

AwardSpring Administrative Training

University of South Florida - Office of Financial Aid (OFA)

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Topics

AwardSpring Administrative Timeline Overview & Access

Student Data Integration from Banner to AwardSpring

New Banner Functionality and Reporting Tools

AwardSpring Access and Navigation

Reviewing scholarship set up

AwardSpring Application Review

Questions?





AwardSpring Timeline Overview



Colleges/departments begin to update scholarships in AwardSpring



New questions and qualifications requests due by <u>November 17 –</u> <u>Send to OFA</u>



Last Day to type scholarship updates into AwardSpring November 17



Scholarship Team will review AwardSpring between November 20 – December 7



All access to AwardSpring **restricted** on **December 7**



AwardSpring *scheduled* to open for students on <u>December 11</u>

<u>USF will announce admissions</u> <u>decisions for FTICs on</u> <u>December 8</u>



2024-2025 Scholarship Deadlines

| Student Type | Application Deadline | Office of Financial Aid Payment Request Deadline |
|---------------------------------------|----------------------|--|
| New Freshman | February 14 | March 1 |
| New Transfer and Graduate Students | March 17 | March 29 |
| Continuing Students & Renewals | May 17 | June 7 |

In February 2024, we will host the AwardSpring Scholarship Application Review Training.



AwardSpring Access and Navigation





Log into AwardSpring

- 1. Go to the OFA Scholarship Administration webpage
- 2. Click on the AwardSpring Administrative Login: https://usf.awardspring.com/SignIn
- 3. Log into AwardSpring using your AwardSpring user ID (your email address) and password*.

* AwardSpring access requires an accountable officer for scholarship(s) you will manage to request your access by sending an email to Anita Brown (anitabrown@usf.edu).

AwardSpring Main Menu

| | | | | • |
|-------------------------|---|----------------------|------------|------------|
| controls | Scholarships | | | |
| Users | Q Search scholarship by name or department | | • | Create New |
| 🖈 Review | SCHOLARSHIP NAME | APPLICATION END DATE | DEPARTMENT | APPLICANTS |
| Reports | | | | |

- Select "Scholarships" on the menu.
- Your access should be restricted to only scholarships that belong to your unit.
- Please review your scholarships closely to ensure all your scholarships are listed.
- Contact a member of the <u>Scholarship Team if you have any issues</u>.

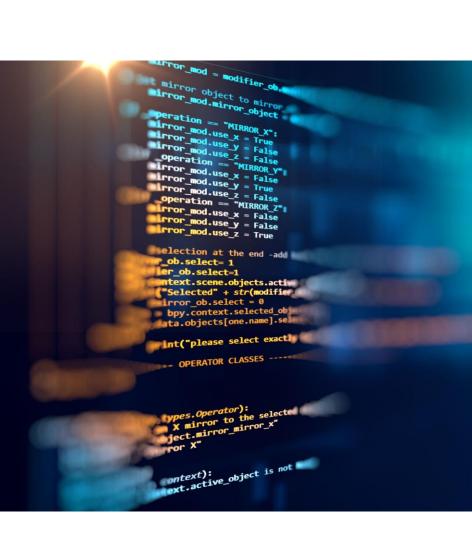
Student Data Integration from Banner to AwardSpring

Updated Reporting Tool

New Banner Functionality

Steve Runion, Associate Director of Scholarships and Operations

srunion@usf.edu



Banner Integration and AwardSpring

Student Banner data will be integrated into AwardSpring nightly after 1am.



Students <u>will not be</u> asked questions on the general application if the answer comes from Banner.



Automatic matching and un-matching will occur through *each* scholarship application deadline.



Some fields allow filtering and/or prioritization in AwardSpring.



