# Pre-Application Quick Start Guide

This **Quick Start Guide** acts as a reminder for individuals completing the pre-application form and is not meant to be comprehensive. A more detailed guide for completing the pre-application is available either via tutorial or on the CPARS Training website.

## Prior to starting the pre-application, check that you have the following:

- ☐ An ACS ID.
- ☐ Access to CPARS.
- ☐ The number of Chemistry/Biochemistry degrees conferred by the department/program for the past six years.
- ☐ The name and classification of each faculty member in the chemistry department/program.
- ☐ A list of the types of instrumentation available in the department/program.

- ☐ A list of chemistry-related journals available to the department/program.
- ☐ A list of the courses taught by each faculty member in the previous (October) or current (May) academic year.
- ☐ The contact hours for each faculty member in the previous (October) or current (May) academic year

| Links to tutorials | Reminder |
|---|---|
| Accessing CPARS | ● Login with your ACS ID and request access to CPARS. |
| Introduction to the Pre-application | ● Access the pre-application form by clicking on "Start a New Report" <br> ● Check that the Department/Program Chairperson information is correct. |
| | ● Please note whether your institution is on a semester or quarter system. <br> ● Degrees conferred refers to the type of degrees (bachelors, masters, doctorate) conferred by the chemistry department/program. <br> ● When entering the number of majors, please include chemistry majors and, if biochemistry is housed in the chemistry department/program, then also include biochemistry majors |
| Faculty Information | ● Provide numbers for current faculty members. <br> ● Check that faculty are correctly classified. |
| Instruments and Journals | ● The department/program must have access to an NMR that is used for undergraduate teaching and meets research needs. <br> ● The department/program must also have access to 4 of the 5 other categories of instrumentation. |
| Course Details | ● Provide all courses taught in the last academic year by faculty in your department/program. <br> ● Check that courses are classified as General, Foundation, In-depth, or Other. |
| Contact Hours & Summary and Disclaimer | ● Contact hours should be entered for every faculty member with a teaching assignment. <br> ● October submissions: Previous academic year <br> ● May submissions: Current academic year |
| | ● Save the summary as a PDF. <br> ● Check the disclaimer and click submit. <br> ● If there are errors in the form, the form will navigate to the initial error, and you will need to click submit again to view other errors. |