



# Academic iNDex

University of Notre Dame  
The Graduate School



**Academic iNDex streamlines how graduate students and postdoctoral scholars track their academic and professional development**

## OVERVIEW

- 1** A secure, easily accessible, online repository for Notre Dame graduate students and postdoctoral scholars to store their academic and professional history
- 2** A resource for identifying students and postdoctoral scholars who are eligible for specific grant and fellowship opportunities
- 3** A system to simplify internal funding applications
- 4** An index of students' and postdoctoral scholars' publications, presentations, grants, work history, and other academic achievements
- 5** A tool to quickly create personal CVs, resumes, lists of publications or presentations, and more

## HOW IT WORKS

- 1** Students and postdoctoral scholars manage their own individual accounts
- 2** Enter information once, use it many times – eliminate repeated requests since information is readily available in Academic iNDex
- 3** Programs have the ability to aggregate data for a myriad of reports



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## WHY SHOULD I USE THIS SOFTWARE?

### Directors of Graduate Studies and Program Administrators:

- Get more **accurate, comprehensive data** with fewer gaps
- **Simplify reporting** with one secure central repository
- **Streamlined process for receiving updated information**
- Run and review **reports** based on specific parameters
- **Increased funding opportunities** - students and postdoctoral scholars automatically notified when they're eligible for grants and fellowships
- Precise view of professional development activity

### Graduate Students and Postdoctoral Scholars:

- **Time-saving** – enter your information once, use it many times
- Quickly summarize your accomplishments in various formats - **CV/resume templates**, lists of presentations, publications, or grants
- Never miss a **grant opportunity** – you will be automatically notified when you're eligible for grants and fellowships
- Record your academic and professional development, including grants, biographical sketches, presentations, publications, awards, and much more
- Keep your history **safe from hardware crashes** with a secure, reliable, central repository for all academic information

## BENEFITS TO PROGRAMS

- **Simplify reporting** with one secure central repository for all academic information, including presentations, awards, etc.
- A **streamlined data-collection** process
- Quickly **create reports** on student progress in many areas
- Tools for **mentoring** graduate students

