



Office of the Provost

Distinguished Faculty Award Nominations

Interfolio / eDossier Step-by-Step Instructions – How to Upload a Nomination Packet

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Important/Useful Tips to Remember

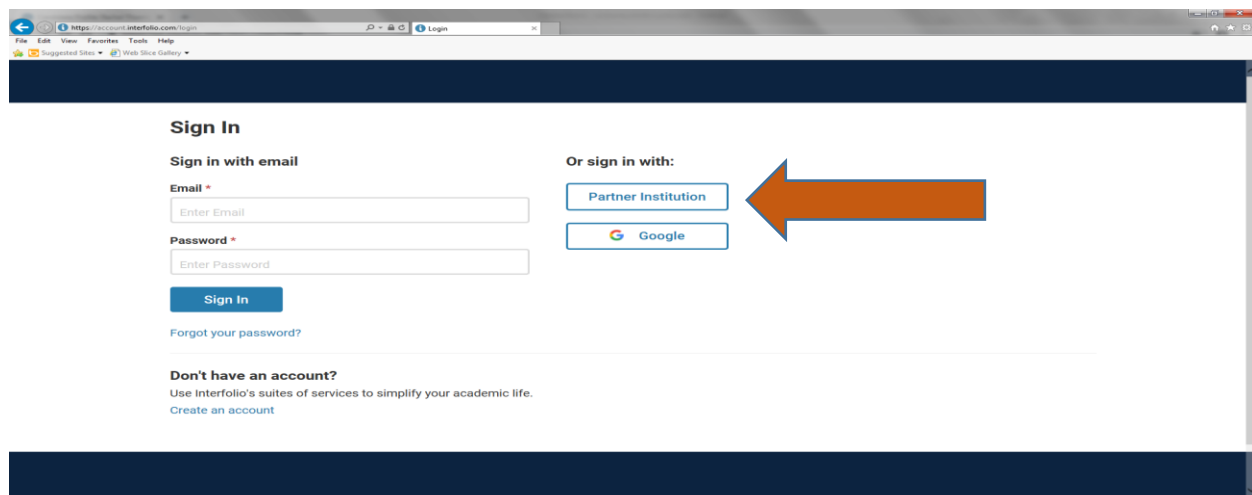
- You're required to upload the nomination packet, which consists of a nomination form, current curriculum vitae of the candidate, and supporting testimonial by 5:00 p.m., Friday, January 30, 2026.
- Each nomination packet must include:
 - [A nomination form](#),
 - A supporting testimonial from the nominator, and
 - A current curriculum vitae of the candidate.
- An effective nomination package should contain documentation demonstrating distinguished teaching, research, and/or service, depending on the award. Examples include evidence of teaching effectiveness, course or program development materials, reviews of scholarly or creative work, additional testimonials, grant summaries, leadership documentation, or other materials that clearly establish impact.
- All CSU faculty members are invited to nominate one candidate. A faculty member may contribute supporting testimonials for any number of nominees, provided they are not the principal nominator.

Logging into Interfolio / eDossier

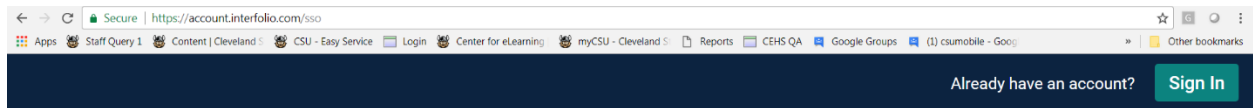
Once you have submitted a nomination, you will receive an email notification that a case has been created in Interfolio / eDossier and it's ready for you to upload the nomination packet.

Login to the [Interfolio / eDossier system](#).

This login page may appear and look different from what you are used to. Select “Partner Institution”.

A screenshot of the Interfolio login page. The page has a dark blue header and footer. The main content area is white. On the left, under the heading "Sign In", there is a section "Sign in with email" with fields for "Email" and "Password", a "Sign In" button, and a link for "Forgot your password?". On the right, under the heading "Or sign in with:", there are two buttons: "Partner Institution" and "Google". A large orange arrow points from the right towards the "Partner Institution" button. At the bottom, there is a link for "Create an account" under the heading "Don't have an account?".

Type in “Cleveland State University” in the “Search for your institution” field.



Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

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Cleveland State University

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Select “Sign In” which will take you to your normal login page.

https://account.interfolio.com/SSO

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Already have an account? [Sign In](#)

Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Cleveland State University

[Sign In](#)

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Sign in with your CSU credentials.

https://mosso.csuohio.edu/edfu/?TSAM/Request=I2LLboM4EY%2F0i8PhwBkCy

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Sign In



Cleveland State University
engaged learning

Type your CSU ID and password.