Assists with ensuring applicant pool meets gift agreement criteria

Banner Data and AwardSpring Qualification Examples

- Current GPA GPA is based on student type (New student /FTIC - High School, Continuing student – USF only, Transfer student – Transfer GPA).
- Select the option that most closely describes your current student type.
 - New Student
 - Continuing Student
 - o Undergraduate Transfer
 - o Graduate/Professional
- What is your class standing? Freshman, soph, etc.?
 - If you need juniors, you <u>must</u> include sophomores who are rising juniors.
- What is your primary degree? Degree/Major/Concentration as listed in SGASTDN – <u>OneUSF updates</u>

| | AwardSpring | Common Qualification | S |
|---|--|---------------------------------------|---|
| Search Question in AwardSpring | Criteria = Qualification | Available Answers | Comments |
| | | | New student/FTIC - HS GP/ |
| Current GPA | GPA | Range available | Continuing students – USF GPA |
| Current GPA | GFA | Range available | Transfer students – GPA available in Banner |
| | | | Graduate Students –GPA available in Banner |
| Please select the option that most closely describes your current student type. | Student type – New Student, Continuing student, transfer, etc. | New student, transfer, graduate, etc. | Use if you have a scholarshi that is for a specific studen type. |
| | | New Student | Use if you have a scholarshi |
| | | Freshman | specific for a certain grade |
| | Class standing - | Sophomore | level – Example – continuin |
| What is your class standing? | Freshman, sophomore, | Junior | students - junior or seniors |
| standing | junior, 1 st year GR. | Senior | only (be mindful soph can |
| | | Grad Year 1 | apply if they will be juniors in |
| | | Grad Year 2 | coming year.) |
| How many credit hours have you earned at USF? | Earned credit hour requirement | Range | Use if students must have earned a min number of crea hours at USF. |
| Did you graduate from a Florida public high school? | FL High School Requirement | Y/N | N/A |

Banner Data and AwardSpring Qualification Examples

| A | wardSpring | and Banner Data Descr | ptions |
|--|--------------------|--|--|
| AwardSpring Application Question/Qualification | AwardSpring Filter | Values | Notes |
| What will your age be on January 31st, | AGE | Numeric | As of January 1st |
| Date of Birth | DOB | YYYY-MM-DD | New students contact Admissions; Continuing students contact Registrar; |
| Are you a Florida Resident? | FL_RESD | Y or N | Based on current effective Registration Term |
| Residency Status | RESD_DESC | Florida Resident Florida Resident - Spect Cat Florida Resident (Pending) Non - Florida Resident (USA) Non-Resident Alien (Non USA) | Based on current effective Registration Term Florida Resident - Spec Category is a Temporary Florida Resident of Tuition Purposes BLANK needs to updated by Registrar |
| Are you a single parent? | SNGL_PAR | Y or BLANK = Don't know | |
| Country | COUNTRY_DESC | BLANK = Don't Know | At the time of admission |
| Current GPA | GPA | -1 = Don't know | Based on current effective Registration Term |
| Email | EMAIL | Assigned upon activation | Student is required to activate USF email address or cannot logir to AwardSpring |
| First Name | FIRSTNAME | | From Banner |
| Have you earned the Global Citizen Award or are you pursuing the Global Citizen Award? Please select one: | GCP | I am pursuing the Global Citizen Award I have earned the Global Citizen Award | Updated by GCP per student per term via University Registrar (SGASADD); Effective term Spring to support Summer Awarding |

You can find the full AwardSpring Banner Data Legend on the Scholarship Administration webpage.



