
DRIVE Grant Proposal Instructions

PLEASE NOTE: Administrative access to the HireTouch system is required to initiate any forms and workflows. Please consult your department or college HR office or administrative support for assistance if you wish to submit a DRIVE Grant Proposal.

1. Login to the Administrator side of [HireTouch](#), click on the Jobs tab.

The screenshot displays the HireTouch Administrator interface. At the top, the header includes the Illinois Human Resources logo and a user greeting: "Welcome, Test Testing | Logout". A navigation bar contains "HOME", "APPLICANTS", "JOBS" (circled in red), "TASKS", and "RESOURCES". Below this is a "My Dashboard" section with a "Display Preferences" link. The dashboard features three main widgets:

- CLOCK:** Shows the date and time: "Monday, March 23rd, 2009, 10:49:51 AM".
- LOCAL WEATHER:** Provides conditions for Lakeville, MN at 10:15 am CDT, including current conditions (Light Rain, 43 F) and a forecast (Mon - Rain/Wind, High: 50 Low: 45; Tue - Thundershowers, High: 54 Low: 28).
- VIEWED JOBS:** A table listing recent job views:

Date	Time	Title
Mar 23	10:39 AM	Asst Director - OEOA
Mar 23	10:26 AM	Appointment Change Form
Mar 10	2:12 PM	Director
Mar 10	2:12 PM	Director
Mar 5	11:26 AM	OEOA Test Job

At the bottom right, there is a "Font Size" control with three icons. The footer contains the text "powered by IMAGE TREND" and "© 2009 ImageTrend, Inc. All Rights Reserved".

2. On the right hand side of the page, click Start a Workflow.

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Test Testing | Logout

HOME APPLICANTS JOBS TASKS RESOURCES

All Jobs

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

GO CLEAR - Job Status - - Workflow - GO CLEAR

TITLE	ORG CODE	WORKFLOW TYPE	POSTING STATUS
\$3 Angle Pape		Academic Professional Search	Pending
\$Angle Pape		Academic Professional Search	Pending
**Donna Bosch	1598129	Academic Professional Search	Closed
**PAPE TEST		PAPE	Pending
*Auto Test Faculty	452345	Faculty/Other Academic Search	Closed
*Committee Memeber Test		Academic Professional Search	Pending
*Merge Field Test Job		Appointment Change	Pending
*Package Order		Academic Professional Search	Pending
@Req test		Academic Professional Waiver	Pending
031109test2	1746000	PAPE	Pending

Bulk Actions - Records 1-10 of 144 First Previous Next Last Page 1 Per Page 10

Font Size: A A A

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3. From Step 1 Choose a Template, select the DRIVE Grant Proposal Workflow template and click Continue.

Add a Requisition

Choose Template Specify Settings Requisition Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category: - All Categories -

Search: Job Template Title

- Academic Professional Appointment Change
- Academic Professional Search
- Academic Professional Waiver
- AP/Other Academic Hiring Request Form (no search)
- Civil Service Hiring Request/ Employee Requisition
- Civil Service Job Posting
- Civil Service Reclassification
- DRIVE Grant Proposal Workflow**
- EEO Re-identification

Preview:

Job Title - Department Name: DRIVE Grant Proposal Workflow

Job Category:

*Chart and Org Code:

College Name or Administrative Unit:

Required Documents:

Back Continue

4. From Step 2 Specify the Requisition Settings, enter the following:

- Title – Add the name of the Proposal – Department Name
- Chart and Org Code (Organization Name will populate as you type in the Chart and Org Code)
- College Name or Administrative Unit

Add a Requisition

Choose Template

Specify Settings

Forms

Step 2. Specify the Requisition Settings

Job Details > Faculty/Other Academic/Faculty Admin Search

Title - Department Name:

Example, Asst Prof - Chemistry

Chart and Org Code:

Example: 1100000

Organization Name:

College Name or Administrative Unit:

[Back to Template](#) [Continue](#)

- From Step 3 Attach Forms to the Requisition, click continue (Packages will automatically be selected – please don't change packages).

Add a Requisition

Choose Template Specify Settings Requisition Forms

Step 3. Attach Forms to the Requisition
NOTE: Please do not make any changes to the selections below. Scroll to the bottom and hit continue.

