



# CREATING & SENDING A PANEL

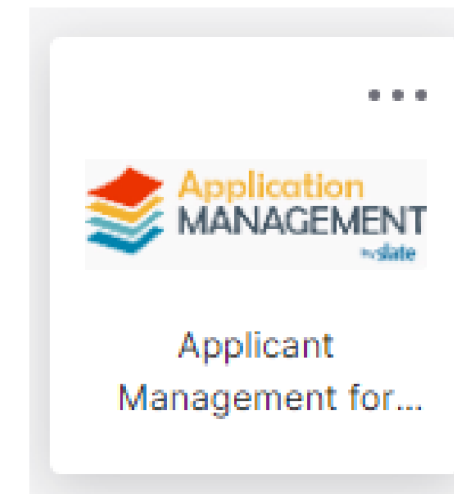
Foundations for Posts and Commissions



# Logging In


## Step 1

Navigate to <http://portal.iie.org>, your single sign on platform and select Application Management, which is the Slate portal







## Step 2

Click on your program's portal

**iie** The Power of International Education


Application Management for Partners



Norfolk C&P Island Test [Logout](#)

**Welcome, Norfolk C&P!**


Select your program below. If you do not find your program listed, please reach out to your Program contact for assistance.  
This site: <https://apply.iie.org/portal/partner>.

**FULBRIGHT**

**Fulbright Foreign Student Program**

The Fulbright Foreign Student Program offers opportunities for foreign graduate students, young professionals and artists from abroad to study, conduct research, and/or teach their native language in the United States.

[Access Commission/Post Portal](#)



# Transmit and Resources Tab

Select the Transmit Tab in the top bar

Click on Learn how this page works for more resources such as FAQs and training manuals

The screenshot shows the Fulbright Foreign Student Program website. The top navigation bar includes links for Home, Overview, Awards, Applications, **Transmit** (highlighted with an orange circle), My Panels, Reports, Resources, and Applicant Search. A user greeting "Hi Tester!" is visible on the right. Below the navigation bar, the page title "Transmit Panels" is displayed. The main content area is titled "Transmittal Panel Instructions" and contains the text: "Below is a list of nominated candidates. Follow the instructions to guide each panel through the process, ensuring technical eligibility and completeness before their submission to IIE." A red box highlights a link that says "Learn how this page works →". Below this link is a five-step process flow: Step 1 (Search For Applicants) → Step 2 (Create Panel) → Step 3 (Add Applicants) → Step 4 (View Panel) → Step 5 (Add Comments & Release to ECA). At the bottom of the page, there is a "Panel Filters" section with dropdown menus for "Cycle" (set to 2025-2026), "Award" (set to All), and "Country" (set to Norfolk Island), followed by a blue "Search" button.

# Creating a panel

Step 1: Select Panel Filters  
Cycle, Award or Country to  
search based on specific  
criteria.

Step 2: In the results below the  
filters, click on Create Panel

Panel Filters

Cycle

Award

2025-2026

All

Country

Norfolk Island

Search

Step 1

Candidate Data

Program: Fulbright Foreign Student Program

Country/Program: Norfolk Island

Pending Panel:

Create Panel

Step 2

You have 4 candidates.

Search Candidates...

<input type="checkbox"/>	Transmittal Status	Applicant Name	Sex	Home City, State	Degree Objective	Discipline	Status	Award
<input type="checkbox"/>	Not Added	Test Applicant, Norfolk II	Female	Burnt Pine,	Non-Degree	Marine & Oceanographic Training	Principal	The Award for the Demo of Norfolk Islands
<input type="checkbox"/>	Not Added	Test Applicant, Norfolk I	Male	Kingston,	Master's	Acoustics	Principal	The Award for the Demo of Norfolk Islands
<input type="checkbox"/>	Not Added	Test Applicant, Norfolk III	Other	Kingtosn,	Doctorate	Printmaking	Principal	The Award for the Demo of Norfolk Islands
<input type="checkbox"/>	Not Added	Test Applicant, Norfolk IV	Female	Kingston,	Visiting Student Researcher	Botany	Principal	Norfolk Island Award (Demo - IIE Placed)



# Adding Applicants To The Panel

- Select individual checkboxes or the checkbox in the header section to select all candidates.
- After selecting the candidates you wish to add to your panel, click on 'Add to Panel'.
- You will see a temporary success message flash on the bottom-right of the screen.

