



Pre-Application Quick Start Guide

This **Quick Start Guide** acts 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:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> An ACS ID. | <input type="checkbox"/> A list of chemistry-related journals available to the department/program. |
| <input type="checkbox"/> Access to CPARS. | <input type="checkbox"/> A list of the courses taught by each faculty member in the previous (October) or current (May) academic year. |
| <input type="checkbox"/> The number of Chemistry/Biochemistry degrees conferred by the department/program for the past six years. | <input type="checkbox"/> The contact hours for each faculty member in the previous (October) or current (May) academic year |
| <input type="checkbox"/> The name and classification of each faculty member in the chemistry department/program. | |
| <input type="checkbox"/> A list of the types of instrumentation available in the department/program. | |

Links to tutorials	Reminder
Accessing CPARS	<ul style="list-style-type: none"> • Login with your ACS ID and request access to CPARS.
Introduction to the Pre-application	<ul style="list-style-type: none"> • Access the pre-application form by clicking on “Start a New Report” • Check that the Department/Program Chairperson information is correct. • Please note whether your institution is on a semester or quarter system. • Degrees conferred refers to the type of degrees (bachelors, masters, doctorate) conferred by the chemistry department/program. • 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	<ul style="list-style-type: none"> • Provide numbers for current faculty members. • Check that faculty are correctly classified.
Instruments and Journals	<ul style="list-style-type: none"> • The department/program must have access to an NMR that is used for undergraduate teaching and meets research needs. • The department/program must also have access to 4 of the 5 other categories of instrumentation.
Course Details	<ul style="list-style-type: none"> • Provide all courses taught in the last academic year by faculty in your department/program. • Check that courses are classified as General, Foundation, In-depth, or Other.
Contact Hours & Summary and Disclaimer	<ul style="list-style-type: none"> • Contact hours should be entered for every faculty member with a teaching assignment. • October submissions: Previous academic year • May submissions: Current academic year • Save the summary as a PDF. • Check the disclaimer and click submit. • 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.