

Reviewing Scholarship Applications in AwardSpring

Office of Financial Aid (OFA)

Topics

- Scholarship Application Deadlines
- Review Groups
- Award and Deny decisions for students and distributing funds
- Notification of students of scholarship status (Awarded or Denied) via email
- Scholarship applications (print if needed)
- AwardSpring Reminders and Reports
- Questions?

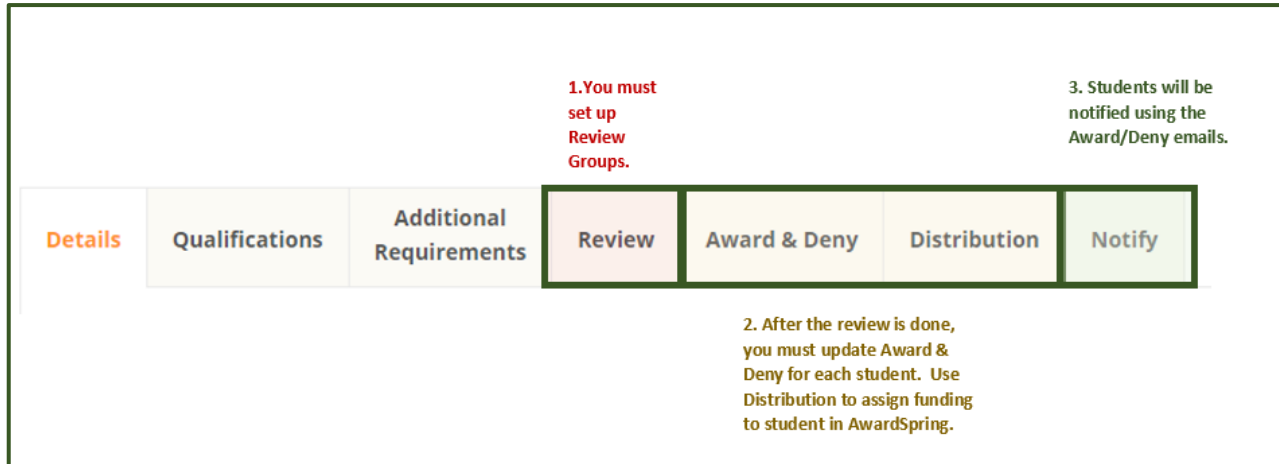
Scholarship Deadline Reminder and Update

- Scholarships in AwardSpring must adhere to the scholarship application deadlines.
- The deadlines are posted on the [Scholarship Administration web page](#).

2023-24 Scholarship Deadlines

Student Type	Application Deadline	Office of Financial Aid Payment Request Deadline
New Freshman	February 1	February 10
New Transfer and Graduate Students	February 24	March 10
Continuing Students & Renewals	May 19	June 2

Scholarship Application Review in AwardSpring

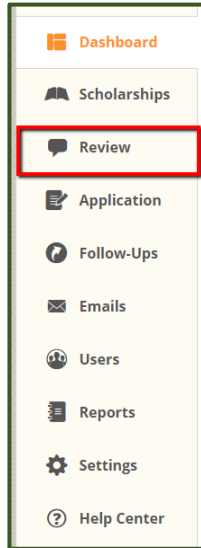


Group of Scholarships for Review Groups

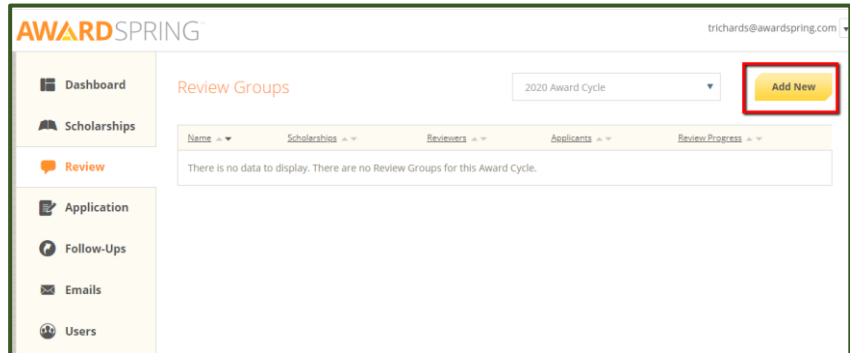
- Groups are created for scholarships **after** application deadlines
- Review your departmental gift agreements and scholarship application deadlines
- For example: Group scholarships with similar deadlines, criteria and additional requirements
 - Feb Need based, essay, letter of recommendation
 - Feb Merit, major restricted, essay

Setting up Review Groups in AwardSpring

- Go to Review on the left-hand navigation.



