APPLICANT GUIDE for Heritage Emergency and Response Training (HEART) 2019
Please apply for HEART through the Smithsonian’s Online Academic Appointment (SOLAA) System: https://solaa.si.edu/solaa/#/public

Need help? Contact hentf@si.edu
If you have never applied through SOLAA before, you will first need to Create an Account.

Welcome to SOLAA Public Access Portal

The Smithsonian Online Academic Appointments system can be used to apply for Internships, Fellowships and other Academic Appointments.

The system is provided as a service to the public and intended to be used for viewing, retrieving, and providing solicited information. Copyright notices must be honored. Unauthorized attempts to change information on this server or to upload unsolicited information or programs are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act or the National Information Infrastructure Protection Act. Anyone using this system expressly consents to monitoring and is advised that if monitoring reveals possible evidence of criminal activity, the Smithsonian Institution may provide that evidence to law enforcement officials.

Smithsonian's SOLAA system is best viewed in Internet Explorer 10 or higher, Chrome, Firefox & Safari on Mac. If your browser is older, you may have trouble viewing many of our application features properly. Please disable pop-up blockers to be able to see the alerts generated by the system and enable Javascript & Cookies on your browser.

Please report any security or privacy concerns to the Smithsonian: OICIOHelpDesk@si.edu or privacy@si.edu. For technical assistance please contact the OICIOHelpDesk@si.edu or call: 202-633-4000 ext. 1 (U.S.)

Learn more about Appointments @ www.smithsonian.gov

Learn more about Smithsonian @ www.si.edu
Fill in all fields marked with an asterisk.
After you have created a profile in SOLAA, search for the HEART program by typing HEART into the “Program Name” line. Click Search.

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Your next page should look like this:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Unit Name</th>
<th>Program Type</th>
<th>Status</th>
<th>Details</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Emergency and Response Training (HEART) 2019 Application</td>
<td>Office of International Relations</td>
<td>Fellowship</td>
<td>Active</td>
<td>Details</td>
<td>Apply Now</td>
</tr>
</tbody>
</table>

The “Details” button repeats the Special Instructions text.

To begin your application, click “Apply Now.”

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• Once you click “Apply Now,” an application will be created.
• You can save information in the application and navigate to other sections before submitting.
• If you need to leave the application before completing it, you can save your information and return to it at a later time.
The application is broken into 6 parts:

1) Personal Information
   This section collects general and contact information from applicants.

2) Current Affiliation
   This section collects information about your current title and professional affiliation.

3) Academic History
   This section collects information about past education and training.

4) Materials
   This section is where your additional application documents can be uploaded.

5) Questions
   This section asks for short answers to a few key questions.

6) Submit
   This section will alert you to any information that is missing before you submit your finished application to the course team.

For more information about how to fill out each section, please scroll ahead.

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PERSONAL INFORMATION

Information provided in this section will be used to contact you for all training-related correspondence (such as invitations to webinars, travel requests, etc.). Therefore, please enter direct phone numbers and email addresses (e.g., jsmith@business.org) rather than general ones (e.g., info@business.org).

• All boxes that have a * next to them are required.

• How did you find out about this Program? If you do not find the appropriate choice, please click “Other” and briefly describe in the adjacent box. If via listserv, please indicate which one.

• Year of Program Completion: Please select 2019.

• Please note that the mailing address you used to create a SOLAA account can also be used in this section. However, all of the HEART correspondence will be conducted by email.

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CURRENT AFFILIATION
Information about your current position and organization/agency affiliation.

STEP 1: Please answer the questions on the LEFT side of the page by clicking on the buttons. The buttons should change color and the answers will change from “No” to “Yes.”

STEP 2: Fill in your position and organization’s or agency’s location.

STEP 3: Area of Study or Interest: Please type in a one- or two-word phrase that describes your specialty. Choose one from the following: administration, conservation, preservation, curatorial, registration, facilities, exhibition prep, security, technical services, emergency management, first response, or other.

Other notes:
- If you are a recent student or graduate but would like your current affiliation to be your current employment, please answer “No” to the first question, and fill in your organization’s information on the right.
- You may leave the boxes about your minor and GPA blank.
ACADEMIC HISTORY
Enter information about your highest attained academic level ONLY. You should include other disaster-related training and educational programs in your résumé and/or personal statement. See “Materials” section for more information.

STEP 1: Click “Add New Academic History.”

STEP 2: Enter your School/College/University information.

STEP 3: Click SAVE.
APPLICATION MATERIALS

Upload your required supplemental documents in this section.

1. **STEP 1:** For each required document, select which type it is from the drop-down menu (see the next slide for specifics);
2. **STEP 2:** Select the document from your computer;
3. **STEP 3:** Click Upload.

All of your documents will appear in the list below (red circle). You can upload up to 3 files for each category of Requested Application Materials.
APPLICATION MATERIALS, cont.

Please upload 4 items:

1) A current résumé (two-page maximum).
   [Select CV/ Resume from the Requested Application Materials drop-down menu.]

2) A letter of support from your current employer (or a recent client) that endorses your participation in HEART and commits to advancing institutional preparedness and response efforts (or, for first responders and emergency managers, commits to collaborative efforts with the cultural community) informed by the candidate’s training.
   [Select Applicant Uploaded Reference from the drop-down menu.]

3) A list of past training or education involving emergency planning or response, not necessarily involving cultural heritage. (Please note: limited previous training or no training does not disqualify you from the application process. If you have no previous training, please upload a document stating this.)
   [Select Other from the drop-down menu.]

Continue to next slide
APPLICATION MATERIALS, cont.

4) Answers to the following questions (500 words max for each response). You can respond to all three questions in a single document. Or you can respond to each in separate documents.

[Either way, select Essay from the Requested Application Materials drop-down menu.]

a) Are you actively involved with other professional or heritage-related groups outside your organization/agency? If so, please describe your activities/contributions.

b) How will your participation in HEART benefit your institution or agency?

c) How do you intend to apply the knowledge gained from HEART to advance your career?
QUESTIONS
Please answer the questions in this section.

For Question 1 (How long have you been in your current position?), please answer with one of the following options:
• Less than 1 year
• 1 – 3 years
• 3 – 5 years
• More than 5 years

For Questions 2 – 5, please select one of the options.
This page contains general Smithsonian policy agreements. You will need to click all of the check boxes before submitting.

*Media Release*: We will be taking photos and recording portions of the HEART course. Please let us know if this presents a problem with your participation in the HEART program.

*SI EEO Rights and Responsibilities*: This is a required policy in SOLAA.

*Smithsonian Fellow Intellectual Property Agreement*: HEART is not a research program and HEART participants will not be expected to conduct research as part of the program, but we are required to include this agreement in SOLAA.

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SUBMIT

After you click “Submit,” the system will tell you if your application is missing required information. In the red section that appears, it will note which section(s) you need to navigate to for missing information. You cannot submit your application until you have corrected each section.
After you have submitted your application in SOLAA, it will be listed as “Submitted” under “Application Status.” Congratulations!

You will not be able to edit your application after you click Submit. If you need to make changes, you will need to withdraw your application and submit a new application before the application deadline of October 8 at midnight.