New Reporting – Power BI 👸

- APEX Reports will be ending...
- Access to Power BI: My USF->Email & Teams-> USF Office 365->Apps->Power BI->Workspaces...bookmark it!
 - Fund Code Monitoring (FCM) all funds, scholarship name, fund code, all disbursement requirements, foundation account, FAST Chart field, etc.
 - Fund Code Reconciliation (FCR) Paid vs. Unpaid, student enrollment status and disbursement requirements, foundation account, FAST Chart Field, etc.
 - Scheduled to update daily (M-F)
 - Additional Reports available up on request
 - We are rolling out access to various colleges and departments, so please be patient as we build these reports

Enhanced Scholarship Administration in Banner

• Requires

- Approval from the USF Foundation Scholarship Office;
- Completion of FERPA training in GEMS;
- Completion of Banner, BDM, and Degree Works Access Request;



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Allows decentralized data entry in Banner

- Input of *initial* scholarship awards;
- Export spreadsheet from Banner fund awarding/payment reconciliation;
- Thank You Letter (TYL) receipt tracking;
- Terms & Conditions (T&C) tracking;



Miscellaneous

- Export spreadsheets award vs. payment by fund by year by term by student;
- View awards. vs. payments by student by fund across all aid years & terms;



USF Foundation Scholarships

<u>Accountable Officer</u>

- Send email request to USF Foundation Scholarship Office: Kristi Laribee (<u>klaribee@usf.edu</u>)
- Include a description of the awarding unit (e.g., College, Department, etc.) responsible for administering the funds and how the awarding unit plans to award/reconcile using this new process
- USF Foundation Scholarship Office sends approved requests Office of Financial Aid Scholarship Team
- Office of Financial Aid Scholarship Team
 - Sets up staff with access to designated scholarship funds
 - Requests enhanced Banner access via USF <u>IT-Security@usf.edu</u>
 - Notifies users when set up is completed
 - Provides initial training



Other Scholarships

<u>Accountable Officer</u>

- Sends email request to the Scholarship Team
- Include list of Fund Code/FAST chart fields used to track scholarship expenses
- List of approved staff/email/Netid
- Office of Financial Aid Scholarship Team
 - Sets up staff with access to designated scholarship funds
 - Requests enhanced Banner access via USF <u>IT-Security@usf.edu</u>
 - Notifies users when set up is completed
 - Provides initial training

Reviewing Scholarship Set Up in AwardSpring



Scholarship Search

- **Search-** Search for specific scholarship(s) by entering search qualifications and clicking search.
 - **Scholarship Name-** Search a scholarship name by entering the full name or the first few characters in the field.
 - **Department –** Type in your college or department to view scholarships assigned to your department.
- Filter by Award Cycle- Narrow the search field by selecting the award cycle.
- View by Application end date, review end date, award end date
- **Display/Edit-** Click on the scholarship to display the scholarship in edit mode.

Explanation of Scholarships General Section

• Details- Basic details of the scholarship.

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- **Qualifications** Specific eligibility requirements for the scholarship, used to match applicants with scholarships.
 - <u>Reminder:</u> Qualification Groups For scholarships with Qualification Groups, an applicant must meet all the qualifications in at least one group to apply to the scholarship.
- Additional Requirements Review members can access and score key areas (if used).
- **Review -** Review groups will collect all applicants to this scholarship and any other scholarships in that group. More details coming!
- Award and Deny- Can be used to monitor students eligible for the scholarship.



Scholarship General Section (cont.)

- **Title of Scholarship (required):** The advertised title of your scholarship. This is public facing so do not enter any internal information.
- Fund ID = FNDN/E&G/Fin Aid Fund Code: Internal fund ID used by your department. Applicants will not see this information
- Description (required): An overview of the scholarship and/or any further clarifying information. <u>USE THE GIFT AGREEMENT.</u>
- Dates Award Cycle (required): The cycle that the scholarship will be offered. Dates are established by the Office of Financial Aid (OFA). Select from the dropdown.
- Edit Scholarship Dates: If a particular scholarship has a different Go Live Date or Application deadline, then click "Edit Scholarship Dates" to adjust. You will need to use the OFA Scholarship Deadlines as a guide regarding the student type.



Scholarship General Section (cont.)