Applicant Related Form Packages	
Name	Description
<input type="checkbox"/> DUPLICATE ACCOUNT	Form attached to Display Message to Civil Service Applicant that the Account being used is not valid for Civil Service Application because it has been marked as a duplicate.
<input type="checkbox"/> Academic Professional Application	Package includes AP Application and EEO Form
<input type="checkbox"/> Angle's Test	
<input type="checkbox"/> Applicant EEO	EEO Form
<input type="checkbox"/> Application	Application for IGSS
<input type="checkbox"/> Civil Service Application	This package contains the basic application forms.
<input type="checkbox"/> Civil Service Exam Request	CS Exam Request
<input type="checkbox"/> EEO Re-identification	
<input type="checkbox"/> Faculty Profile	Package includes Faculty Profile and EEO Form
<input type="checkbox"/> Internal Form TEST	
<input type="checkbox"/> Pre-Approval	Package contains pre-approval form
<input type="checkbox"/> Special Faculty Profile	Special Faculty Profile

Job Related Form Packages	
Name	Description
<input checked="" type="checkbox"/> DRIVE Grant Forms	DRIVE Grant Forms
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE and Appl Change Form
<input type="checkbox"/> Academic Professional Appointment Change 2	Package includes PAPE and Appl Change Form
<input type="checkbox"/> Academic Professional Search	Package includes Hiring Request, PAPE, Search, Finalist Compliance
<input type="checkbox"/> Academic Professional Search Only	Academic Professional Search Only
<input type="checkbox"/> Academic Professional Search Waiver	Includes Hiring Request, PAPE, Search Waiver
<input type="checkbox"/> AH Test	
<input type="checkbox"/> JPOther Academic Hiring Request Form	Package contains Academic Hiring Request only.
<input type="checkbox"/> Civil Service Employee Requisition	Civil Service Hiring Request and Employee Requisition forms
<input type="checkbox"/> Civil Service Hiring Request	Package contains Civil Service Hiring Request form
<input type="checkbox"/> Civil Service Job Posting	
<input type="checkbox"/> Civil Service Reclassification	Civil Service Reclassification form

<input type="checkbox"/> Dual Career Appointment - Academic Professional	
<input type="checkbox"/> Dual Career Appointment - Faculty or Other Academic	
<input type="checkbox"/> Employee Requisition Form Only	
<input type="checkbox"/> Employee Requisition Page 2	
<input type="checkbox"/> Faculty Administrator Appointment Change	Package includes: PAPE and Appointment Change
<input type="checkbox"/> Faculty Administrator Search	Package includes: Hiring Request, PAPE, Faculty Administrator Search, Finalist Compliance
<input type="checkbox"/> Faculty Administrator Search Waiver	Package includes: Hiring Request, PAPE, and Search Waiver
<input type="checkbox"/> Faculty Appointment Change	Package includes Faculty Appointment Change
<input type="checkbox"/> Faculty Search	Package includes Hiring Request, Search, Finalist Compliance
<input type="checkbox"/> Faculty Waiver	Package includes Hiring Request and Search Waiver
<input type="checkbox"/> Hiring Request Form Only	Hiring Request Form Only
<input type="checkbox"/> ISSB Faculty Search	
<input type="checkbox"/> ISSB Search	
<input type="checkbox"/> Job Posting	Package includes PAPE, Search, Finalist Compliance
<input type="checkbox"/> PAPE	Job Posting
<input type="checkbox"/> PAPE Only	PAPE
<input type="checkbox"/> Post Doc Research Associate	PAPE Only
<input type="checkbox"/> Provost Comm. 3 - 0% Faculty Appointments	Transmittal for 0% Faculty Appointments Form
<input type="checkbox"/> Provost Comm. 3 - Cases Forwarded for Second-Level Review	
<input type="checkbox"/> Provost Comm. 3 - Executive Officer Appointments	
<input type="checkbox"/> Provost Comm. 3 - Faculty Appointment with Tenure	
<input type="checkbox"/> Provost Comm. 3 - Request to Add New Administrative Position	
<input type="checkbox"/> Provost Comm. 3 - Transmittal for Salaries over \$80,000	
<input type="checkbox"/> Retire Rehire Hiring Request	Package contains Search Waiver and Retire Rehire forms
<input type="checkbox"/> Summary	Summary
<input type="checkbox"/> Summary Form 2nd Hire	Summary Form 2 Multiple Hires
<input type="checkbox"/> Summary Form 3rd Hire	Summary Form 3 Multiple Hires
<input type="checkbox"/> Summary Form 4th Hire	Summary Form 4 Multiple Hires
<input type="checkbox"/> Summary Form 5th Hire	Summary Form 5 Multiple Hires
<input type="checkbox"/> Summary Form 6th Hire	Summary Form 6th Hire
<input type="checkbox"/> Summary Form 7th Hire	Summary Form 7th Hire
<input type="checkbox"/> Summary Form 8th Hire	Summary Form 8th Hire
<input type="checkbox"/> Summary Only	Summary Form 8th Hire
<input type="checkbox"/> TOP Program Waiver	
<input type="checkbox"/> TOP Traditional Search Appointment	
<input type="button" value="Back to Settings"/>	<input type="button" value="Continue"/>

