Zintellect Guide for Mentors

Version 2.0
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Introduction

Welcome to Zintellect. This website (https://www.zintellect.com) provides a listing of academic fellowships and scholarships, research experiences, and internships funded by government and private sector organizations. Zintellect is an online application and review system powered by ORAU. Through this site you will be able to access information and the corresponding applications for the majority of science education programs for your organization offered through ORAU.

Zintellect is a profile-based system. Applicants complete a general profile with common questions among all opportunities. Applicants are then able to apply for any opportunity for which they qualify by answering only a few questions specific to that opportunity. Applicants are able to customize their references, résumés, and responses based on each opportunity to which they apply.

As a mentor, you can search and view details for restricted (position-based) opportunities to which you have been assigned and for any unrestricted (pool-based) opportunities within your organization. You can also review applications that have been submitted to those opportunities and flag candidates for further review.

Please note: for ORNL users, the Zintellect system replaces the Talent and Opportunity System (TOppS).
Zintellect Opportunity Request Form Process

Zintellect contains two broad categories for workforce development appointments: pool-based and position-based.

The pool-based opportunities collect an application pool according to generic requirements usually associated with a broad set of eligibility criteria. For example, there are no specific requirements with regard to background, discipline, or experience. Within Zintellect, these opportunities are referred to as unrestricted opportunities because any mentor interested in hosting a participant can have access to view the pool of applicants.

The position-based or restricted opportunities seek applicants that meet specific degree, discipline, or other criteria. Within Zintellect, such opportunities are referred to as restricted, because the applications are available for viewing by only the organizational staff associated with the opportunity. While most opportunities are developed for position-based programs, Zintellect also makes it possible to list a position-based opportunity within a pool-based program. In this way, you may be able to generate a group of applicants that meets the specific eligibility criteria you need, instead of having to search an applicant pool that encompasses many disciplines you don’t want.

Unrestricted and Restricted opportunities are listed in Zintellect for potential applicants to review. All unrestricted opportunities are automatically posted in Zintellect by Zintellect administrators. Restricted opportunities require action by the hosting/sponsoring organization. The first step in listing a restricted opportunity is to prepare a Zintellect Opportunity Request Form. The Zintellect Opportunity Request Form identifies the kinds of skills and expertise desired, describes the project to which the opportunity relates, and establishes other information that administrators will need to know in order to list the opportunity in Zintellect. The Zintellect Opportunity Request Form may be found in Appendix A: Zintellect Opportunity Request Form. Mentors should contact their coordinator for internal guidelines on submitting Zintellect Opportunity Request Forms, as each organization will have its own project approval protocol.

Organizations and ORAU staff collaborate to recruit candidates, to promote workforce development programs in appropriate venues, and to direct applicants to Zintellect. Once applicants enter their information into Zintellect and have received the minimum number of references required for viewing, then mentors, coordinators, and selection committees can review the application data within Zintellect. After the applications have been reviewed, the mentor may contact the organization’s coordinator to submit selection paperwork.
Mentor-Level Access to Zintellect

Mentor-level system access requires approval from a Zintellect administrator. There are two ways to gain mentor-level access to Zintellect: through an invitation to view a specific Restricted Opportunity or through a request to view Unrestricted Opportunities.

Restricted Opportunities

If you are listed on a Zintellect Opportunity Request Form as a mentor, coordinator, or selection committee member, you will receive an automated email with instructions on how to register in Zintellect. (Figure 1) If you have not received an email inviting you to register and you have submitted an active Zintellect Opportunity Request Form for a restricted opportunity, please email a Zintellect administrator at zintellect@orau.org. For information on how to submit a Zintellect Opportunity Request Form for a restricted opportunity, see Appendix A: Zintellect Opportunity Request Form.

Figure 1. Email message with instructions for accessing the system to view applicants to a restricted opportunity
Unrestricted Opportunities

If you do not already have an account associated with a Restricted Opportunity and need access to Zintellect to view applications associated with Unrestricted Opportunities, you can request access from the Zintellect home page by clicking on the Mentors button on the menu on the left side of the page. This will take you to the Mentor Welcome screen, where you can request access to Zintellect by selecting the Request Access button (Figure 2). Alternatively, you can reach the same Request Access page by clicking on the Login button at the very top right of the home page and then clicking on the I’m a New Mentor button to the right of the User Name and Password boxes.

