



# AwardSpring To-Do List

## Due by November 17, 2023

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## 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).**

# 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 Timeline Overview



Colleges/departments begin to update scholarships in AwardSpring



New questions and qualifications requests due by November 17 – Send to OFA



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



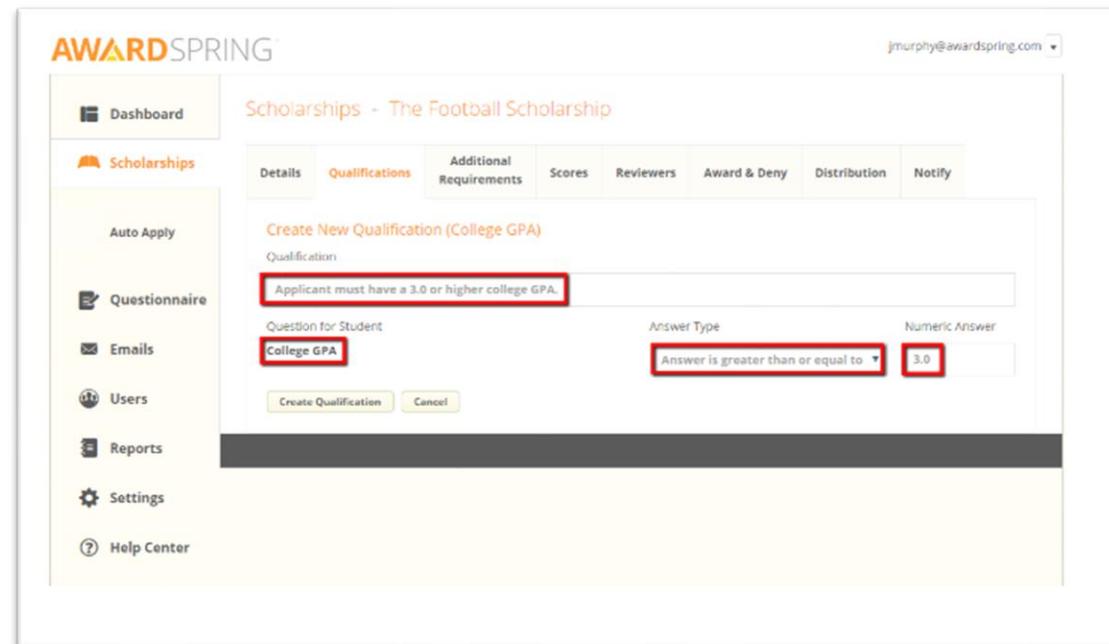
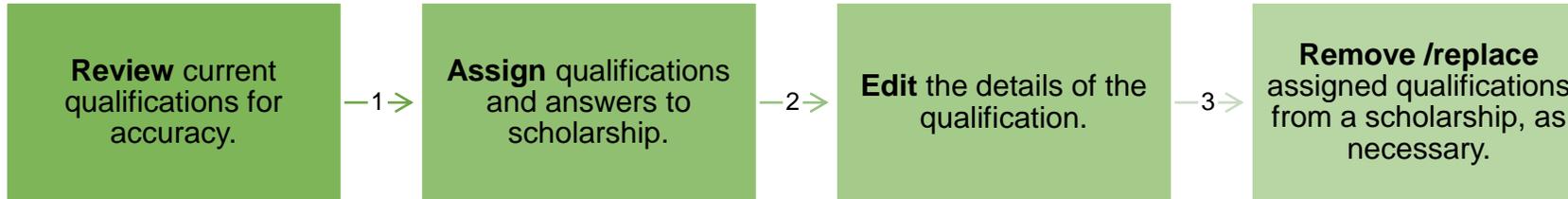
AwardSpring *scheduled* to open for students on December 11  
USF will announce admissions decisions for FTICs on December 8

## 2024-2025 Scholarship Deadlines

<b>Student Type</b>	<b>Application Deadline</b>	<b>Office of Financial Aid Payment Request Deadline</b>
<b>New Freshman</b>	February 14	March 1
<b>New Transfer and Graduate Students</b>	March 17	March 29
<b>Continuing Students &amp; Renewals</b>	May 17	June 7

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

# Review/Assign/Add Qualifications



## 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.](#)

Scholarships - AwardSpring Review Training Scholarship

Details **Qualifications** Additional Requirements Review Award & Deny Distribution Notify

Qualifications For This Scholarship

Applicant must complete a FAFSA.	Expand
Applicant must be attending the Tampa campus.	Expand
Applicant must be from Hillsborough or Pasco county.	Expand
Applicant must be a Biology major.	Expand
Applicant must have a minimum 3.25	Expand

