over the next 5-7 business days. If all materials are approved this status will change to Complete. | Login and check back regularly until status shows complete. |
| | | Complete | All requirements have been successfully submitted and verified. Your semi-finalist application has been included for consideration for this award. You will be notified of the results as they are available. | Wait for email notification of program results. |

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| Supplements (email request) | Additional requirements that are requested by providing an email address and are completed by a third party using a unique supplement code | Not Started | This requirement has not been initiated as no email has been provided. | Enter the email address of the individual you would like to complete the form or print the form and deliver it to the individual. |
| | | Not Started w/ Requested Email | An email has been sent to the address of the individual identified in the application, requesting completion of the supplement and he or she has not yet completed the supplement. The individual will receive a unique 'supplement code' for each request, which are one-time use only. A new (additional) code can be requested by contacting customer care. | Check with the individual whose email address you provided if this status has not changed and the deadline is approaching. |
| | | Complete | The supplement has been successfully submitted for review and this requirement has been met. | No further action required. |
| Supplements (print request) | Additional requirements that are requested by printing and delivering a form to be completed by a third party using a unique supplement code | Not Started | This requirement has not been initiated as the supplement code has not been printed for you to deliver to the preferred individual. | Print your supplement code document and deliver it to the applicable individual. |
| | | Not Started w/ Request | The supplement code has been printed (this code must be delivered to the individual completing the supplement) and the supplement has not been completed by the preferred individual. A unique 'supplement code' is generated for each request, which are one-time use only. A new (additional) code can be requested by contacting customer care. | Check with the individual to whom you provided the supplement code document if this status has not changed and the deadline is approaching. |
| | | Complete | The supplement has been successfully submitted for review and this requirement has been met. | No further action required. |
| Attachments (required) | Required documentation that must be furnished, for processing and verification by ISTS | Not Received | No documents have been provided. If documents were provided, your documentation was not accepted after processing and new documentation is required to complete the application process. | Provide valid documentation per program requirements. |
| | | Processing | ISTS is verifying your documents. If your document's status moves from 'Processing' back to 'Not Received', there was a problem and your document was not accepted and new documentation must be provided to complete the application process. | Login and check back regularly until status shows Accepted. |
| | | Accepted | The attachment has been processed and verified. This requirement has been met. | No further action required. |
| Attachments (not required) | Optional documentation requested by the program sponsor. Note: If nothing was submitted or if the document was rejected, non-required attachments will not show on your Home Page | Processing | ISTS is verifying your documents. If your are awaiting processing and your document is no longer displayed on the Home Page, there was a problem with your document and it was not accepted. New documentation may be provided, but is not required to complete the application process. | Login and check back regularly until status shows Accepted. |
| | | Accepted | The attachment has been processed and verified. | No further action required. |