Figure 2. Mentor Welcome screen
When you select the Request Access button, you will be taken to the Mentor Registration screen. (Figure 3) Fill out the registration form with your contact information and select your organization and all applicable programs for which you need access. Then click on the Register button at the bottom of the screen. If you have any question about which organizational programs to select, please contact a Zintellect administrator at zintellect@orau.org by clicking on the Help? link.

Figure 3. Mentor Registration screen
Once you have completed the Mentor Registration page and clicked the Register button, you will see a screen labeled Mentor Registration Email Verification. This screen explains that you will receive an email soon containing a passcode required to go to the next step in the registration process (Figure 4). Leave the Mentor Registration Email Verification screen open, while you wait for the email. Once you receive the email, enter your email address and the passcode you were supplied and click the Verify email from passcode button.

Figure 4. Mentor Registration Email Verification screen
If your email is successfully verified, you will see a screen labeled *Pending Administrator Approval*. This screen informs you that your email address has been verified, but that you must still await administrator approval before your account is active and you can log into Zintellect. (Figure 5) If your email is not verified, you will receive an error message.

**Figure 5. Pending Administrator Approval screen**
Your registration request is then routed to the appropriate Zintellect administrator for approval based on your organization and program selections. You will then receive an email letting you know that you have been granted access to the system. (Figure 6) Due to sensitive nature of the data contained in Zintellect, mentor account requests must be reviewed and, therefore, approvals are not instantaneous.

Figure 6. Email confirming account approval
Once you have an approved account with an active User Name and Password, you may log into Zintellect directly by entering your information in the Applicant and Mentor Login screen (https://www.zintellect.com/Account/LogOn) and clicking on the Login button. You may want to bookmark this screen for future ease of access. (Figure 7) You can also log into Zintellect from the home page at https://www.zintellect.com by clicking on the Login button at the very top right of the page to access the Login screen.

![Applicant & Mentor Login screen](image)

Figure 7. Applicant & Mentor Login screen

If you already have a User Name and Password from the ORNL Talent and Opportunity System (TOppS), it will remain the same in the Zintellect system. If you have trouble logging into Zintellect, contact the Zintellect administrator at zintellect@orau.org to assist you.

Note: Your User Name is your email address. Your password is case-sensitive. Mentor emails must be unique and cannot be used in the system as an applicant and mentor simultaneously.
Additional Features of the Applicant & Mentor Login Screen

Additional features found on the Applicant and Mentor Login screen (Figure 7) include two helpful links next to the blue Login button at the bottom of the screen:

Help Link  While you are on the Applicant and Mentor Login page, there are two places that will open an email box to allow you to communicate with the Zintellect administrator at zintellect@orau.org: one is on the side menu, and the other is next to the blue Login button at the bottom of the screen. Please contact us if you have trouble registering or logging into the system.

Forgot Password? Link  You may reset passwords by selecting the Forgot Password? link on the Applicant & Mentor Login screen. The link is located at the bottom of the screen to the right of the blue Login button and the Help link. Enter your User Name in the Need new password screen. (Figure 8) Your User Name is the email that you originally used to register with the Zintellect system. If you do not recall your User Name, contact the Zintellect administrator at zintellect@orau.org.

![Figure 8. Need new password? screen](image)
Once you choose to reset your password, you will receive an email message. (Figure 9)

Figure 9. Email message for resetting your password
Using the link and passcode provided in the email, you will be able to select a new password. (Figure 10)

Figure 10. New Password Passcode Entry screen
If you successfully change your password, then you will see the following screen. (Figure 11) Additionally, you will receive a follow-up email confirming that your password has been changed. If you receive such an email and did not request a password change, please contact the Zintellect administrator immediately at zintellect@orau.org.