- The Review tab will allow you to set up your Review Groups. Navigate to the Review tab and click on the 'Add New' button in the upper right-hand corner of the screen.



Review Groups – Blinding

- The Blinding tab provides the ability to blind reviews and hide specific application fields exclusively to the scholarships within the selected review group.
- Blinding is no longer an all or nothing option.
- Students will be assigned a random number during review process.

Review Groups - STEM Review Group

Details **Blinding** Score Cards Reviewer Assignment Applicants

Blind Applicant Name and Email
*Prevent Reviewers from seeing the applicant's first name, last name, and email.
Note: This will not blind information in uploads, question responses, or from external requests.*

Blind Individual Questions

Add Question:

Select Questions

Question Name	Actions
---------------	---------

Review Groups – Score Cards

- The Score Card tab functions much like the former 'Scores' tab.
- You will need to use or establish a scoring rubric based on scholarship requirements.
- Click on 'Create Scorecard' to add a rubric.
- Enter the Scorecard title, total possible score and then click Save - score card order is left to right as added.
- You can add as few or as many scorecards as needed.
- Please review your Scholarship Details and ensure all categories have a score card.
- Information on this page is saved automatically, look for the Saved indicator.

Review Groups - STEM Review Group

Details Blinding **Score Cards** Reviewer Assignment Applicants

Create New Score Card

Score Card Name:

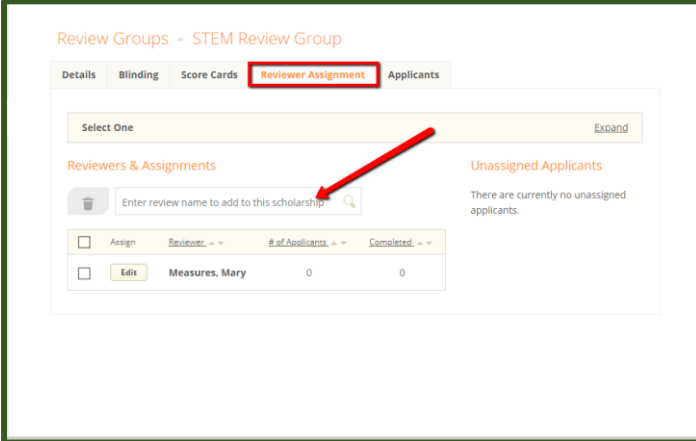
Academic Status

Total Possible Score: 5

Remove Score Card

Review Groups – Reviewer Assignments

- Assign reviewers by using the search bar to assign correct user to the scholarship.
- After selecting the desired reviewers, click 'Expand' on the Reviewer Assignment 'Select One' header bar and choose how to distribute the applicants to the reviewers. The assignment methods:
 - All – Every reviewer reviews each application
 - Randomly – System randomly assigns applicants.
 - Manually – Sch Admin manually assign applicants.
- Review to ensure the number of applications is split correctly.



Review Groups - STEM Review Group

Details | Blinding | Score Cards | **Reviewer Assignment** | Applicants

Select One Expand

Reviewers & Assignments

Enter review name to add to this scholarship

Unassigned Applicants

There are currently no unassigned applicants.