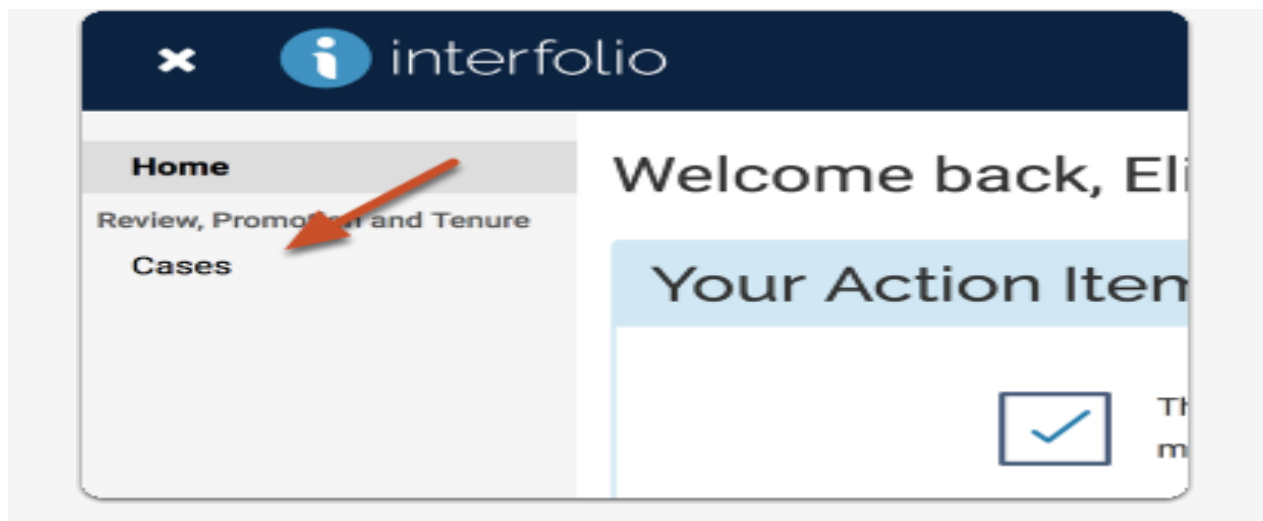
CSU ID:

Password:

[Sign In](#)

Accessing the Case

Once logged into your account, select "Cases" under Review, Promotion & Tenure on the left hand navigation bar.



You will see the name of the faculty member you nominated.

Click the name of the family member to access the case.

Uploading the Nomination Packet

Open the case you want to review.

Name ▾	Type ▴▾	Template Name ▴▾
<input type="checkbox"/> John Smith Cleveland State University	Other	Distinguished Faculty Awards

Step 1 of 3: Distinguished Faculty Awards Nomination

Scroll down to “Candidate Packet”.

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

☒ **Candidate Documents** Unlocked

Upload the Nomination Form, CV and Supporting Testimonial.

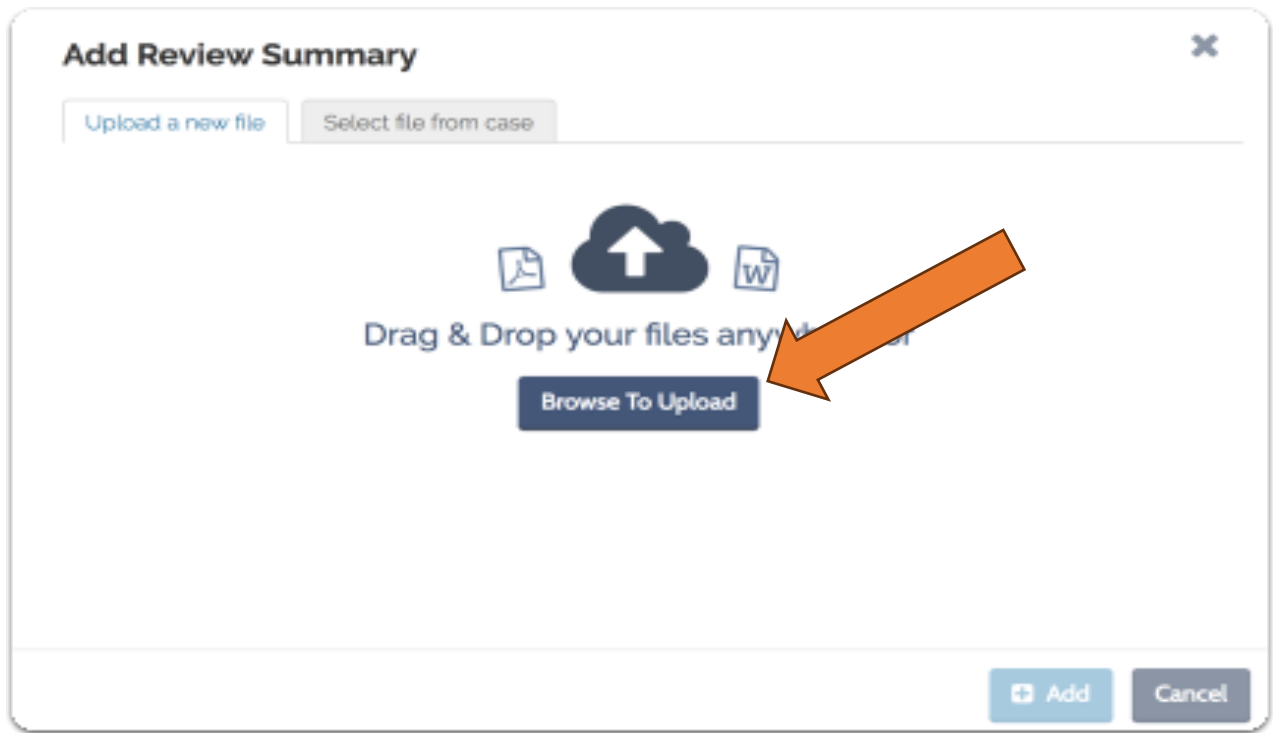
Click on “Add File”