6. The Forms tab will appear for the job you just created. There are two forms inside the DRIVE Grant Forms Package, each with a Start link. For the DRIVE Recruiting Grants – Request for Proposals form, click Start.

Grant for ODEA - ODEA
- Pending

Properties | Applications | Campaigns | Activity | Processes | Permissions | **Forms** | Job Requests

Job Forms | Form Packages | Comments

Forms added successfully

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
<input checked="" type="checkbox"/> DRIVE Grant Forms									
<input checked="" type="checkbox"/> DRIVE Recruiting Grants - Request for Proposals						Start			Remove
<input checked="" type="checkbox"/> DRIVE Recruiting Grants - Post-Funding Report						Start			Remove

Actions

-
-
-
-
-

Processes

None

Job Details

7. Complete the DRIVE Recruiting Grants – Request for Proposals Form. Please see below for additional information on some of the fields. Fields with an asterisk (*) or required. To attach documentation, go to the last question on the form and click on the '+Add' button and follow the instructions. If you have any questions about any of the fields on the form, please contact the Office of Diversity, Equity, and Access at 333-0885 or diversity@illinois.edu.

Grant for ODEA - ODEA
-Pending

Session expires in 59 min

[Properties](#) | [Applicants](#) | [Campaigns](#) | [Activity](#) | [Processors](#) | [Permissions](#) | [Forms](#) | [Job Prospects](#)

[Job Forms](#) | [Form Packages](#) | [Comments](#)

Form

DRIVE Recruiting Grants - Request for Proposals

DRIVE Grant Request - Page 1

1433000
Chancellor

*Requestor Name:

Funding Questions

*Purpose of your request for funding:

*Statement of how the grant will advance the URM recruiting goals of the department:

*Faculty member(s) that will be directing the initiative:

*Method for tracking and reporting contact with the URM scholar(s) within the grant recipient's department:

*Amount of funding requested:

*Detailed breakdown of the expected costs:

IF YOU HAVE ADDITIONAL INFORMATION TO SHARE, PLEASE UPLOAD THE DOCUMENT BY CLICKING ON THE 'ADD' BUTTON BELOW.

None

If you have any questions, please contact the Office of Diversity, Equity, and Access at 217-333-0885.

8. On the Approvers Page in the Approver drop down menu to the right of each approver, select the appropriate approver for your Department and select save.

- a. Please note the following:

Look-up Icon: Use the look-up icon to see email address. Click save to finish.

If your college/unit is using a group inbox, you will need to select the group inbox as the approver.

DRIVE Grant Proposal Workflow
- Pending

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

Job Forms | Form Packages | Comments

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Department	Approver: ODEA, ODEA
ODEA	Approver: ODEA, ODEA

Save Approvals

9. Upon on saving, a notification will be sent to the first approver.

A DRIVE Recruiting Grant - Request for Proposals form has been sent for your approval in HireTouch for the position title: Faculty Women of Color in the Academy Mixer - Diversity, Equity, and Access

Please log in to the HireTouch system to review and approve this request using the following steps:

1. Log in to the HireTouch system by clicking the following link: [HireTouch Administrative Application](#) (if you are already logged into the system, skip to step 2)
2. Access the job directly by clicking the following link: <http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=4128>

To View and Approve the form:

- Click the **Approvals** link for the *DRIVE Recruiting Grants - Request for Proposals?* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

To Edit and then Approve the form:

10. The approver will login to [HireTouch](#).

- a. Select the Job (proposal) tab from the menu.
- b. Click on the Job (proposal) that they are approving by selecting the Faculty Jobs
- c. Select the Forms tab
- d. Select Approval for the Proposal

Faculty Women of Color in the Academy Mixer - Diversity, Equity, and Access
- Pending

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

Job Forms | Form Packages | Comments

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
DRIVE Grant Forms									
DRIVE Recruiting Grants - Request for Proposals		Wed, 1/29/14 at 8:21 AM	Recertify			View	Approvals	View History	Remove
DRIVE Recruiting Grants - Post-Funding Report						Start			Remove

Actions: Edit Demographics, Send Correspondence, Upload a Document, Attach a Note, Create a Task

Processes: None

Job Details

- e. Job Form Approval screen will show you the approvers and the person's name in red is the person currently approving. Select **View**.

