Cube for Event Organizers

- Application Reviews for Organizers
- Event Roster for Organizers

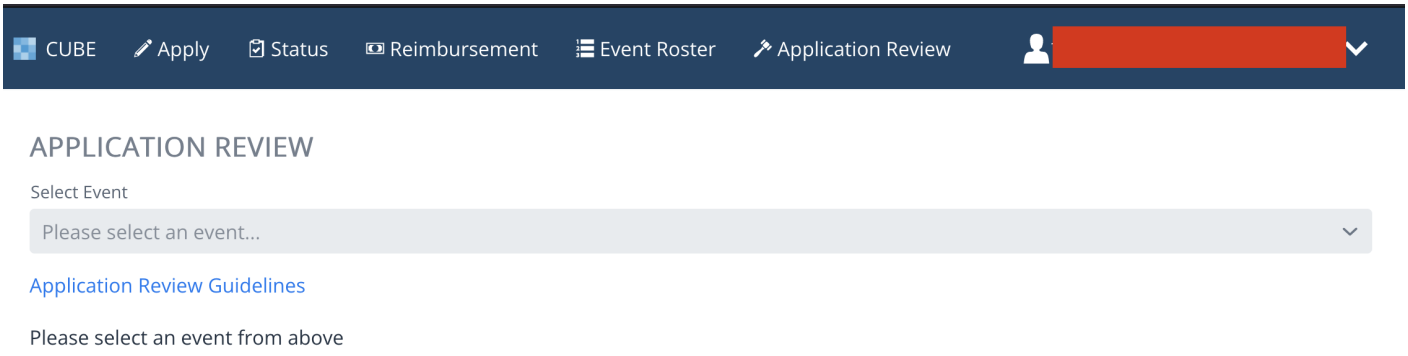
Application Reviews for Organizers

About the Application Review

The Application Review is used to view, comment, and rate participant applications to ICERM programs. This view is only available to Staff and Organizers of the selected program.

Accessing the Application Review

After logging into Cube, Organizers are able to access the Application Review by going to https://app.icerm.brown.edu/Cube/applicationreview or by clicking the "Application Review" button at the top menu bar.



From here, you may select an event from the drop down which contains all upcoming events that you are marked as an Organizer for. If you do not see any events in the drop down, make sure that:

- The event has not yet started.
- You are marked as an organizer for the Event.

Contact programstaff@icerm.brown.edu for more information if you are supposed to the an Organizer for the upcoming program, but do not see your assigned event in the drop down.

Relevant Fields in the Main Application Review Grid

This next section details the different columns in the Application Review Grid after selecting a program from the drop down.

- **Ranked:** This checkbox denotes whether or not you have already rated the applicant listed on the current row.
- **#:** The current row
- **First Name, Last Name:** The name of the applicant
- **Organization:** The applicant's current organization or institution affiliation
- **Position:** The applicant's current position at their organization/institution
- **Date Applied:** The date the applicant's application was entered into the Cube System
- **Status:** The current status of the applicant's application
  - *Note*: Once an applicant's application is no longer in a "Pending" status, their row will be greyed out and in italic font in the Application Review
- **Virtual**: If the checkbox is checked, then this applicant requested virtual participation for the program
- **CV:** If the checkbox is checked, then the applicant submitted their CV to their application
- **PS:** If the the checkbox is checked, then the applicant submitted a Personal Statement to their application
- **LoR**: If the checkbox is checked then the application received a Letter of Recommendation from their Advisor
  - *Note*: This only applies to Graduate Students. If the applicant is not a Graduate Student, then the LoR column will be marked with three horizontal dots.
- **Submitted Ratings**: The number of ratings submitted by the other Organizers of the program

