How to add Award to your profile

You may add awards to your public profile page (as shown above). To do this, please follow the steps listed below. Note: awards conferred for multiple years still need to be submitted as separate entries.
1. Locate and click the “EDIT MY PROFILE” button to the right of the main tabs on the Scholars@TAMU homepage.

2. Locate the Grant/Award tab in the middle of the Scholars@TAMU main section bar. Click the Add Award button. A dialogue box to add award data should appear.
3. Complete the following text fields in the Add New Award dialogue box:
   
   a. for the **Conferred** by field, type the exact name of the awarding organization
      
      i. to search if the awarding organization already exists in the database, type the partial name of the organization preceded by a % sign
      
      ii. alternatively, you may enter a grid.ac id (e.g. paste grid.264756.4 in the Conferred by text box for Texas A&M University)
   
   b. for the **Award Title**, enter the exact award title as conferred by the organization
      
      i. before submitting a manual entry of the award name, please check if the award title already exists in the database by doing the following
         
         1. type *** in the Award title text box to see the top 20 awards (in ascending alphabetical order) conferred for a particular organization
         
         2. if the award name doesn’t appear in the top 20 award names, enter a portion of the award title using the % sign
   
   c. for the **Description** field, enter any additional information that may be relevant such as
      
      c-1. award length (e.g. 2 year award)
      
      c-2. purpose of award (e.g. for contributions regarding...)
d. for the **Year Awarded** field, enter the year the award was received

4. When completed with entering required details about the award entry, click **Add Award**