

## ***Instructions for Submitting Early Career Scholars Nomination***

- **Accessing Early Career Scholars page:** Click on: [https://www.ali.org/forms/young\\_scholars/](https://www.ali.org/forms/young_scholars/)

- **Returning Users / Deans**

- If you have submitted a nomination in the past, please enter your email below.
- You will receive an email with a link that will take you directly to your school's nomination page.

- **New Users / Deans**

- If you have *not* submitted a nomination in the past, please fill out the required fields: 'your name, email address, school of law represented', and click [Create Account].
- You will receive an email that contains a link to your school's nomination page.

*You may want to save the email containing the link in case you need to return to your nomination page to make changes or additions.*

- **Submitting On Behalf Of**

- If you are submitting a nomination on behalf of the Dean of your Law School, please contact [earlyscholars@ali.org](mailto:earlyscholars@ali.org) to receive the link to your school's nomination page.

- **Nominee Submission**

- The Early Career Scholars home page will display a new nominee form.

- To submit a nomination:

- Enter the required Dean information:

1. Full Name
2. Email address
3. Law School represented

- Enter the required Nominee information:

1. Full Name
2. Email address
3. Law School represented

- Upload files for Nominee (only PDF files are accepted)

1. **Letter of recommendation from the Dean**
2. **CV**
3. **Writings of the Nominee – A minimum of two are required**

- Click on the **Save Your Nominee** button; this will save everything in your form and allow you to make changes, if needed, before final submission.

- On the next page you will see *Submission status: open/not yet submitted*; if you are satisfied with your uploads, click on **Close this Submission**; this will alert us to your submission

- To edit a submission before closing it:

- After clicking on the **Save Your Nominee** button, the next page will allow you to replace the documents you uploaded. See: *Submission status: open/not yet submitted*; click on **Edit/make changes** to replace any of the documents you originally uploaded. **Choose File**, select your preferred file and click **Update Your Nominee**, then on the next page click: **Close this Submission**.

- **PLEASE NOTE:** Once you **Close your Submission** you will *not* be able to make any changes. If you need any information changed or updated after submitting your nomination, contact [earlyscholars@ali.org](mailto:earlyscholars@ali.org).