- Scholarship Value Total \$ amount and # of awards for this awarding cycle.
 - Lifetime Award Amount : Amount each awardee will be awarded. This field populates automatically based on the information you input for Scholarship Value (Total Scholarship Value divided by Total Number of Awards) and <u>is the</u> only public-facing value.
 - # of Payments per Award: Used for the renewable payments by indicating more than one payment.
 - Renewable Payment Schedule Note: For renewable awards only. The 1st payment occurs in this award cycle, which means, future payments are Renewable Payments and occur based on the Renewable Payments Schedule indicated here.
 - Amount per Payment: Amount given in each payment. This field will autopopulate (Amount per Award divided by # of Payments per Award).
- Department College/department/unit that the scholarship is assigned to and will match AwardSpring user ID of unit representative.
- Internal Notes Additional information about the scholarship. The information here is not public facing.



Creating a <u>New</u> Scholarship

- New scholarships will have to be created by a member of the scholarship team.
 - Submit your request via email and provide as much information as possible regarding the scholarship.
- Scholarships can be created to accommodate multiple applicant/student types (i.e., new, continuing, and/or graduate).
- Ensure **Application End Date** is correct based on student type.
- Add qualifications and answers based on fund purpose and donor agreement. Review for accuracy.
- Add Additional Requirements as needed.

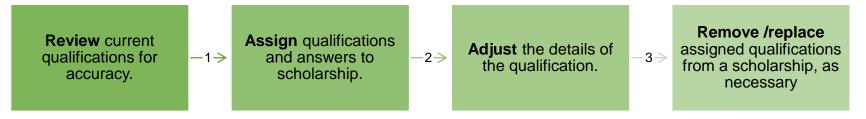


Definition of Qualifications

- Qualifications are configured at the scholarship level and serve to properly match applicants with scholarships for which they are eligible.
- Qualifications can be re-used an unlimited number of times across any number of scholarships.
- To configure Qualifications, select your scholarship from the search and click on the Qualifications tab for each scholarship.

Do not create new qualifications without speaking to a member of the <u>Scholarship Team</u>.

Review/Assign/Add Qualifications



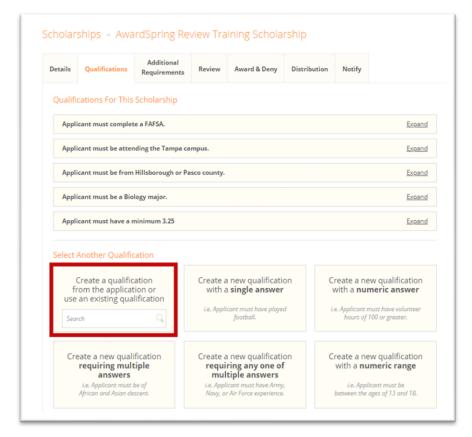
| Dashboard | Scholar | ships - The | Football Sch | iolarshi | p | | | |
|---------------|---------------------|----------------|----------------------------|----------|-----------|---------------------|---------------|----------------|
| Scholarships | Details | Qualifications | Additional Requirements | Scores | Reviewers | Award & Deny | Distribution | Notify |
| Auto Apply | Create Qualifica | | ion (College GPA | 0 | | | | |
| Questionnaire | | | 0 or higher college (| GPA. | | | | |
| 8 Emails | College | GPA | | | Answe | ver is greater than | or equal to 🔻 | Numeric Answer |
| Users | Create | Qualification | ancel | | | | | _ |
| Reports | | | | | | | | |
| Settings | | | | | | | | |
|) Help Center | | | | | | | | |

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Review/Assign/Add Scholarship Qualifications (cont.)

- Enter keywords for the scholarship qualifications in the "Create a Qualification from..." field. Example: GPA or major
 - The selected box below, is the only box you can use on the Qualifications tab.
- Click the correct qualification to add to scholarship.
- You must review and edit the qualification details to ensure they are correct.
- Save any changes.

Contact a member of the Scholarship Team for assistance.





