

CISE REU Common Application Instructions: How to Modify your Common Application

Step 1: Set up your Google Account, if you don't already have one.
In Gmail, click on the Documents tab (top left menu)

Step 2: Modify the Common Application

Click on the link named CISE REU Common Application (CA)

This produces a spreadsheet with column headings in order of the CA questions

Rows will be individual student applicants

This is where you will view your applicants

From the spreadsheet view, select Form and then Edit Form from the drop down menu

This is where you will make edits, but remember, **PLEASE DO NOT CHANGE ANY EXISTING QUESTIONS IN ANY WAY.**

1. Add your institution's name to the first box, e.g. CISE REU Application: UNC Charlotte and within the consent form, you may insert a sentence describing your site at the beginning of the first paragraph. Please do not make any additional changes to this section, as it has been reviewed and approved by UNC Charlotte's Office of Institutional Research.
2. You may add any questions, as many as you like, at the end of the CA. To do this, click on the ADD Item button at the top left of the page; it will automatically add on an item box at the end of the form based upon the item type you select. Items you add can be edited by clicking on the pencil button within the item.
3. Please note: **items cannot be reordered once they are added.** They can only be edited. Section Headers can only be entered in the order in which you add them, i.e. you cannot install them after the items have been added, only before them.
4. Please do not edit any of the existing questions, even if they closely resemble one of your original items. You can select different types of questions

While editing the form, go to More Options: Select Edit Confirmation

You will want to insert a message to your applicants that they have completed step one of the REU site application, and itemize any additional steps your REU Site requires, such as submitting transcripts, references and personal statements. We suggest you include a link back to your web site.

Step: To work in the spreadsheet document **SAVE IT TO YOUR DESK TOP**