Figure 11. Confirmation that password was successfully changed.
Navigation within Zintellect

Navigation within Zintellect begins with the mentor *My Home* screen (Figure 12), which is the first screen you see upon successful login to the system. To log out of Zintellect, click on the *Logout* button in the upper right corner of the screen. The five links on the left of the screen allow for movement in the system.

**My Home Button** – This returns you to your home screen from anywhere in Zintellect.

**Applicant Search Button** – This takes you to the *Applicant Search* screen where you can search for specific applicants using a variety of criteria.

**Opportunity Catalog Button** – This allows you to view the entire catalog of all opportunities available in Zintellect.

**About Zintellect Button** – This gives you general information about Zintellect.

**Help Button** – This links to Zintellect help documents.

![Figure 12. Mentor My Home screen](image-url)
Mentor My Home Screen

The mentor My Home screen allows you to easily access applications of individuals you may be interested in hosting. All programs and positions will be listed in the system as opportunities. An opportunity can be specific, based on a Zintellect Opportunity Request Form submitted (Restricted), or can be general, such as an opportunity that is open to pools of undergraduates regardless of major (Unrestricted). The following tabs contain information for mentors:

**My Restricted Opportunities Tab** – This tab lists any opportunities to which you are specifically assigned. An opportunity only appears in this list if your name was listed on a submitted Zintellect Opportunity Request Form. If you need access to a Restricted Opportunity that you cannot see, please contact the administrator at zintellect@orau.org. To view a specific opportunity, click on the Opportunity Title. This will take you to the Opportunity Details and Applications screen. Scroll to the bottom of the page to view all of the applicants who have applied to this opportunity.

**My Closed Opportunities Tab** – This tab contains the closed opportunities to which you have been specifically assigned as a mentor or member of a selection committee.

**Favorite Applications Tab** – This tab contains the applications you have marked as favorites during your application review process. This allows you to easily bookmark and find applications of interest to you within Zintellect.

**Unrestricted Opportunities Tab** – In this tab you will see all opportunities which are considered “pool-based.” This means you are not directly tied to an opportunity, but have access to select a participant from the general applicant pool. You only have access to “pool-based” opportunities in your organization. As with the Restricted Opportunities tab, you may view a specific opportunity by clicking on the Opportunity Title to take you to the Opportunity Details and Applications screen. Then scroll to the bottom of the page to view all of the applicants who have applied to this opportunity.
**Applicant Search**

Located in the navigation bar on the left of the screen, the Applicant Search button will take you to the Applicant Search screen (Figure 13) and will allow you to search for an applicant across all the opportunities to which you have access. You can search by keyword, applicant name, university, or discipline.

![Applicant Search](image)

**Figure 13. Applicant Search screen**

The search will provide a results table with the following fields: Applicant Name/Preferred Name, Most Recent University/Academic Level, Most Recent Discipline, and Applications. (Figure 14)
Note: The search will review all education records to find appropriate matches. For example, if you search for “chemistry” in the discipline list, then all chemists will be returned, not just those whose most recent degree is “chemistry.” Therefore, you may see an entry in the results table that does not show “chemistry” in the grid, but if you dig deeper and review the applicant’s entire educational history, you will find a previously earned degree with “chemistry.”
Since an applicant can apply to more than one opportunity or can apply multiple times to a program over time, the Applications column on the far right side of the table lists the number of applications the applicant has submitted. To find the application you want to view, click on that number. This will take you to the Applications screen (Figure 15) with a list of all applications that the applicant has submitted.

Figure 15. Applications screen
Then, select the application you are interested in viewing in greater detail by clicking on the application number in the ID column. You will then be able to review the specified application. (Figure 16)

Figure 16. Application screen

See the section on Application Review for details on navigating through the features of a specific application.

To navigate back to the Applicant Search screen or the Applications screen from within an application, click on the corresponding link in blue at the top of the page.
Opportunity Details and Applications Screen

To view the details of an opportunity and access the applicant pool for that opportunity, click on the Opportunity Title in My Restricted Opportunities tab or Unrestricted Opportunities tab on the mentor My Home screen. (Figure 17)

At the bottom of the screen will be the applicant pool for the opportunity. Applications are only available for review after the minimum number of references required for mentor viewing have been received. To restrict the listing in this table use the Applicant Search feature in the middle of the screen.