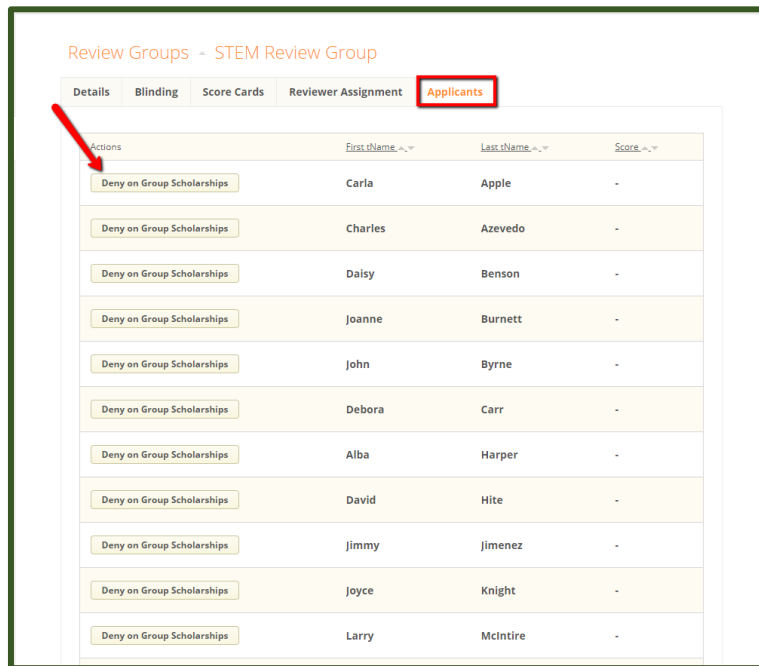
<input type="checkbox"/>	Assign	Reviewer	# of Applicants	Completed
<input type="checkbox"/>	Edit	Measures, Mary	0	0

**Note: Reviewers not assigned correctly?
Remove reviewers and begin process again.
DO NOT reassign RCMs once scoring has
started.**

Review committee member access assigned via [RCM Access Form](#) approved by Accountable Officer.

Review Groups – Applicants

- The 'Applicants' tab will permit you to see all applicants applied to opportunities assigned to the selected Review Group and their score.
- The tab also gives you the ability to deny an applicant to all opportunities within the review group.
- Be careful if you are assigning multiple scholarships to a group. This will deny the student from all scholarships in the group.

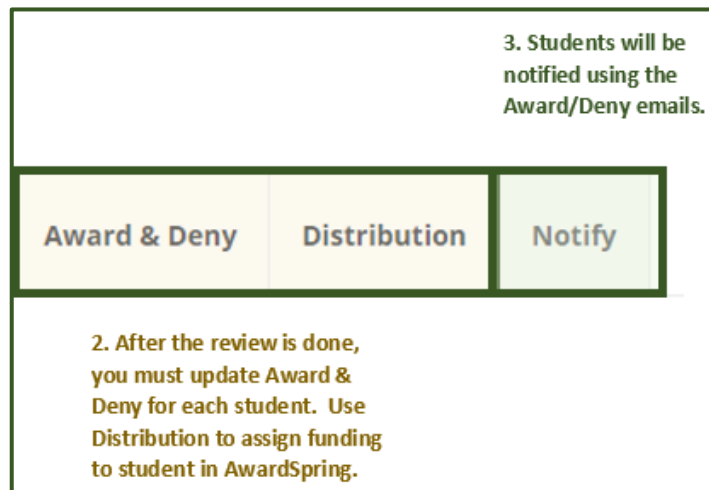


Review Groups - STEM Review Group

Details Blinding Score Cards Reviewer Assignment Applicants

Actions	First Name	Last Name	Score
Deny on Group Scholarships	Carla	Apple	-
Deny on Group Scholarships	Charles	Azevedo	-
Deny on Group Scholarships	Daisy	Benson	-
Deny on Group Scholarships	Joanne	Burnett	-
Deny on Group Scholarships	John	Byrne	-
Deny on Group Scholarships	Debora	Carr	-
Deny on Group Scholarships	Alba	Harper	-
Deny on Group Scholarships	David	Hite	-
Deny on Group Scholarships	Jimmy	Jimenez	-
Deny on Group Scholarships	Joyce	Knight	-
Deny on Group Scholarships	Larry	McIntire	-

Award and Deny, Distribution, and Notifying Students in AwardSpring



Award & Deny Filters and Columns

- Review student data on Award & Deny tab by adding filters and columns.
- This option can be used to remove/deny students from the applicant pool
 - Select Deny by each student name
 - Ex. GPA was not assigned, but you want to consider anyone with 3.0 or higher
- Banner Data Legend available on [Scholarship Administration page](#).

Scholarships - AwardSpring Training Scholarship 2 TEST SCHOLARSHIP!!!