OneUSF Updates

- You must review to ensure that your college/departments degree type, major, and campus designations are selected for your scholarships
- OneUSF
 - Consolidation
 - Integrated Curricula
 - New College, Major & Degree Codes
- Scholarship qualifications
 - Pre-Consolidation until current students graduate or change degree catalogue

Qualification Groups

- Qualification groups are used to specify alternate sets of qualifications for scholarship.
- An applicant must meet all qualifications in at least one group to qualify to a scholarship.
- Scholarships are limited to a maximum of a 4 Qualification Groups

| Details | Qualifications | Additional Requirements | Review | Award & Deny | Distribution | Notify | |
|-------------------------------------|---|--|--------------|---|--------------|--------|--------|
| Qualifica all qualif order to | ications. For scholar apply to the scholar | lled criteria) determ ships with Qualificat | | plicants can apply to an applicant must me | | | |
| | cation Group 1 | major. | | | | | Expand |
| Арр | licant must be on | Tampa. | | | | | Expand |
| 🛛 Арр | licant must be in t | he College of Arts a | and Sciences | • | | | Expand |
| Plea | ase indicate your p | lanned enrollment | status: | | | | Expand |
| Арр | licant must be a ju | nior or senior. | | | | | Expand |
| Арр | licant must have a | 3.0 GPA. | | | | | Expand |
| • | Qualification cation Group 2 | | | | | | |
| Арр | licant must be an | accounting major. | | | | | Expand |
| Арр | licant must have a | t least a 3.0 GPA | | | | | Expand |
| 🗘 Add | Qualification | | | | | | |



Things to Remember if you use Qualification Groups

- If qualification groups are added, then students must meet the qualifications of one group to be eligible to apply.
- Listed below are some qualifications you will need to add to each group if required for your scholarship:

SPA GPA

- Campus (if applicable)
- College/department
- Major
- Correct student standing
- Student type (UG or GR)

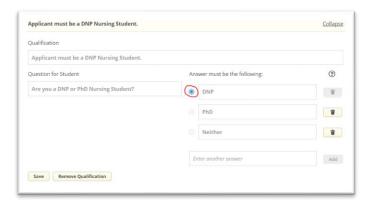
| Awa | rdSpring Com | nmon Qualificat | tions |
|--|--|--|--|
| Fund Criteria = Qualification | Search Question in AwardSpring | Available Answers | Comments |
| Age | What will your age be as of January 1? | Date Range | Use if you have an age requirement or minimum. |
| Enrollment requirement | Please indicate your enrollment status: | Full time/part time | Use if your scholarship requires full time enrollment or at least part time. If students can be full time or part time, then do not use. Please note that if use FT or PT, then only students who select that same answer will be able to apply for your scholarship. |
| Degree | What degree are you pursuing? | Bachelor of Arts, Bachelor of Science, BS in Information Technology etc. | Use if scholarship requires a specific degree to be awarded. |
| Major | What is your primary major? | Majors in Banner | Use this to assign specific majors. |
| Campus specific | Please indicate your home campus (select one): | Tampa Sarasota-Manatee St. Petersburg | Use if your funding is campus specific. |
| Specific USF college | Which college will you be attending? | Colleges in Banner | Use for funding that is specific to your college |
| | | | New student/FTIC – HS GPA |
| | | | Continuing students – USF GPA |
| GPA | Current GPA | Range available | Transfer students – GPA available in Banner |
| | | | Graduate Students –GPA available in Banner |
| Student type – New Student, Continuing student, transfer, etc. | Please select the option that most closely describes your current student type. | New student, transfer, graduate, etc. | Use if you have a scholarship that is for a specific student type. |



Review Process for Scholarship Qualifications

- Click qualification that needs to be reviewed or edited.
- Update the **Qualification Name**, students can see this information.
- DO NOT EDIT/UPDATE the following fields:
 - Question for Student
 - Answer fields (e.g., Yes, No, Biology)
 - Enter another answer
- Select the correct answer for the question.
 - Note: There is an implied "and" between questions
 - There is an implied "or" between answers/responses
- Review each section related to a scholarship before saving and exiting.