Figure 17. Opportunity Details and Applications screen

Show Opportunity Details

The Show Opportunity Details button at the top of the page allows you to view the details of the opportunity that you selected. This button allows you to hide those details when you click on the button again.

Invite Applicant

If you know someone for whom this opportunity would be a good match, you can invite this person to apply by entering the appropriate email address in the Applicant Email box and clicking on the Invite Applicant button. An email will automatically be sent with the posting details and a link to access the application for that opportunity.
**Applicant Search**

Within the *Opportunity Details and Applications* screen, *Applicant Search* will enable you to look across the applicant pool within this specific opportunity for a particular applicant by keyword, name, university, or major. Enter the criteria and select the *Search* button. The results will appear in the *Applicants* table at the bottom of the screen.

**Applicants Table**

Within the *Opportunity Details and Applications* screen, the *Applicants* table will provide a list of all of the applicants for the selected opportunity. At a glance, you can view applicants across a number of columns including: *Applicant Name, University - Discipline, Veteran?, Recommended?, and Favorites?*. You may mark the applicant as recommended or as a favorite within this table.

You can also export the *Applicant* table to Microsoft Excel by selecting the *Excel* link just above or below the right corners of the table. You can view and save this table as an Excel file on your local personal computer. The information contained in the export does not contain ProtectedPersonally Identifiable Information (PII). Please remember that the Excel download is only a snapshot of applications received at the time of the download.

To review an applicant in the results table, click on the applicant name in the first column. This will take you to the applicant’s application.
Application Review

Applications can be accessed from the mentor’s My Home screen by either using the Applicant Search feature (see the section above titled Applicant Search for details) or by selecting an opportunity from the My Restricted Opportunities tab or the Unrestricted Opportunities tab.

For the second option, again starting from the mentor My Home screen, click on the Opportunity Title in your list of My Restricted Opportunities or Unrestricted Opportunities for which you would like to review applications. The list of applicants specific to the opportunity you have selected will be visible at the bottom of the Opportunities Details and Applications screen.

In order to open an application for review, click on the applicant’s name. In addition to viewing the application online, you can download, save and print the application and supporting documentation by clicking on the Application button in the top right corner of the screen. This will open a PDF that may be saved or printed from your Adobe Reader (or similar) software. Click on the File Save or Print icons as appropriate for your software and browser. This will print the full application and all attachments including references, transcript, and résumé. If you only want to view, print or save the résumé, then use the Résumé/CV button with the same process.

ORAU receives applications in confidence and protects the confidentiality of their contents. For this reason, we ask you not copy, print, save in your personal computer, quote from, or otherwise use or disclose to anyone not involved in the selection process any material from any application.

You can add the application to your mentor My Home screen Favorite Applications tab by clicking the Add to Favorites button in the top right corner. You may navigate back to the Opportunity Details and Applications screen by clicking on the blue Opportunity Details and Applications link at the top of the page.
**Application Info Tab** – This tab lists the *Opportunity Details* and the *Status* of the application. Selectors may view applications in the *Submitted* and *Withdrawn* status, as well as *Applicant Alternate Selected* status. In the screen below the status indicates a *Submitted* status. (Figure 18)

![Application Info tab](image-url)
**Application Questions Tab** – This tab lists the answers to application-specific questions. (Figure 19) You may view the applicant’s transcript by clicking on the file name in blue next to the words *Upload Transcript* at the bottom of the page. This will open a PDF, which you may save to your desktop or print. This will open a PDF that may be saved or printed from your Adobe Reader (or similar) software. Click on the *File Save* or *Print* icons as appropriate for your software.