Award & Deny Distribution Notify

1. Select Filters tab

Award & Deny Applicants Filter (2) Clear Filters 1 of 2 Awarded
2 Applicants (2 Total)

Filter Applicants

2. Select Filters to use

Current GPA SCHL_NEED
Greater than or Equal to Greater than or Equal to
3 0
Add Filter

3. Apply Filter(s) Cancel

4. Add Columns for sorting

Action	Current GPA	Will you complete	SCHL_NEED
Award Deny	4	N	32444
Award Deny	3.53	Y	16809.2

Award & Deny – Awarding Decisions

Use the **Award & Deny tab** to update student scholarship status:

- Select for each student:
 - Award – Eligible/awarded students.
 - Deny – Ineligible/denied students.
- AwardSpring will notify you when all funds have been spent.
- **Payment request are still required and must be submitted via the Scholarship Email Inbox.**

The screenshot displays the 'Award & Deny' tab in the AwardSpring system. The page title is 'Scholarships - AwardSpring Support Training to Use Scholarship'. The navigation tabs include 'Details', 'Qualifications', 'Additional Requirements', 'Review', 'Award & Deny' (which is highlighted with a green box), 'Distribution', and 'Notify'. Below the tabs, the section is titled 'Award & Deny Applicants' with a 'Filter (0)' dropdown and a '0 Awarded' indicator. A table lists one applicant with columns for 'Action', 'Applicant Name', 'Amount Award...', 'PEL EEC', and 'Current GPA'. The 'Action' column contains 'Award' and 'Deny' buttons, with the 'Award' button highlighted by a green box. A dark grey bar is visible at the bottom of the interface.

Need help? [Contact a member of the scholarship team!](#)

Distribution of Scholarship Funds

- Use the Distribution tab to publish awarding decisions:
 - Ensure amounts are awarded correctly.
 - AwardSpring can distribute amounts evenly.
 - Select **Publish Award Statuses**
 - Students will be able to see updates in AwardSpring – Awarded or Denied
 - Payment request are still required and must be submitted via the Scholarship Email Inbox.

Scholarships - AwardSpring Support Training to Use Scholarship

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

Publish Award Status

Distribution of Awards

Award Amount Remaining **\$100.00** Total Award Amount **\$100.00**

Distribute award evenly

Award Amounts ▲▼	Applicant Name ▲▼	Score ▲▼
<input type="text" value="\$0.00"/>		--

Previous: Award & Deny

Notifying Students via Email in AwardSpring

- You should use the Notify feature in AwardSpring to communicate with applicants the status of their application – Awarded or Denied
- Notices will be sent after the scholarship review is completed.
- Emails are sent to students' USF email address.
- Email will include student name and scholarship name and cannot be customized.

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

Notify Awarded & Denied Applicants

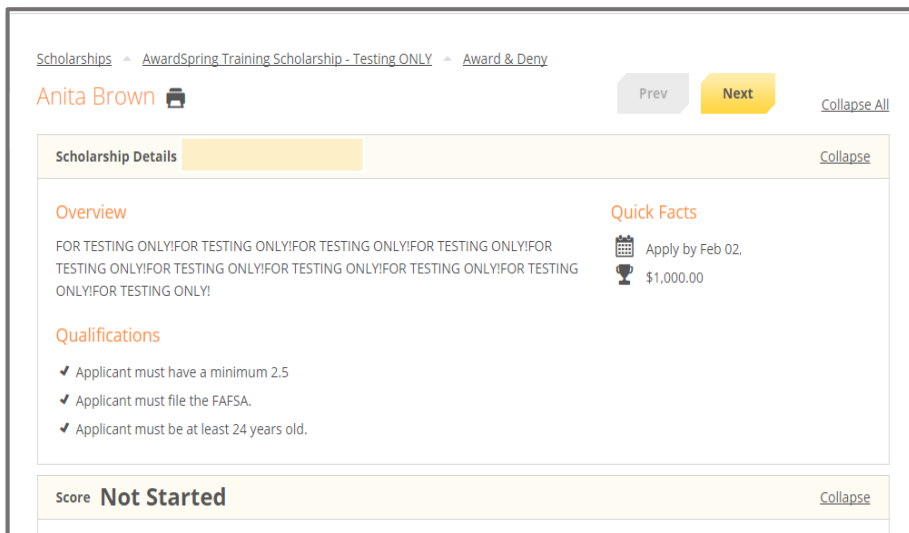
Filter by Status

<input checked="" type="checkbox"/>	Status ▾	Name ▾	Email ▾	Date Notified ▾
<input checked="" type="checkbox"/>	Awarded			1/26/2021


AwardSpring Reminders and Reports

Review Student Application – Admin View

- Select specific scholarship
- On the Award & Deny tab, select the student by clicking their name.
Note: You can filter alphabetically.
- Scroll to see the student’s responses.