### Candidate Data

Program: Fulbright Foreign Student Program

Country/Program: Norfolk Island

Pending Panel:

Add to Panel

View Panel

You have 4 candidates.

Search Candidates...

<input checked="" type="checkbox"/>	Transmittal Status	Applicant Name	Sex	Home City, State	Degree Objective	Discipline	Status	Award
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk II	Female	Burnt Pine,	Non-Degree	Marine & Oceanographic Training	Principal	The Award for the Demo of Norfolk Islands
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk I	Male	Kingston,	Master's	Acoustics	Principal	The Award for the Demo of Norfolk Islands
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk III	Other	Kingtosn,	Doctorate	Printmaking	Principal	The Award for the Demo of Norfolk Islands
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk IV	Female	Kingston,	Visiting Student Researcher	Botany	Principal	Norfolk Island Award (Demo - IIE Placed)

# Viewing the Panel

- Click on View Panel to see your panel of candidates

### Candidate Data

Program: Fulbright Foreign Student Program

Country/Program: Norfolk Island

Pending Panel:

Add to Panel

View Panel

You have 4 candidates.

Search Candidates...

<input checked="" type="checkbox"/>	Transmittal Status	Applicant Name	Sex	Home City, State	Degree Objective	Discipline	Status	Award
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk II	Female	Burnt Pine,	Non-Degree	Marine & Oceanographic Training	Principal	The Award for the Demo of Norfolk Islands
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk I	Male	Kingston,	Master's	Acoustics	Principal	The Award for the Demo of Norfolk Islands
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk III	Other	Kingtosn,	Doctorate	Printmaking	Principal	The Award for the Demo of Norfolk Islands
<input checked="" type="checkbox"/>	Not Added	Test Applicant, Norfolk IV	Female	Kingston,	Visiting Student Researcher	Botany	Principal	Norfolk Island Award (Demo - IIE Placed)



# The Panel Tabs

- Your panel will display with the 3 tabs: Applicants, Candidate Data, Statistics
- The Applicants tab shows all the candidates in your panel
- If you wish to remove a candidate from the panel, click the Delete icon on the right.
- Use the search bar to find a specific candidate.

Fulbright Foreign Student Program - Norfolk Island - 2025-2026

User Sending Panel: abcd@iie.org

Please review applicants, add Candidate Data, and click **Release Panel to ECA** to finalize and send to ECA.





Applicants

Candidate Data

Statistics

You have **4** candidates in the panel below.

Search Candidates...

Applicant Name	Sex	Home City, State	Degree Objective	Discipline	Status	Award	
Test Applicant, Norfolk II	Female	Burnt Pine,	Non-Degree	Marine & Oceanographic Training	Principal	The Award for the Demo of Norfolk Islands	
Test Applicant, Norfolk I	Male	Kingston,	Master's	Acoustics	Principal	The Award for the Demo of Norfolk Islands	
Test Applicant, Norfolk III	Other	Kingston,	Doctorate	Printmaking	Principal	The Award for the Demo of Norfolk Islands	
Test Applicant, Norfolk IV	Female	Kingston,	Visiting Student Researcher	Botany	Principal	Norfolk Island Award (Demo - IIE Placed)	

Delete Panel

Close

Release Panel to ECA

# Previous Fulbright Scholar Justification – Visiting Scholar

- When transmitting a Visiting Scholar panel, you will add in previous Fulbright justifications if relevant within the Applicants tab by clicking on the Applicant Name
- A popup will appear for you to enter the text and click save.

**Fulbright Visiting Scholar Program**

Please review applicants, add Candidate Data, or edit previous justifications.

Applicants **Candidate Data** Statistics

You have **2** candidates in the panel below.

Applicant Name	Sex	Country	Citizen	City	Research	Neuroscience	Status	Special Program / Award Name
<a href="#">Norfolk Island Test 1</a>	Female	Norfolk					Principal	Island Association for American Studies Travel Grant
<a href="#">Norfolk Island Test 2</a>	Female	Norfolk Island		Norfolk Island City	Research	Neuroscience	Principal	Ministry of Science, Innovation & Universities Visiting Scholar Award_1

**Edit Previous Fulbright Justification for Norfolk Island Test 1:**

Previous Fulbright Justification:

Enter your response here...