| Applicant must have earned a minimum of 12 credit | a house of UEP | Expan |
|---|-------------------------------|---------|
| Applicant must have earned a minimum of 12 credit | s nours at USF. | Expans |
| Applicant must be an Undergraduate Student | | Expan |
| Applicant must be a DNP Nursing Student. | | Collaps |
| Qualification | | |
| Applicant must be a DNP Nursing Student. | | |
| Question for Student | Answer must be the following: | (?) |
| Are you a DNP or PhD Nursing Student? | DNP | Ŵ |
| | PhD | Ŵ |
| | Neither | ¥ |
| | Enter another answer | Add |
| Save Remove Qualification | | |



Example of Qualifications Set Up Correctly

- ✓ FAFSA
- ✓ Tampa Campus
- ✓ 3.0 GPA requirement
- ✓ Biology Majors
- Must be from following counties: Hillsborough or Pasco County
- There is an implied "AND" between qualification entries.
- There is an implied "OR" between qualification groups.
- If you have scholarships specific for your College (e.g. College of Arts and Sciences), then you must add the "Which college will you be attending?" qualification and select the correct answer.

| etails | Qualifications | Additional Requirements | Scores | Reviewers | Award & Deny | Distribution | Notify | |
|---------|--|----------------------------|---------------|--|--------------|--|---------------------------------|----|
| Qualifi | cations For This | Scholarship | | | | | | |
| Appli | cant must file the | FAFSA. | | | | | Exp | an |
| Appli | cant must be atter | nding the USF Tamp | a campus. | | | | Exp | an |
| Appli | cant must have a r | ninimum 3.0 | | | | | Exp | an |
| Appli | cant must be a Bio | logy major | | | | | Exp | an |
| Appli | cant must be from | the following coun | ties: Hillsbo | prough or Pasco | County | | Exp | an |
| Select | Another Qualific | ation | | | | | | |
| fr | Create a qualific rom the applicat an existing qua | tion or | with | a new qualifi a single ans licant must have _j football. | wer | Create a new with a nume i.e. Applicant mut hours of 100 | eric answei st have voluntee | r |

| Details | Qualifications | Additional Requirements | Review | Award & Deny | Distribution | Notify | |
|------------------------|--|---|-------------|--------------|--------------|--------|-------|
| Qualifi | cations for this | Scholarship | | | | | |
| all qualif order to | lications. For scholar apply to the scholar | illed criteria) determi ships with Qualificat ship. | | | | | |
| | cation Group 1 | major. | | | | | Expan |
| App | licant must be on | Tampa. | | | | | Expan |
| App | licant must be in t | he College of Arts a | nd Sciences | | | | Expan |
| Plea | ase indicate your p | lanned enrollment | status: | | | | Expan |
| Wh | at is your class star | nding? | | | | | Expan |
| App | olicant must have a | 3.0 GPA. | | | | | Expan |
| O Add | Qualification | | | | | | |
| | cation Group 2 | | | | | | |
| App | olicant must be an | accounting major. | | | | | Expan |
| Арр | olicant must have a | t least a 3.0 GPA | | | | | Expan |
| O Add | Qualification | | | | | | |

Additional Requirements: **Before** Applying

| Dashboard | Scholars | ships - Awa | rdSpring Re | view Tra | ining Schola | rship | | |
|---|--------------------------------|-------------------|----------------------------|--------------|-----------------------------|--------------------|---------------|-------------|
| Scholarships | Details | Qualifications | Additional Requirements | Review | Award & Deny | Distribution | Notify | |
| Review | | | | | | | | |
| | | | | | | | | |
| Application | after they | /ve been awarded, | or to maintain a ren | ewable award | rship that students n d. | nust complete eith | er before the | ey apply or |
| Application Follow-Ups | after they | /ve been awarded, | | ewable award | | nust complete eith | er before the | ey apply or |
| | after they Note: Cha | /ve been awarded, | or to maintain a ren | ewable award | | nust complete eith | er before the | ey apply or |

- Additional Requirements are configured at the scholarship level and are supplemental questions, essays, and/or documents qualified applicants can provide before they can apply.
- You only need to use the: **Before Applying** section.
- Questions you add to the <u>Before Applying</u> section must be completed by an applicant *after* the student qualifies for a scholarship, but *before* he/she can apply to it.

