

Instructions for Using Vibe@TCNJ for Submitting SOSA Applications

Instructions To CREATE and SUBMIT Your SOSA Application:

Type the following URL into your internet browser and select ENTER. This will open a window for Vibe, where you can login with your TCNJ username and TCNJ password. After you login to Vibe, click on the New SOSA APPLICATION button to complete the application information and upload your files. The * indicates a required component that needs to be completed in order to submit your application. <https://vibe.tcnj.edu/vibe/sosa-application>

STEP 1-Applicant Name, Email, and Rank:

- *Type your Full Name (first, middle, and last name)
- *Type your TCNJ email (example: username@tcnj.edu)
- *Select the button indicating your current rank

STEP 2-Department and Department Chair:

- *Using the pull-down menu select the name of your DEPARTMENT.
- *In the box provided, start typing in the name of your Department CHAIR; a listing will appear. Click on a name. It will appear to the right of the box. If this is incorrect, click the "x" to delete and repeat the process. Make sure this is the appropriate person as this person will be emailed to login Vibe to acknowledge your intent to submit an application.
- *IF YOU ARE A DEPARTMENT CHAIR SUBMITTING an application, type in your DEAN'S name in place of Department Chair Name. Your Dean will then acknowledge submission of your application both as Chair and Dean roles.*

STEP 3-School and Dean:

- *Using the pull-down menu select the name of your SCHOOL.
- *In the box provided, start typing in the name of your DEAN; a listing will appear. Click on a name. It will appear to the right of the box. If this is incorrect, click the "x" to delete and repeat the process. Make sure this is the appropriate person as this person will be emailed to login Vibe to acknowledge your intent to submit an application.

STEP 4-Title of Proposed Project or Program:

- *In the box provided, type the title of your SOSA project or program.

STEP 5-IRB or IACUC Approval:

- *IRB Approval: Select the appropriate button that corresponds to your proposal.
- *IACUC Approval: Select the appropriate button that corresponds to your proposal.

STEP 6-Project or Program Collaboration:

- If you have a TCNJ faculty collaborator that will be submitting a SOSA application for the same review period, provide the collaborator name by typing in the name of the faculty. A listing will appear. Click on that name. If you have no TCNJ faculty collaborator submitting a SOSA application as well, then leave this section blank.

STEP 7-Final Reports for SOSA (Past Five Years):

- From the list of dates, select all the pertinent years upon which you completed two-year (or one-year) SOSA awards ending on any of the dates listed. Those report files should be attached at the bottom of the Vibe cover form in pdf format. If you have no reports to submit, then leave this section blank.

STEP 8-Pre-Tenure Status:

- *Select YES if you have pre-tenure status at the time of application submission. Select NO if you are tenured at the time of application submission.

STEP 9-Re-Engaging in Scholarly/Creative/Professional Activity:

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- *Select YES if you are re-engaging in scholarship at the time of submitting your application. If you selected YES, then provide comments to the questions posted in the box provided. Select NO if you are not re-engaging in scholarship at the time of your application submission.

STEP 10-Attach Application Files Below:

Every file submitted to Vibe MUST have its own unique file name in order to submit your application for review. Thus, the importance of 'naming' your submitted files appropriately. You MUST name your file with NO spaces (all continuous letters). Please pay particular attention to the NAMING OF YOUR FILES. If you DO NOT name files in this way and a file you submit has the same file name as another applicant, your entry for a submission will be DELETED from Vibe and you will need to start the application process over again.

- For Narrative: Click on BROWSE and search for your narrative file in pdf format. Select your file to upload. The name of your file will appear under this link. Make sure to name your file: LastFirstMiddleNameNarrative.pdf.
- For CV: Click on BROWSE and search for your CV file in pdf format. Select your file to upload. The name of your file will appear under this link. Make sure to name your file: LastFirstMiddleNameCV.pdf.
- For Reports: Click on BROWSE and search for your reports file in pdf format. Select your file to upload. **If you have more than 1 final report, combine all of your reports into 1 file. The name of your file will appear under this link. Make sure to name your file: LastFirstMiddleNameReport.pdf.

STEP 11-Save Your Application:

- At the very end of the form, click SAVE AND CONTINUE. This will save your application materials and files you uploaded. You will see an "Access Denied" message. This is normal. You can now logout of Vibe. You will receive an email within a few minutes from Vibe with the link to log back into Vibe to perform a final submission to the SOSA Committee.

STEP 12-FINAL STEP- Forward Application to SOSA Committee:

- SAVE THIS EMAIL. Open the email from Vibe. Click on the link in the email (the link is your name underlined). The link will open a webpage for Vibe, where you can login. Login to Vibe. Once you login, you will receive a message of "The folder is inaccessible". This is normal; click OK. Now your application page will appear. Once in Vibe, click on the link of your name under the column "Applicant". A new webpage will open. You can either 1) MODIFY your application materials (see instructions below) OR 2) perform a final submission to forward your application to the SOSA Committee. Read the action item in the middle of the webpage. If you are satisfied with your application and all necessary files have been uploaded, then read the action item and select YES. You will receive a message of "Access Denied". This is normal as the application has now been forwarded to the SOSA Committee for review.

Instructions to MODIFY Your SOSA Application Materials:

1. Click on the MODIFY button at the top of your application page.
2. This will open your cover form upon which you can edit information.
3. If you need to REPLACE any files including your Narrative, CV, or SOSA Reports, simply click BROWSE and search for your updated file (it can have the same exact file name as a previous one you uploaded). This will not delete your original file, but replace the version (example v.1, v.2, v.3). The committee will review the latest, up-to-date, file that you submit.
4. Click SAVE AND CONTINUE after you completed any modifications. This action will attach any updated files to your application for review.
5. BY THE DEADLINE, you NEED to then respond to the action item and click YES to submit your final application to the SOSA Committee to review.
6. If you are satisfied with the information provided in the cover form and uploaded your files, please read the action item asking you to click YES that you are ready to FORWARD your application to the SOSA Committee for review. Once you complete this action item, you will have read-only access and cannot modify any components of your application. You will receive an "Access Denied" message. This is normal. Then logout of Vibe.