Procedures for Foundation Scholarship Preparer

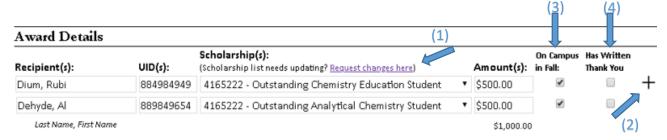
1) To start a new scholarship submittal, click the link under Foundation Scholarships.



2) In the scholarship award form, fill out the **Department** and **Academic Term** fields (semester and year).

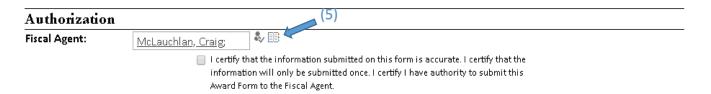
| Department Information | | | |
|------------------------|--------------|---|-------------------|
| Department: | Chemistry | • | Dept #: 416 |
| Academic Term: | Fall ▼ 20 18 | | Term: 2192 FY: 19 |
| | | | |

3) Next fill out information for the first scholarship: **Recipient** (Last name, First name), **UID** (DO NOT enter the CS Emplid), **Scholarship****, and **Amount**.



- **The scholarship dropdown is ordered by fund number not by fund name.
 - ✓ In some cases, there may be more than one named scholarship/award per fund number.
 - ✓ If a scholarship fund is not in the dropdown list, click the <u>Request changes here</u> link (see arrow (1)) to submit a request to add the scholarship/fund to the list. A notification will be sent once the list has been updated.
 - ✓ If the scholarship/award name is incorrect, or there are scholarships/awards listed that are no longer being awarded, please use the <u>Request changes here</u> link to notify the Foundation of the change(s).
- 4) To add additional scholarships/awards click the (+) button (see arrow (2)) to generate a new row. Up to 20 scholarships/awards may be submitted on a single form.
- 5) Check **On Campus in Fall** box (see arrow **(3)**) and **Has Written Thank You** box (see arrow **(4)**) where applicable (see below for details). This information is used to assist Donor Relations with Thank-a-Donor Day activities.
 - a. **On Campus in Fall:** If the award is for the fall term, and the student will be on campus during the semester, check the box. If the award is for the spring or summer term, and the student will be graduating, do not check the box.
 - b. If the student has already written a thank you letter to the donor, please check **Has Written Thank You** box.

6) Once all scholarships/awards and recipients have been added, enter the ULID, email address, or use the browse option (see arrow (5)) for the **Foundation fiscal agent** who will authorize the expenditure.



- 7) Check the 'I certify...' checkbox and click the submit button when everything is complete and ready to send to the fiscal agent for approval. The fiscal agent will receive an email notifying him/her a request has been submitted for approval.
- 8) Once submitted, your Personal Dashboard will show status as pending; the fiscal agent's Personal Dashboard will show the request as Pending Approval.

Foundation Scholarships

To submit a new form, click this link.

Title Created Status

Biological Sciences - 2202 # Yesterday at 1:05 PM Pending BO