![Figure 19. Application Questions tab](image-url)
**Profile Tab** – This tab provides basic applicant data that is common to all opportunities in the Zintellect system (name, contact information, education, employment, etc.). (Figure 20)

![Profile tab](image)

**Figure 20. Profile tab**

You will also find the references at the bottom of the page. You may access a reference by clicking on the blue date *Received* link in the far right of the *References* table. The link will open the reference in a new browser tab. (Figure 21)

![Reference page](image)
Figure 21. Reference

A referee may complete the Reference Form displayed at the bottom of the applicant’s reference screen and/or may upload a reference letter in the form of a PDF document during the referral process. The Reference Form automatically displays on the applicant’s reference screen for you. However, if you want to view the referee’s uploaded reference letter, then click on the blue file name link to the right of the title Reference Upload in the top third of the screen, just below the Received date. This will open a PDF that may be saved or printed from your Adobe Reader (or similar) software. Click on the File Save or Print icons as appropriate for your software.

If you would like to print the applicant’s entire reference (the Reference Form and any uploaded letters of reference) for this referee, then click on the Print Reference link at the top right of the applicant’s reference screen. This will open a PDF document in another browser tab for you to view, print or save just as you did with the application.

You may do this for each reference received for the selected applicant. Or you may view all received references for a selected applicant by viewing the complete application and supporting materials. See the section on Application Review.
Opportunity Status and Accessibility

Each opportunity in Zintellect can have three status levels—open, inactive, or closed—and opportunities may be restricted or unrestricted.

**Open** – Open-status opportunities are viewable in both the Opportunity Catalog and on the mentor My Home screen in the My Restricted Opportunities and Unrestricted Opportunities sections.

**Inactive** – Inactive-status opportunities are viewable only on the mentor My Home screen and are not available in the Opportunity Catalog. This status is usually in effect when an opportunity is closed to new applicants, but the selection committee is still reviewing applications.

**Closed** – Closed-status opportunities are not viewable in the catalog by applicants. This status indicates that the position has been filled and no other selections are expected, or that funding is no longer available for the position. Closed opportunities should not be reopened; if a selection is needed after the opportunity is closed, a new opportunity will be listed using the same information. Additionally, an opportunity that inaccurately lists eligibility requirements and needs to be corrected in Zintellect, must be closed and reopened as a new opportunity.

**Restricted Opportunities** – These are opportunities to which you are specifically assigned. A restricted opportunity will be viewable only if your name was on the submitted Zintellect Opportunity Request Form. Mentors and/or coordinators must notify ORAU when there is a need to change the status of restricted opportunities. If you need access to a restricted opportunity that you cannot see on your My Home screen, please contact our staff at Zintellect@orau.org and access will be arranged.

**Unrestricted Opportunities** – These are opportunities that are general across the organization and have applicant pools. These opportunities are open for a set period of time as outlined in the opportunity. Some opportunities may be available indefinitely.
Appendix A: Zintellect Opportunity Request Form

The Zintellect Opportunity Request Form is a communication tool between the hosting/sponsoring facility’s mentor and/or coordinator and the Zintellect administrative team. This form must be completed and submitted to a Zintellect staff member before a restricted opportunity can be listed in the Zintellect system.

You should consult your organization’s coordinator for the internal approval protocol. All internal approvals should be acquired before the mentor and/or coordinator submits the Zintellect Opportunity Request Form to ORAU. Contact your organization’s coordinator for a copy of the Zintellect Opportunity Request Form. You may also download a copy of the form at http://orise.orau.gov/sepreview/OpportunityRequestForm.pdf.

If you have questions while completing the form, please contact the ORAU Project Manager for your organization and program. If you do not know who your organization’s Project Manager is, then you may email the Zintellect Administrator at zintellect@orau.org to assist you in identifying your point of contact.

Please note that this form is standard across all opportunities and therefore, some items on the form may have restrictions based on your program’s Statement of Work. ORAU Project Managers will work collaboratively with you to meet your program’s recruiting goals.
Appendix B: Glossary

Administrator – ORAU staff member(s) assigned to monitor the Zintellect system and provide help to applicants, mentors, and other system users.

Applicant – Individual applying for an opportunity.

Application – The specific information entered by the applicant for a particular opportunity, in addition to his/her profile, references, transcript, and résumé.

