

Procedures for Foundation Scholarship Preparer

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

Foundation Scholarships

To submit a new form, [click this link](#).

- 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 2018 **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**.

Award Details					
Recipient(s):	UID(s):	Scholarship(s): <small>(Scholarship list needs updating? Request changes here)</small>	Amount(s):	On Campus in Fall:	Has Written Thank You
Dium, Rubi	884984949	4165222 - Outstanding Chemistry Education Student	\$500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dehyde, Al	889849654	4165222 - Outstanding Analytical Chemistry Student	\$500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			\$1,000.00		<input type="checkbox"/>

Last Name, First Name

****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 [Request changes here](#) 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 [Request changes here](#) 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.
 - 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.
 - 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.

Authorization

Fiscal Agent:

McLauchlan, Craig



(5)

I certify that the information submitted on this form is accurate. I certify that the information will only be submitted once. I certify I have authority to submit this Award Form to the Fiscal Agent.

- 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

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Title	Created	Status
Biological Sciences - 2202 ✳	Yesterday at 1:05 PM	Pending BO