DRIVE Grant Proposal Workflow
- Pending

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

Job Forms | Form Packages | Comments

Form: DRIVE Recruiting Grants - Post-Funding Report
Form Originator: Hagler, Andrew

Title	Name	Approved	Rejected	Date
Department	William Brown			04:45:43 PM Mon 2/17/14
ODEA	William Brown	✓		

Approvals View Back Approve Reject

- f. View the form and make any changes to the form by selecting **Edit**.

DRIVE Recruiting Grants - Request for Proposals

DRIVE Grant Request - Page 1

1433000

Chancellor

Requestor Name:
Dr. Suzy Stevens

Funding Questions

Purpose of your request for funding:
Co-sponsoring conferences or other events with URM-focused academic or professional groups in related disciplines

Statement of how the grant will advance the URM recruiting goals of the department:

Introduce fellow Faculty to the University and the opportunities that exist here.

Faculty member(s) that will be directing the initiative:
Dr. Jim Brewer, Dr. Chrissy Everett

Method for tracking and reporting contact with the URM scholar(s) within the grant recipient's department:
Excel spreadsheet of contacts made and follow up dates.

Amount of funding requested:
\$50,000.00

Detailed breakdown of the expected costs:
Rent of Conference and Reception Rooms: \$10,000.00, Food and Drinks: \$15,000.00, Advertisement: \$5,000.00, Speaker Fees: \$20,000.00

If you have additional information to share, please upload the document by clicking on the 'Add' button below.

DRIVE Recruiting Grants - Post-Funding Report

DRIVE Recruiting Grants - Post-Funding Report

DRIVE Recruiting Grants - Request for Proposals

If you have any questions, please contact the Office of Diversity, Equity, and Access at 217-333-0885.

Position	Name	Status	Date
Originator	Andrew Hagler		
Department	William Brown	Approved	02/17/2014
ODEA	William Brown		

- g. **At the Approvers Screen, select Approvals. The Job Form Approval screen will appear and you can 'Approve' the form by selecting Approve. If a group inbox is selected you will need to change this to your name. To make comments to the form, follow the following instructions:**

To Make Comments and Approve the Form: Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

Click View

Click Edit

Click Comments

Click Add Comment

Add your Comment and Click Add Comment

Click Back to List

Click Back

Click Approvals

Click Approve

11. When you have completed the recruiting event/effort, you will need to complete a Post-Funding Report. To access this report form, click on the Jobs Tab and select your original proposal.
12. Click on the Forms Tab.
13. Click on the Start button for the DRIVE Recruiting Grants – Post-Funding Report Form. Please fill out the form and attach any supporting documents. Again, if you have

Faculty Women of Color in the Academy Mixer - Diversity, Equity, and Access
- Pending

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

Job Forms | Form Packages | Comments

Show Job Forms

Form Name	Auto Generated Number	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
DRIVE Grant Forms									
DRIVE Recruiting Grants - Request for Proposals		Wed, 1/29/14 at 8:21 AM	Recertify			View	Approvals	View History	Remove
DRIVE Recruiting Grants - Post-Funding Report						Start			Remove

14. Click on the Forms Tab.

- a. Complete the DRIVE Recruiting Grants – Post-Funding Report Form.
- b. Fields with an asterisk (*) or required.
- c. Choose Save and then Submit

Submit Save Exit

15. On the Approvers Page in the Approver drop down menu to the right of the approver, select the appropriate approver and select save.

- a. Please note the following:

Look-up Icon: Use the look-up icon to see email address. Click save to finish.

DRIVE Grant Proposal Workflow
- Pending

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

Job Forms | Form Packages | Comments

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
ODEA	Approver: Brown, William

Save Approvals Edit Approvers

16. Upon on saving, a notification will be sent to the approver (ODEA).

- a. After ODEA approves the form, an email will be sent to the contact saying the DRIVE Recruiting Grants – Post-Funding Report has been approved.