Application Questions – The part of an applicant’s submission for an opportunity that responds to specific programmatic or opportunity requirements; this could be GPA for an undergraduate or specific research experience for a postdoc; separate from the applicant’s profile which constitutes that person’s generic information that is unrelated to the specific opportunity.

Appointment – Term that describes the relationship between the participant and the host/sponsor facility. An appointment is made for a defined period of time for the purpose of education or training. The following are appropriate uses of this term and related forms of the word: The participant holds an appointment to train at the facility. The participant is appointed to the facility.

Catalog Filters – The Opportunity Catalog can be filtered on: program, academic level, discipline, and keyword.

Closed Opportunity – An opportunity that has been filled or canceled; closed opportunities cannot be reopened, but rather relisted as new opportunities.

Coordinator – A staff member at sponsoring facility that is in charge of interfacing with ORAU staff regarding workforce development programs and the corresponding opportunities that are available for applicants.

Eligibility Criteria – The following elements can automatically limit who applies to an opportunity: citizenship, degree currently pursuing, maximum time since degree award, GPA, and Veteran status, when applicable.

Hosting/Sponsoring Facility – An organization, laboratory, agency or facility that provides an opportunity for a participant to gain an educational experience outside of the regular classroom.

Inactive Opportunity – An opportunity that is not viewable in the Opportunity Catalog for applicants to see, but that is still available on the mentor My Home screen because applicants to that opportunity are still under review.

Logout – Ends your current session and logs you out of Zintellect.

Mentor – A staff member of a sponsoring facility who is directly responsible for the training and development of the participant for the duration of the appointment. This includes providing appropriate resources, equipment, and support so the participant can successfully complete the assigned project. While many staff members of a sponsoring facility may mentor a participant over the course of an appointment, each participant must have at least one mentor of record.
**Mentor-Level Access** – Allows access to mentor-level functions such as reviewing applications, selecting favorite applications, and marking applications as recommended.

**My Home** – Returns you to your My Home screen from anywhere in Zintellect.

**Non-System Opportunity** – Allows opportunities to be included in Zintellect for informational purposes without the system collecting applications; instead this opportunity points to an external source.

**Open Opportunity** – An opportunity that is listed in the *Opportunity Catalog* and to which applicants may apply; these are listed on the mentor My Home page as restricted or unrestricted.

**Opportunity** – A listing designed to attract applicants to a specific workforce development program; may be pool-based (unrestricted) or position-based (restricted) depending on the stated specificity; a specific listing to which an applicant applies.

**Opportunity Catalog** – The entire listing of all opportunities entered into Zintellect that are open to applications.

**Opportunities By Invitation Only** – An opportunity set up specifically for one applicant to apply.

**Pool-Based Opportunity** – An opportunity designed to collect an application pool according to generic requirements usually associated with a broad set of eligibility criteria. For example, there are no specific requirements with regard to background, discipline, or experience.

**Position-Based Opportunity** – An opportunity designed to identify applicants that meet specific degree, discipline, or other criteria.

**Profile** – The part of an applicant’s submission to an opportunity that is generic across all opportunities; contains the applicant’s name, contact information, education, employment history, etc.

**Program** – A funded mechanism with a name, eligibility criteria, and goals and objectives, designed to develop the science and technology workforce of the future; contains opportunities to which applicants can apply; terminology that is meaningful mostly to administrators and sponsoring facilities.

**Reference Code** – A short identifier for opportunities to make reference easier (e.g., ORNL13-01-CSD: client, fiscal year, number in opportunity sequence, and ORNL division); assigned by ORAU staff.

**Restricted Opportunity** – An opportunity that can be viewed by only those potential hosts and selection committee members that are named on a Zintellect Opportunity Request Form for that opportunity.

**Search Filters** – The *Opportunity Catalog* can be filtered on: program, academic level, discipline, and keyword.

**Unrestricted Opportunity** – An opportunity that can be viewed by any mentor who is interested in accessing a non-specific applicant pool.

**Zintellect Opportunity Request Form** – A form completed by the mentor or other hosting/sponsoring staff member for a sponsoring facility that communicates information to ORAU about a restricted opportunity that should be listed in Zintellect.