Close Save changes

Search Candidates...

Delete Panel Close Release Panel to ECA



# Statistics Tab

- Here we show important data specific to the applicants in this panel.

Fulbright Foreign Student Program - Norfolk Island - 2025-2026

User Sending Panel: abcd@iie.org

Please review applicants, add Candidate Data, and click Release Panel to ECA to finalize and send to ECA.

ApplicantsCandidate DataStatistics

Number of Nominated Candidates	4	Number of Applications Received	4
Panel Sex Ratio (M to F to X)	1 - 2 - 1	Number of Master's Level Candidates	1
Applicant Sex Ratio (M to F to X)	1 - 2 - 1	Number of Doctorate's Level Candidates	1
Age Range	23 - 24	Number of Visiting Student Researcher Candidates	1
Average Age	23.75	Number of Non-Degree Candidates	1
		Number of Other Candidates	0

Delete Panel

Close

Release Panel to ECA

# Candidate Data Tab

**Fulbright Foreign Student Program - Norfolk Island - 2025-2026** User Sending Panel: abcd@iie.org

Please review applicants, add Candidate Data, and click **Release Panel to ECA** to finalize and send to ECA.

[Applicants](#) **Candidate Data** [Statistics](#)

**Custom Description**  
(optional)

**Number of Grants Anticipated**  
(optional)

**Number of Interviews Conducted \***

**Comments**

1) How does this panel advance or reflect the Commission or Post's country-specific priorities or goals for the Fulbright Program? \*

2) Please comment on efforts to increase diversity among participants from your country, including your outreach to traditionally underrepresented groups.\*


[Delete Panel](#) [Close](#) [Release Panel to ECA](#)

- On this tab, enter in required information and comments indicated by the asterisks.
- After entering all the required information, click the Release Panel to ECA button on the bottom-right of the panel. You will see a confirmation popup, and click Ok.
- You will see a temporary success message flash on the bottom-right of the screen.



# My Panels

- Select the My Panels Tab of the portal to see panels you have sent in this system or those panels that are in your queue.
- Panels which need immediate attention, such as those that have been recalled by you or returned to you by ECA will be marked by an exclamation icon.

 FULBRIGHT

Foreign Student Program

Home Overview Awards Applications ▾ Transmit **My Panels** Reports Resources Applicant Search

Hi Norfolk ▾

Welcome to your Panel History! The panels submitted for your country(ies) will appear in the table below.

My Panels

Quick Feedback


Refine results for My Panels....

CycleCountryPanel Status

All Cycles ▾All Countries ▾All Statuses ▾

Filter

You have 2 panels below.

Panel Name	Days Pending/Status	Date of Last Status Change	Candidate Status	Date Submitted	
 Norfolk Island - 2025-2026	0 days / Recalled by Post or Commission	May 29 2024	0 Approved 0 Disapproved 3 Pending	May 29 2024	<div>View Panel</div>
Norfolk Island - 2025-2026	0 days / Released to ECA	May 29 2024	0 Approved 0 Disapproved 1 Pending	May 29 2024	<div>View Panel</div>

# Recalling a Panel

- You can recall a panel if ECA has not yet viewed the panel.
- Click View Panel and scroll down to the open panel and click the Recall Panel button.
- You will need to enter in a reason for recalling the panel in the popup.

Norfolk Island - 2025-2026	0 days / Released to ECA	May 29 2024	0 Approved	May 29 2024	<a href="#">View Panel</a>
			0 Disapproved		
			1 Pending		

**Panel Name:** Fulbright Foreign Student Program - Norfolk Island - 2025-2026

**Released By:** norfolkislandtest@iie.org

**This panel has been released to ECA.**

[Recall Panel](#)

[Applicants](#) [Candidate Data](#) [Statistics](#)

You have **1** candidates in the panel.

Applicant Name	Sex	Home City, State	Degree Objective	Discipline	Status	Award
Norfolk IV Test Applicant	Female	Kingston,	Visiting Student Researcher	Botany	Principal	Norfolk Island Award (Demo - IIE Placed)



# Questions

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