☒ **Candidate Documents** Unlocked

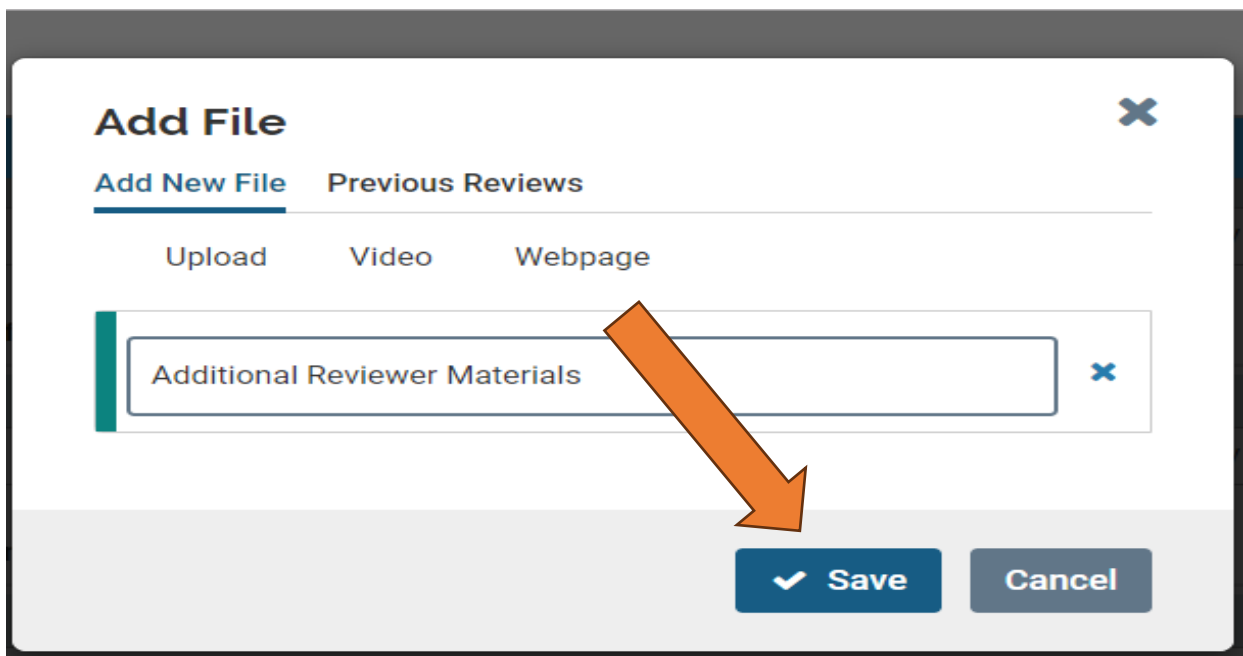
Nomination Form 1 required

Lock Add File

Click on “Browse to Upload”



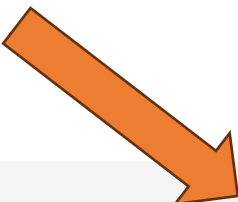
Click “Save”



Once all three files are uploaded, forward the case to the nomination committee.


Scroll to the top of the page.

Click on “Send Case”



Send Case ▼	
Template	Status
Distinguished Faculty Awards	Select Status

Click on “Forward to Administrative Review”



Send Case ▼	
Forward to Administrative Review	
Template	Status
Distinguished Faculty Awards	Select Status

Uncheck the box “Send a message to the reviewers gaining access”

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Distinguished Faculty Awards Nomination. The following reviewers will lose access to the case:

Case is Being Created | 0 members

The following reviewers will gain access to the case:

ad hoc | 0 members

☒ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Click on “Continue”

☐ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Continue

Cancel

Your nomination packet has now been uploaded and forwarded to the committee for review.

Thank you for your nomination!