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Explanation of Additional Requirement Options

File upload - Additional requirement question to which applicants upload a document that you specify. If a document is added as required, students must submit the document before they can move forward with the application.

| Create a new question requesting a file upload: Addition locument that you specify. | na requirement question to which applicants upload a |
|--|--|
| Create a New Question (File Upload Answer) | |
| Question for Student | |
| Upload record of your community service hours. | Optional |
| Create Question Cancel | |
| pplicant view: | |
| Upload record of your community service hours. | |
| Upload File | |

Create a new question with an essay answer - Additional requirement question to which applicants provide a short answer, such as an essay. You select the maximum number of words applicants can submit.

| lestion for Student | Maximum Word Count | |
|--|-------------------------------|----------|
| e.g. Describe an event that changed your values. | Enter a number greater than 0 | Optional |
| e.g. Describe an event that changed your values. | Enter a number greater than 0 | Optional |
| Question Cancel | | |
| | | |

Reusing Additional Requirements in AwardSpring

Search to reuse an existing requirement: Additional Requirements questions can be reused across scholarships. In cases where multiple scholarships have the same additional requirement, simply search for the existing question to add it to a scholarship.

Please contact a member of the Scholarship Team if you need a specific requirement created.

| fore Applying | |
|--|-------------------|
| uestions For This Scholarship | |
| Upload (2) Recommendation Letters - USFAS- If you have requested that your recommendation lett | Expand |
| 1000 word essay detailing what inspired you to go to College, what you plan to do post-graduation | Expand |
| arch to share an existing question. Sharing a question also shares an applicant's responses across all scholarships | where it appears. |
| earch Q | |

DO NOT EDIT EXISTING ADDITIONAL REQUIREMENTS

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Requested Documents vs. Scholarship Essay additional Requirements

Requested Documents – Upload Documents

- · Resumes or personal statements
- Recommendation Letters
- Documents must be uploaded into AwardSpring by student
- Text can be adjusted for each scholarship
- During scholarship review process, the document will have to be reviewed within AwardSpring

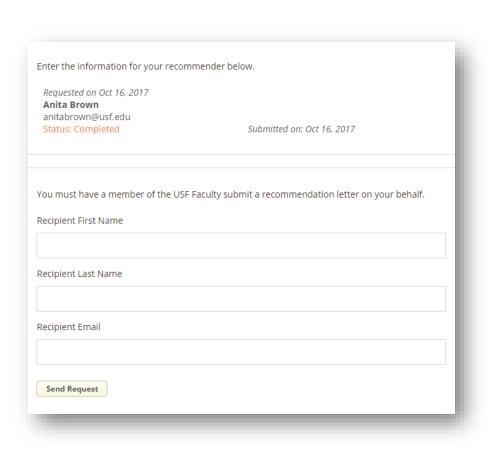
Scholarship Essay

- Option should be used for essays or personal statement
- Scholarship essays use a text box with word limit for student to use.
- The scholarship essay prompt can be adjusted for each scholarship
- During scholarship review process, the essay will have to be reviewed within AwardSpring

*Please be consistent in the use of Scholarship Essays vs. Requested documents.

Recommendation Letters in AwardSpring

- AwardSpring has a standard feature that allows students to request recommendation letters via a system email that will be sent to the recommender.
- You can assign the requirement to <u>each</u> <u>individual scholarship</u> in order to have the student submit requirement.
- The recommender can respond to the email request and submit their recommendation letter directly to the AwardSpring system.
- Students will be able to track their recommendation letter request in AwardSpring via their AwardSpring account.
 - Students cannot submit their applications until the Recommendation Letter is listed as "Completed".
- Students <u>will not</u> be able to view the recommendation letter that is sent on their behalf.



