



## **A guide to using the Academy of Medical Sciences' online eLect system.**

eLect is an online system that supports the Academy's Fellowship election. This includes provision for proposing new candidates and for viewing and updating the material of existing candidates.

### **Logging in**

eLect can be found by visiting the Academy website, logging in as a [Fellow](#) and clicking on the **Fellows Hub** at the top of the screen. If you have forgot your password then please click on the "**Forgot your Password**" button and follow the onscreen instructions to create your new password.

Your username is your email address.

### **Nominating a candidate\***

Once on the Fellows portal page you will see the eLect tile. [Click here](#) to access the system. To make a new nomination follow the below steps –

- Go to the 'Candidates' tile and then click on 'Nominations'. You will be presented with all your current and previous candidates.
- Click on '**Create new nomination**' (to re-nominate a candidate you have nominated before, click on 'Renominate a previous candidate' and this will show the previous candidates you have nominated and if they are now eligible for renomination).
- There are 3 steps to complete in the first part of the nomination process. The first step is to enter the personal details of your candidate. You will see some of the fields are marked with a red dot. These fields are mandatory and must be filled in. Click 'save and next' when done.
- The next page is where you enter the nomination details for your candidate. Your name will already appear as the Principal Nominator so please select the support nominators from the drop-down list in each field. Then enter the committee you wish the candidate to be considered by and whether they are Clinical or Non-Clinical. If you are nominating an overseas candidate then please check the box (all nominations of overseas candidates should be discussed with the Registrar in advance of nomination). Then click 'save and next'.
- The last step is where you enter your citation. Write your citation in the box keeping to the 300-word limit and then click 'save'.

**TIP:** If you are not ready to write your full citation yet then just enter a few random characters in the box and click 'finish'. You can return at any time to edit the citation.

*Your nomination has now been created!*

The details you have just entered have been saved and you can return at any time to edit or change these. You will now be asked whether you wish to add the candidate's required documents. Click 'yes' to be taken to the document upload page, or if you wish to add these later, then click 'no' to be taken back to your nominations list.

When viewing your candidate's details page, you will see the information you have entered for your candidate given as a summary. You can edit and change this information at any time by clicking 'edit candidature'.

The next steps in completing your nomination are to upload the candidate's **support documents**. These are entered by clicking the 'upload documents' button next to the candidate in the list of your nominations, or the 'edit candidature documents' button when viewing the candidate's details.

- Please read the **guidelines** given about how these documents should be presented paying particular attention to word and page limits. There are instructions for each of the 4 documents to be uploaded – CV, summary of achievements, top 10 contributions list, and full publication list.
- Click on the upload files button to upload a document into that field or drag a document into it.
- **All documents are to be uploaded as PDF only.** Word documents are not accepted in these fields.
- Do the same for each of the 4 support documents that are to be uploaded.
- If your candidate is an overseas candidate, you will need to upload an additional document entitled 'Letter of contribution'. Please read the guidelines for this document and upload as for the other required documents.
- When you have uploaded the required documents click 'submit'.

The final documents to upload are copies of the candidate's top 10 **publications or outputs**.

- To upload publications/outputs go to the 'Upload Publications' button.
- Please read the guidelines given for the publications especially document size.
- Click on the upload files button to upload a document into that field or drag a document into it.
- **All documents are to be uploaded as PDF only.**

- Repeat the above steps until all 10 publications' outputs are uploaded.

When you have finished entering all the data for your candidate and have uploaded all their support documents and publications, you will see the candidate's status has changed to 'pending for approval'. Your candidate will then be sent a **candidate acknowledgment form** electronically which they must complete and sign. Once this has been done the Fellowship Manager will review the nomination and, if all components are complete, then the nomination will be accepted and the status will change to 'Active'.

**NOTE:** Even when the nomination is marked as Active, you can still change or edit the details of the nomination right up until the deadline.

For any queries about eLect or if any problems are encountered when using it then please contact Russell Crandon, Fellowship Manager on 020 3141 3204 or [Russell.crandon@acmedsci.ac.uk](mailto:Russell.crandon@acmedsci.ac.uk)

\*Please note the regulations around nominating candidates which are –

- No Ordinary Fellow may nominate more than four new Candidates in any one year as Principal Nominator. Of these four, no more than two shall be from the nominating Fellows' own institution. An exception will be made to allow further candidates to be nominated from a Fellows' own institution if they are from an under-represented area of the Fellowship. The nominating Fellow must converse with the Office and Registrar in advance of nominating to demonstrate that these candidates fit the criteria.
- No Ordinary Fellow shall have more than five Candidates in the overall candidate pool at any one time.