Scholarships > AwardSpring Training Scholarship - Testing ONLY > Award & Deny

Anita Brown 


Prev Next Collapse All


Scholarship Details Collapse

Overview

FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!FOR TESTING ONLY!

Quick Facts

 Apply by Feb 02.

 \$1,000.00

Qualifications

- ✓ Applicant must have a minimum 2.5
- ✓ Applicant must file the FAFSA.
- ✓ Applicant must be at least 24 years old.

Score **Not Started** Collapse

Scores and Reviewers Assigned – Review Begins

- Reviewers will not notice much of a difference in the review process or the way they enter scores or navigate through the applicant listing
- Upon logging in, reviewers will see a ‘Groups’ navigation tab and a list of the review group(s) they have been assigned to.
- Clicking on a selected group will then display the list of applicants assigned to the review in the selected group.
- Press Save before scoring another student.
- Click Next to move to another student.

Review Groups

Name	% Complete	Applicants Remaining
STEM Review Group	0%	14

14 Applicants

Score	Applicant Name	Status
--	Apple, Carla	Not Started
--	Azevedo, Charles	Not Started

Apple, Carla

Instructions for Reviewers

You will be scoring the basic sections of each student's application.

- Academic Score
 - Points GPA Range
 - 1 - No GPA Given
 - 2 - 0.0
 - 3 - 1.1 - 2.0
 - 4 - 2.1 - 3.0
 - 5 - 3.1 - 4.0
- Financial Need
 - Please review the FPC and score accordingly.
 - Required General Exams
 - Grade ranges on grammar, punctuation, and content.

Score 0 / 15

General Information

Date of Birth: [input]
 High School: [input]
 Professional Phone Number: [input]
 SSN (Do Not Enter): [input]
 Address 1: [input]
 State: [input]

Student Application Sections & Banner Data

The following sections are on the Student Application and can be seen by reviewers:

- **General Information:** Contact and demographic information
- **Academic Information (Banner Imported)**
- **University Wide: Student reported and Banner Data** - General scholarship questions (FAFSA, citizenship, study abroad interest, etc.).
- **Campus/College specific: Banner Imported and Student Reported** Campus/college/departmental scholarship questions
- **Office Use Only:** Banner data (e.g., various GPAs, test scores, unmet need, etc.)
- **Additional Requirements:** Essays, follow up questions, and additional documentation. Must be assigned to scholarship.
- **Letters of Recommendation:** Submitted via AwardSpring on behalf of the student.

Retrieve Banner Data using REPORT127

- Access REPORT127 via the [Scholarship Administration Reports](#)
- A username and password are needed to access the Scholarship Administrative Reports.
- Listed below are the parameters for retrieving AwardSpring Banner information via REPORT127:
 - **Aid Year: (Use Application Aid Year)**
 - **Term Code: Fall, spring, summer**
 - **Scholarship Type: (Select your College/Department/Unit)**
 - **Scholarship Name – Any or by scholarship**
 - **Do not see your unit? [Contact member of scholarship team](#) for assistance**

Additional Reports!



REPORT50 – Financial aid fund codes that are tied to your units FAST Chart Fields.



Report 51- Financial aid fund codes that are tied to your USF Foundation Fund numbers.



REPORT56 – Reconcile all funds assigned to the user for a term.



REPORT87 - Financial Aid by Campus by College - An unduplicated count of all students paid a scholarship, grant, loan or work study for the aid year.



Report 212 New Student General Scholarship Information via UID Load - Lists general scholarship information for new students who signed a scholarship application.



Need something? Send an email with your request to the [Scholarship Team](#)

Banner Data Legend

- Located on the [Scholarship Administration page](#).
- Provides data points imported into AwardSpring via the integration and REPORT127 data.