Setting up Scholarships to Allow Recommendation Letter

Go to Scholarships:

- Select correct scholarship
- Select the Additional Requirements tab
- Using the search bar Letter of Recommendation
- This is a shared requirement, so contact the Scholarship Team if you need a specific type of recommendation letter
- Reminder: You should only share additional requirements if it is standard across all your scholarships.



To Do List for Scholarship Set-Up

Log into AwardSpring and review your scholarships

- Missing scholarships? Contact a member of the Scholarship Team
- See a scholarship you are not offering for this year? Please contact Anita Brown and Jacob Miltenberger if you cannot delete them from the system.

Create/review scholarships that you will be offering in this cycle

- New scholarships must be added by a member of the scholarship team.
- Allow up to 3-5 business days

Review all scholarship details

- · Name and description are accurate
- Application End Date is correct for student type
- · Scholarship value is accurate
- Department is correct

Qualifications and Additional Requirements

- Review for accuracy
- · Remember that if you add a qualification then the answer must be updated
- Do not change the "Question for Student" field or add an answer to an existing question.
- Update Additional Requirements, remember to review text of essays closely
- Letter of Recommendations need to be reviewed (if applicable)

Changes to qualifications and additional requirements can have system wide impacts





AwardSpring Application Process

- Students must have an active net ID and USF email address to apply.
- Student's applying for scholarship through AwardSpring start by entering in their personal information, and then completing the "Application".
- The application has a skip logic feature to help move students through the application.



AwardSpring Application Process (cont.)

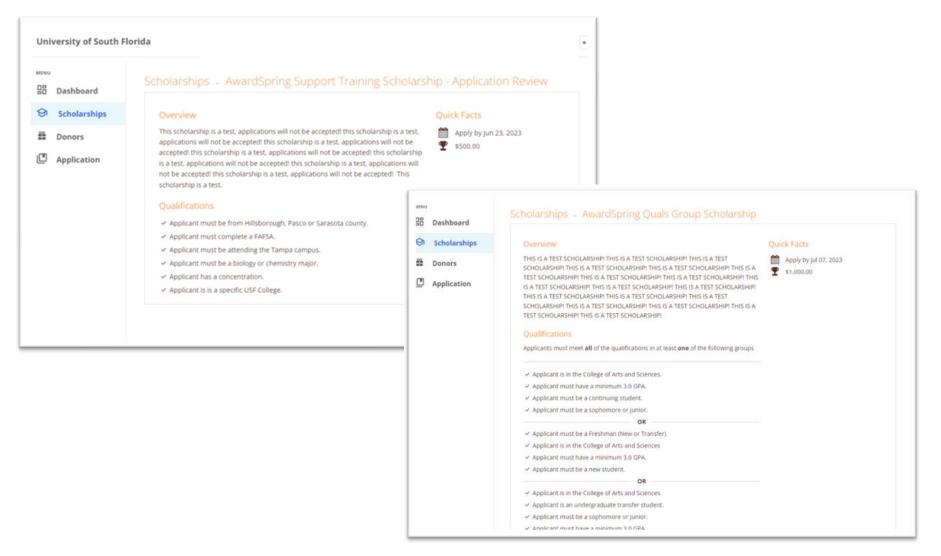
- Opening questions are university wide with no specific college or department requirement.
- Questions specific to the college/department appear in a later section, and Banner data is used to match students to their college.



Review Student Scholarship Application

- Use this view to see a student's scholarship application
- Select Students
- Search USF email address or first and last name
- Select the student to view their account Scholarships (applied for) and the Applications

Student View of Scholarship Application



Questions?

Thank you for attending!