Viewing an Application

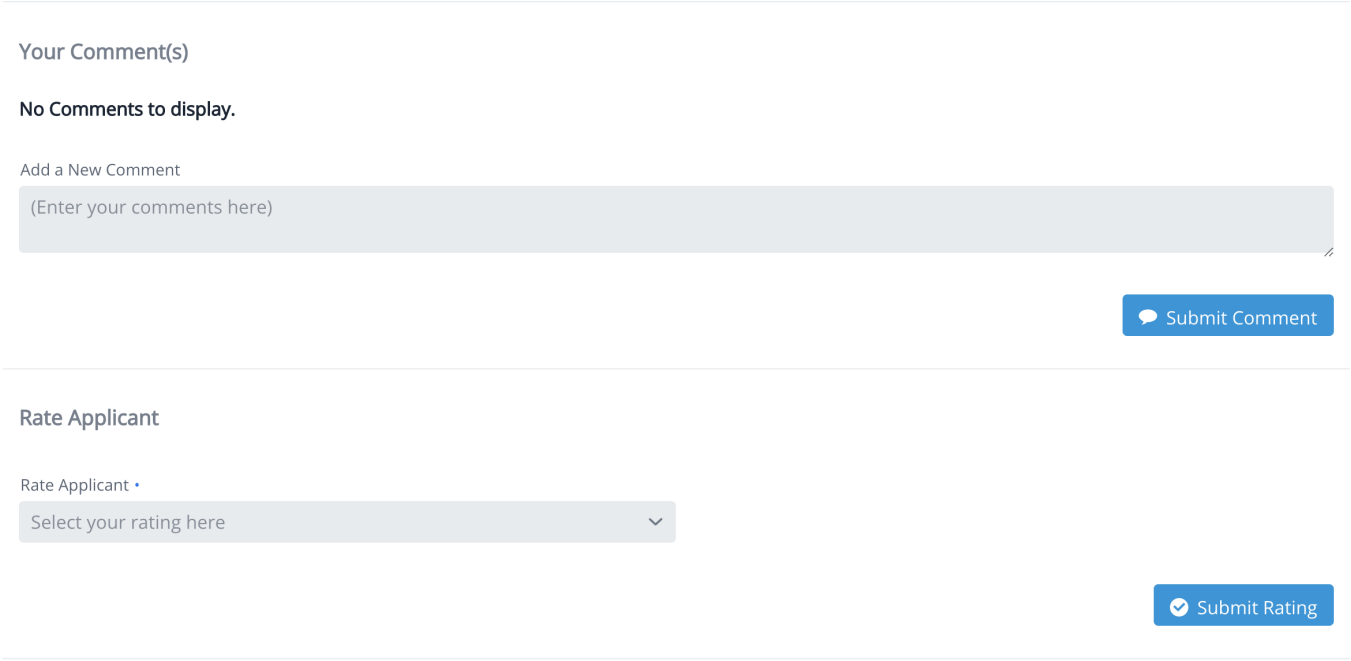
Once the main Application Grid loads in after selecting a program, you may view, comment, and rate applicants by double-clicking their row. You may view submitted materials such as a CV, Personal Statement, or Letter of Recommendation by clicking on the hyperlink icons listed below the applicants details to view them in another window.

Adding a Comment

To add a comment to an application enter a new comment into the text field and hit 'Submit Comment' (see screenshot below). Unsubmitted comments will not be saved if the applicant view window is left before submitting. Your entered comments will be displayed above the comment entry field and may be edited by hitting the 'Edit Comment' button.

Adding a Rating

To rate an application select a rating from the dropdown labeled 'Rate Applicant' and make sure to hit 'Submit Rating' to save your results (see screenshot below). Unsubmitted changes will not be saved if the applicant view window is left before submitting.



Organizer rankings are an integral part of the review process. ICERM values the rankings and input provided by the organizing committee and asks that you take the time to rank each applicant. Assign each a score of 0-3:

0 - Not suitable for this program
1 - Would make a contribution to this program
2 - Desirable for this program but not high priority
3 - High priority, important for the success of the program

Scores and any comments entered will be viewed by ICERM directors and staff only and will not be visible to other organizers. There is no need to rank-order applicants, assign scores following a particular distribution, or coordinate scores of organizing committee members.

After the applications are scored by the organizing committee, the ICERM director associated with your program will review the scores and allocate funds accordingly. ICERM will send out official acceptances at that time.