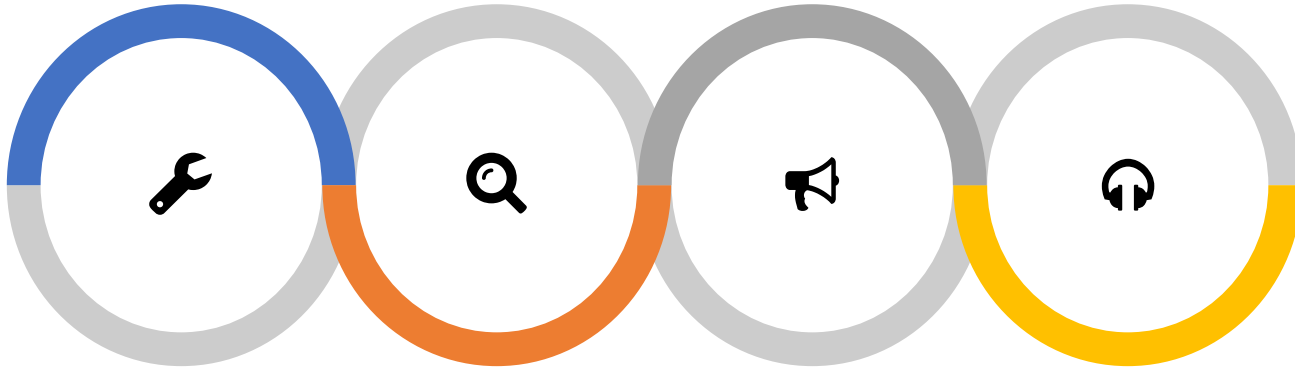
AwardSpring Integration Data	Question/Qualification in AwardSpring/Filtering	AwardSpring Section	Filtering?	Values	Notes
UID	Student ID	Office Review	Yes	U0000000-U99999999	BANNER->MIMS
LASTNAME	Last Name	General Information	Yes	60 characters	Comes from Admission Applications/Recruitment
FIRSTNAME	First Name	General Information	Yes	60 characters	Comes from Admission Applications/Recruitment
NETID	Username	General Information	Yes	Assigned upon activation	Student is required to activate or cannot login to AwardSpring
EMAIL	Email	General Information	Yes	Assigned upon activation	Student is required to activate or cannot login to AwardSpring; MIM/MFA; applied students are also given a usf.edu email address
AGE	What will your age be on January 31st, 2021?	General Information	Yes	Numeric	Calculation uses As of January 1st each year
DOB	Date of Birth	General Information	Yes	YYYY-MM-DD	New students Contact Admissions; Continuing students Contact Registrar
MARTL	What is your current Marital Status?	General Information	Yes	Single, Married/Remarried/Domestic Partner, Divorced, Widowed, No Domestic Partner, Prefer not to answer	FASFA or BLANK; Will deliver blank if FAFSA indicates #1-4
COOUNTRY_DESC	Country	General Information	Yes	BLANK = Don't Know	At the time of admission;
INTNTLSTDNT	Are you an International Student?	University Wide Questions	Yes	Yes/No	At the time of admission;
CITIZEN_CODE	Are you a U.S. Citizen?	University Wide Questions	Yes	Yes, No or BLANK;	At the time of admission; or updated by student via Int'l Student Services
CITIZEN_DESC	Please indicate your citizenship status below:	University Wide Questions	Yes	Citizen (USA) Foreign National PermResident/ Asylee/ Refugee (blank)	At the time of admission; or updated by student via Int'l Student Services

Summary and Reminders

- Reviewer (RCM) access created after training.
- Steps for the scholarship application review process via Review Groups: create instructions for your reviewers, create a scoring template, assign reviewers to the group.
- Remember the scholarship application deadlines and review your scholarship application progress prior to the deadline.
- Update application award statuses and publish decisions.

DO NOT DELETE OR make any edits in AwardSpring WITHOUT SPEAKING TO A SCHOLARSHIP TEAM MEMBER!

RESOURCES



Scholarship Administration
web page

Deadlines,
Administrative Guides,
Forms, and Reports

OFA Web Page

COA, FAFSA
information, Important
Dates, and Forms

Scholarship Team

Ask a member of
the Scholarship
Team

OFA Presentations

Review our past
scholarship related
presentations.



QUESTIONS?

CONTACT A MEMBER OF THE
OFA SCHOLARSHIP TEAM

www.usf.edu/financial-aid/