Select Another Qualification

<p>Create a qualification from the application or use an existing qualification</p> <input type="text" value="Search"/>	<p>Create a new qualification with a <b>single answer</b></p> <p><i>i.e. Applicant must have played football.</i></p>	<p>Create a new qualification with a <b>numeric answer</b></p> <p><i>i.e. Applicant must have volunteer hours of 100 or greater.</i></p>
<p>Create a new qualification requiring <b>multiple answers</b></p> <p><i>i.e. Applicant must be of African and Asian descent.</i></p>	<p>Create a new qualification requiring <b>any one of multiple answers</b></p> <p><i>i.e. Applicant must have Army, Navy, or Air Force experience.</i></p>	<p>Create a new qualification with a <b>numeric range</b></p> <p><i>i.e. Applicant must be between the ages of 13 and 18.</i></p>

# 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

Scholarships - AwardSpring Support Training Scholarship

Details	Qualifications	Additional Requirements	Review	Award & Deny	Distribution	Notify
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**Qualifications for this Scholarship**

Qualifications (sometimes called criteria) determine which applicants can apply to a scholarship. Applicants cannot apply until they meet all qualifications. For scholarships with Qualification Groups, an applicant must meet all of the qualifications in at least one group in order to apply to the scholarship.

**Qualification Group 1**

- ⋮ Applicant is a biology major. [Expand](#)
- ⋮ Applicant must be on Tampa. [Expand](#)
- ⋮ Applicant must be in the College of Arts and Sciences. [Expand](#)
- ⋮ Please indicate your planned enrollment status: [Expand](#)
- ⋮ Applicant must be a junior or senior. [Expand](#)
- ⋮ Applicant must have a 3.0 GPA. [Expand](#)

+ Add Qualification

**Qualification Group 2**

- ⋮ Applicant must be an accounting major. [Expand](#)
- ⋮ Applicant must have at least a 3.0 GPA [Expand](#)

+ Add Qualification

[? Add Qualification Group](#)

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

## AwardSpring Common Qualifications

Search Question in AwardSpring	Criteria = Qualification	Available Answers	Comments
Please indicate your enrollment status:	Full time enrollment	Full time/part time	Use if your scholarship requires full time enrollment or at least part time. You can only select one option
What degree are you pursuing?	Degree	Bachelor of Arts, Bachelor of Science, BS in Information Technology etc.	Use if scholarship requires a specific degree
What is your primary major?	Major	Majors in Banner	Use this to assign specific majors.
Which college will you be attending?	Specific USF college	Colleges in Banner	<b>Use for funding that is specific to your college.</b>
Current GPA	GPA	Range available	New student/FTIC – HS GPA Continuing students – USF GPA 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 scholarship that is for a specific student type.
What is your class standing?	Class standing – Freshman, sophomore, junior, 1 <sup>st</sup> year GR.	New Student Freshman Sophomore Junior Senior Grad Year 1 Grad Year 2	Use if you have a scholarship specific for a certain class level – Example – continuing students – junior or seniors only (be mindful soph can apply if they will be juniors in coming year.)

## 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.

The screenshot shows a list of qualifications at the top, each with an 'Expand' or 'Collapse' button. The qualifications are:

- Applicant must file the FAFSA. (Expand)
- Applicant must have earned a minimum of 12 credits hours at USF. (Expand)
- Applicant must be an Undergraduate Student (Expand)
- Applicant must be a DNP Nursing Student. (Collapse)

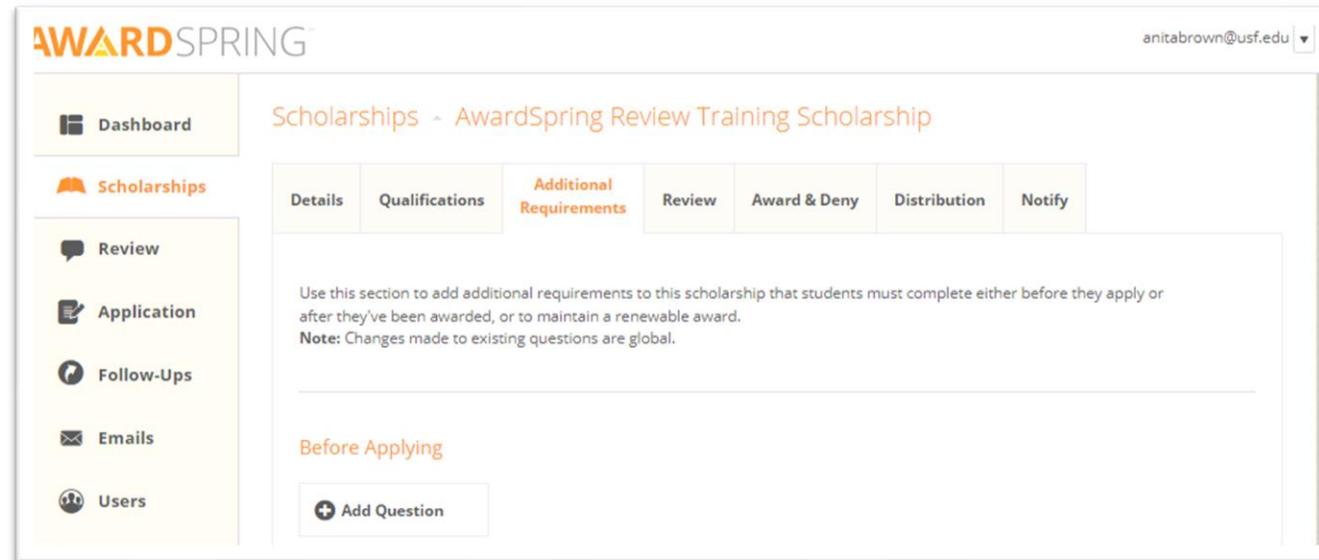
The 'Applicant must be a DNP Nursing Student' qualification is expanded, showing the following fields:

- Qualification: Applicant must be a DNP Nursing Student.
- Question for Student: Are you a DNP or PhD Nursing Student?
- Answer must be the following:
  - DNP
  - PhD
  - Neither
- Enter another answer: (with an 'Add' button)

At the bottom, there are 'Save' and 'Remove Qualification' buttons.

This screenshot is identical to the one above, but the 'DNP' radio button is now selected, indicated by a blue circle around the radio button.

# Additional Requirements: Before Applying

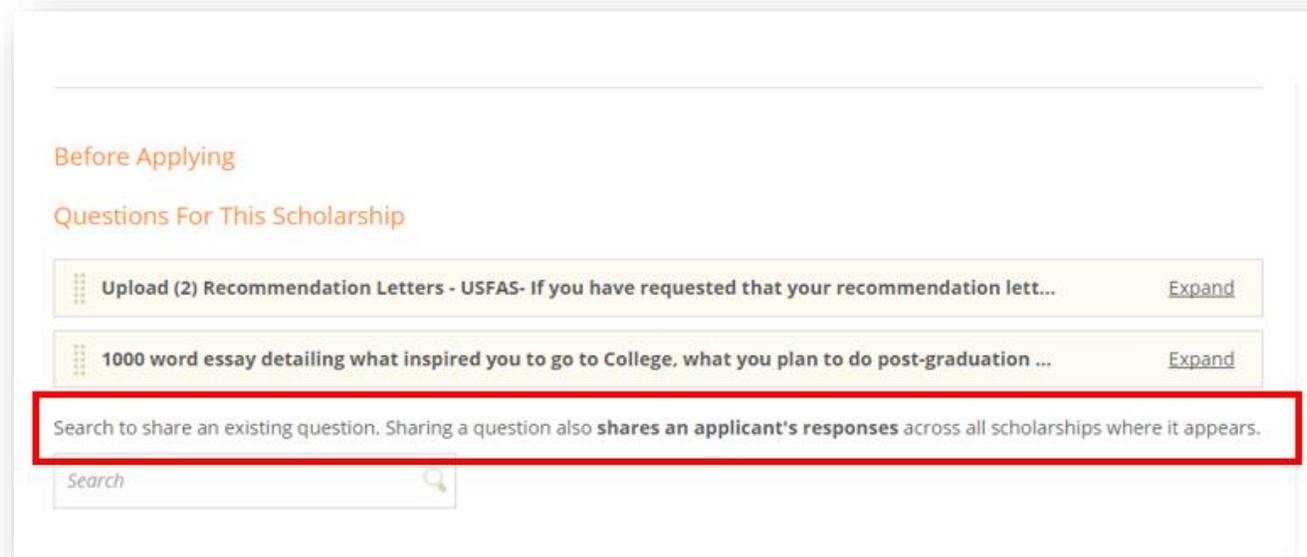


- Additional Requirements are configured at the scholarship level and are supplemental questions, essays, and/or documents qualified applicants can provide before they can apply.
- You only need to use the: **Before Applying** section.
- Questions you add to the **Before Applying** section must be completed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

## 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.**



The screenshot shows a section titled "Before Applying" with a sub-section "Questions For This Scholarship". Below this, there are two rows of requirement cards. The first card is titled "Upload (2) Recommendation Letters - USFAS- If you have requested that your recommendation lett..." and has an "Expand" link. The second card is titled "1000 word essay detailing what inspired you to go to College. what you plan to do post-graduation ..." and also has an "Expand" link. Below these cards is a search bar with the text "Search to share an existing question. Sharing a question also shares an applicant's responses across all scholarships where it appears." and a search input field with a magnifying glass icon.

## 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.