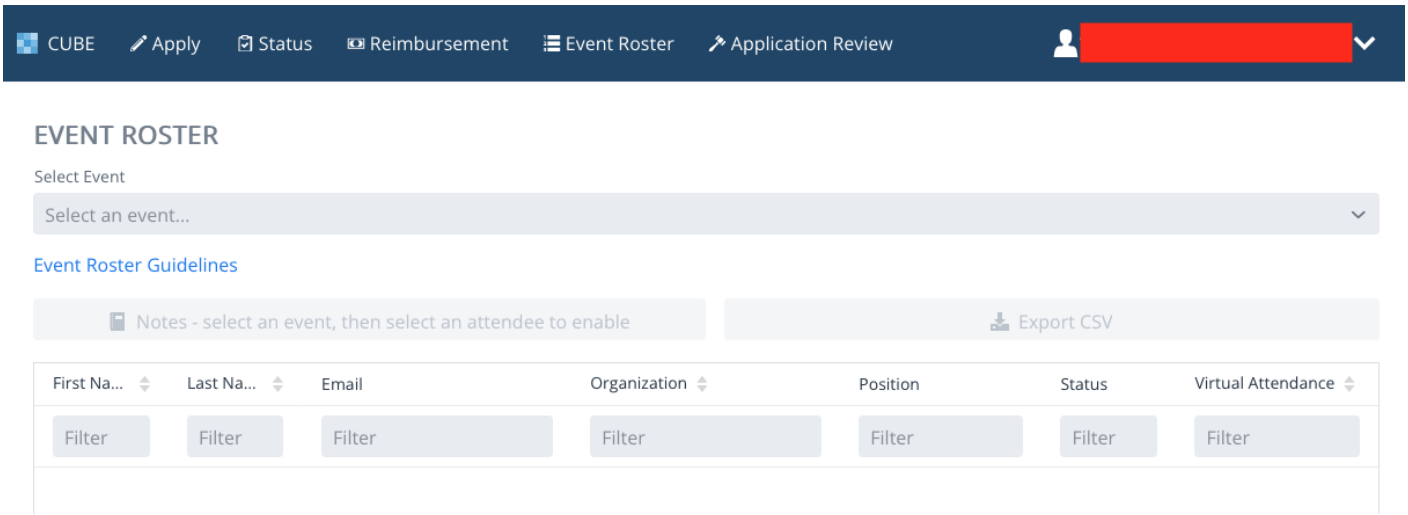
If you are having any trouble or have questions about reviewing applicant profiles, please contact programstaff@icerm.brown.edu for additional support.

Event Roster for Organizers

The event roster is a means for an organizing committee to view the status of individuals who have been invited to the workshop. This tool is updated as responses are received by the program coordinator and feeds directly into the program webpage.

Accessing the Event Roster

After logging into Cube, Organizers can access the Event Roster by clicking the "Event Roster" button on the top Menu Bar or by going to https://app.icerm.brown.edu/organizer.



From here, you may select an event from the drop down which contains all events that you are marked as an Organizer for. If you do not see any events in the drop down, make sure that you are marked as an Organizer for the event by contacting the ICERM Program Coordinator at programstaff@icerm.brown.edu.

Relevant Fields in the Main Event Roster Grid

This next section details the different columns in the Event Roster Grid after selecting a program from the drop down.

- **First Name, Last Name:** The name of the participant
- **Email:** The email address of the participant
- **Organization:** The participant's current organization or institution affiliation

- **Position:** The participant's current position at their organization/institution
- **Status:** The current attendance status of the participant
- **Virtual Attendance:** If the checkbox is checked, then the applicant is requesting virtual participation to the program
- **Invitation Sent**: The date the participant received their invitation from program staff
- **Event Role(s):** The role(s) that the participant has for the duration of the program
- **Start Date:** The day the participant expects to start their visit to ICERM
- **End Date:** The day the participant expects to end their visit to ICERM
- **Multiple Visits:** If "Yes," then the participant is expecting to Visit ICERM across multiple sets of dates.

About Roles

As described in the Event Roster Guidelines, below describes the different types of roles an Organizer might find in the Roles Column:

- **Attendee** - Every participant should have this role as a base. If they have no additional roles, they are only a participant in the workshop.
- **Speaker** - Individual who has been invited to give a talk at the event
- **Organizer** - Individual who is on the organizing committee for the event
- **Poster Presenter** - Individual has been invited to present a poster at the event
- **Institute Postdoc** - Individual who has been hired into a 9 month postdoc position (September - May)
- **Semester Postdoc** - Individual who has been hired into a 4 month postdoc position (corresponds with semester affiliation)

About Statuses

As described in the Event Roster Guidelines, below describes the different types of roles an Organizer might find in the Status Column:

- **Pending** - ICERM has received no response to the invitation that was sent
- **Confirmed** - Participant has confirmed their participation in the event
- **Declined** - Participant has responded that they will not attend
- **Cancelled** - Participant originally confirmed and subsequently cancelled
- **Rescinded** - ICERM cancelled the invitation to participate
- **Tentatively Confirmed** - Participant has responded that they would like to attend but cannot fully commit at the time

Project/Mini-courses

The Project and the rank that the applicant choose for the application

Making Notes

If you would like to use this feature, please contact the Program Coordinator for more information at programstaff@icerm.brown.edu.

Exporting CSV

If you would like to retrieve a downloadable .csv file of the currently selected program's participant data, click the "Export CSV" button above the Grid.