

AWARDING A SCHOLARSHIP

The following steps will guide you through the awarding phase in Scholarship Universe

Prerequisites:

- For scholarships using the Scholarship Universe review process, the review must be completed by clicking the Start Awarding button within the Review Pool.
- The scholarship must be in an Awarding status.

Application Scholarships: Award Process Overview

Application scholarships use an application and require students to apply within a given cycle. These scholarships may use the built-in Review Pool functionality to review and score applicants.

The steps involved in awarding Internal Application scholarships may include:

Prepare Award Offers:

- Rank and Select Applicants
- Allocate awards
- Nominate students if applicable

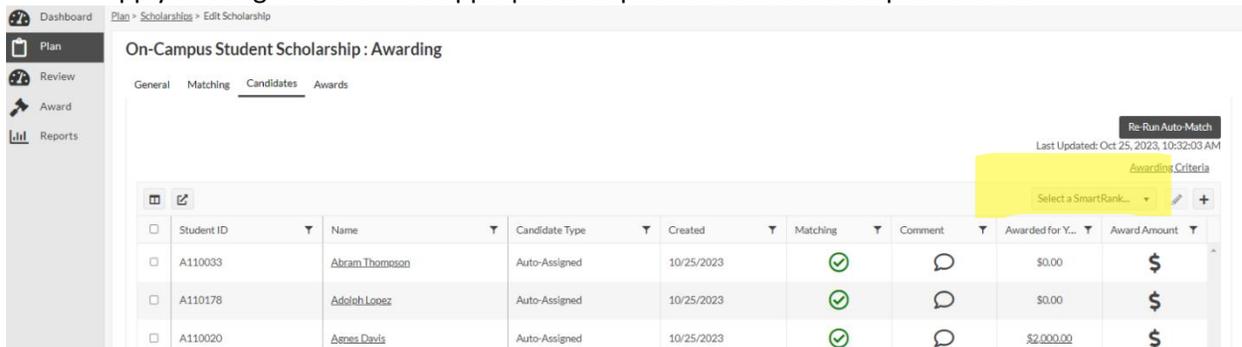
After Awards are Allocated:

- Optionally Approve Awards
- Notify Recipients

Step 1: Use SmartRank to Select Applicants (OPTIONAL)

To facilitate final awarding decisions, users can utilize SmartRanks and the Column Manager. SmartRanks use a combination of information (including Review Score if applicable) to rank students based on weighted criteria.

1. Apply existing SmartRank as appropriate to prioritize and select top candidates.



Dashboard | Plan > Scholarships > Edit Scholarship

On-Campus Student Scholarship : Awarding

General | Matching | Candidates | Awards

Re-Run Auto-Match
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Awarding Criteria

Select a SmartRank...

<input type="checkbox"/>	Student ID	Name	Candidate Type	Created	Matching	Comment	Awarded for Y...	Award Amount
<input type="checkbox"/>	A110033	Abram Thomason	Auto-Assigned	10/25/2023	✓		\$0.00	\$
<input type="checkbox"/>	A110178	Adislah Lopez	Auto-Assigned	10/25/2023	✓		\$0.00	\$
<input type="checkbox"/>	A110020	Aenas Davis	Auto-Assigned	10/25/2023	✓		\$2,000.00	\$

Step 2: Optionally Reject Applicants (OPTIONAL)

The scholarship must be in an 'Open' status to reject or recycle an applicant. Staff users can review student submitted applications by viewing the **Plan > Scholarships > Edit > Candidates** tab, and clicking the Binoculars icon. A student's current matching status will show whether the student still meets the matching criteria (denoted by a green check mark or red x).

Staff users have the option of rejecting an applicant, for example if they do not plan to award the applicant. A Trashcan icon can be used to reject the candidate, and the recycle icon can be used to undo this. A Bulk Reject and Bulk Recycle option is also available to perform this function for more than one student at a time.

Based on the scholarship configuration, students will be queued to receive the Scholarship Award Loss when rejected. The staff user must go to **Award > Manage Awards > Notify Non-Awarded** to select and notify students.

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Step 3: Allocate Awards

This step involves allocating awards for your students and scholarships. At this stage of the process, initial award amounts are not finalized and are not viewable by students.

Option 1: Awarding an Individual Scholarship

1. Navigate to **Plan > Scholarship**, click on the Pencil Icon, and then go to the **Candidates** Tab.
2. To initiate the awarding process for a student, click on the  icon.
3. Navigate to the **Scholarship > Awards** Tab (right next to the Candidates tab).
4. Click on the Award Amount value for a student and enter awards by term.

Step 4: Nominate Students if Applicable

Prerequisite:

Nominations can be used to bring a student into awarding who did not apply. These students will not have a review score but can be ranked on other SmartRank criteria and awarded from same budget pool for the scholarship.

1. Click **Nominate** Button. Under the **Awards** Tab in the scholarship you are awarding.
2. Search for existing student record using Student Identifier

Step 5: Approve Awards if Applicable

An approval step can be required on a per scholarship basis. If approval is required by your department this step can be required before students receive any award communication or before Acceptance and Thank You Letter workflows are initiated. Unapproved awards are not visible to the student and cannot be posted.

1. Navigate to **Award > Manage Awards > Approve** Tab.
2. Select awards and click **Approve** or **Deny** buttons to process.

Step 6: Notify Award Recipients

The next step is to notify recipients of their awards and any requirements.

Prerequisites:

- Prior to notifying, the “Scholarship Award Notification With Action” and “Scholarship Award Notification Without Action” communications should be enabled and edited as appropriate.
1. Navigate to **Award > Manage Awards > Notify Awards**.
 2. Select the checkboxes of the student(s) you are ready to notify.
 3. Click the **Notify** button. You will be prompted to select deadline dates for students receiving scholarships which require Acceptance and/or Thank You Letters.
 - a. For scholarships not requiring Acceptance or Thank You Letters, staff users must toggle the switch “On” to send an award communication.