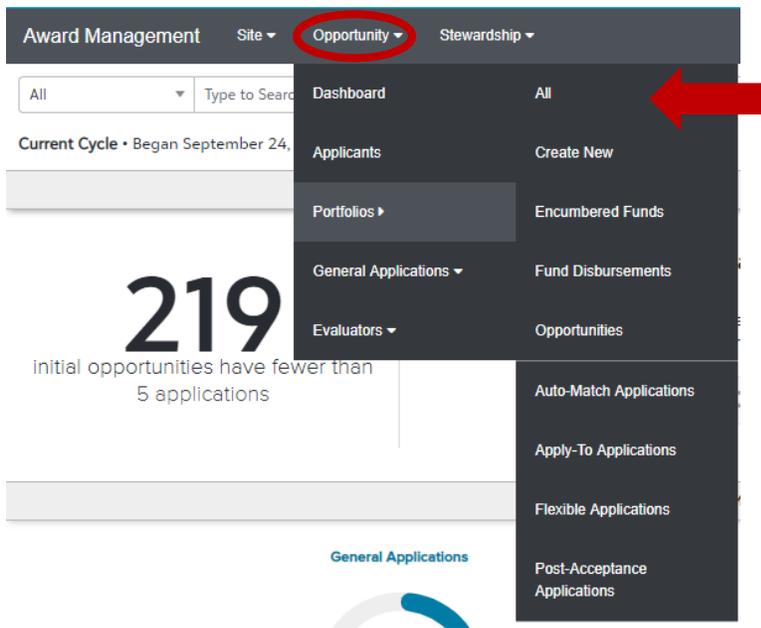


How to Offer Awards to Applicants in an Opportunity

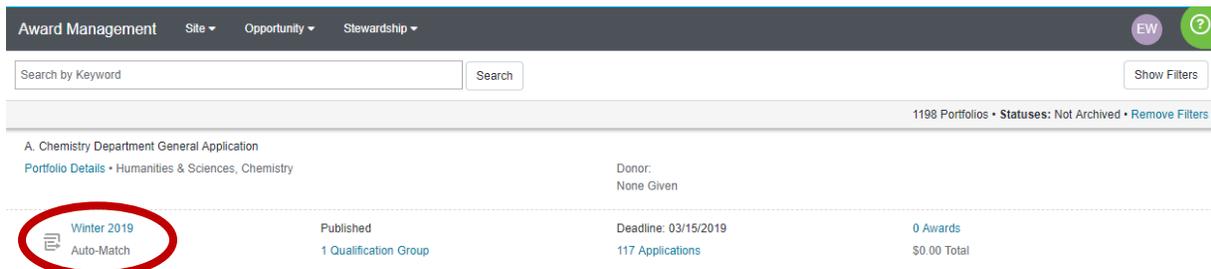
Once your reviewers have finished reviewing all applications, it may be time to extend award offers to the best applicants. Award offers can be made from any opportunity's Applications tab either applicant-by-applicant or in bulk.

Extending a Single Award Offer

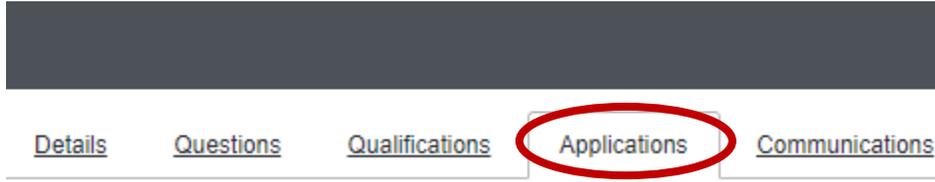
1. While logged in as an opportunity administrator, go to the Opportunity section and select the Portfolios menu's "All" page and locate the desired opportunity.



1a. Click on the season time stamp to open the opportunity.



2. Next, click on the opportunity's Applications tab and a grid of all applications for the opportunity should appear.



2a. To ensure you are looking at submitted applications only, hover over the view function in the middle of the screen and select "Submitted"

A screenshot of a web application interface showing a grid of applications. The grid has columns for 'Residency St...', 'Cumulative G...', 'Were', 'Email', 'Email Aliases', 'General ...', and 'Rev'. A dropdown menu is open over the 'Were' column, listing various views such as 'Complete View', 'All Chemistry applications', 'A. Journalism', 'Anthropology', 'Submitted', and 'Users without NetID'. The 'Submitted' option is circled in red. A red arrow points from the 'Submitted' option in the dropdown to the 'Submitted' column header in the grid. The grid contains several rows of application data, with some cells redacted by black boxes.

3. To locate the applicant(s) to whom you wish to make an offer, and click the “View” link for that applicant. You may be interested in the values for **Reviewer Score** and **Qualification Points** columns, or in **filtering the grid** to locate particular applicants.

<input type="checkbox"/>	Id	View	Award Mode	Category	Categori...
<input type="checkbox"/>	1.	View	Award Mode	Submitted	03/12/2019
<input type="checkbox"/>	1...	View	Award Mode	Submitted	03/09/2019
<input type="checkbox"/>	1...	View	Award Mode	Submitted	03/07/2019
<input type="checkbox"/>	1...	View	Award Mode	Submitted	03/11/2019

4. The page that opens up will display the user's application for that particular opportunity. You should see a button on the right side of the window that displays the current status or category of the application.

Award Management Site Opportunity Stewardship EW ?

Application Reviews

A. CHEMISTRY DEPARTMENT GENERAL APPLICATION > WINTER 2019 > APPLICATIONS > [REDACTED]

[REDACTED] Submitted Notes History

Show Qualifications Qualified in 1 of 1 qualification groups

Applicant Provided Information

General Application

4a. Click on the category (i.e. Submitted) button to launch the category updating screen. When you select the "Offered" category from the drop-down menu, additional awarding information will appear. You may wish to review this information before making your decision:

Update Application Category

Choose a Category

Submitted

System

- Submitted
- Declined
- Offered**
- Accepted
- Drafted
- Custom

4b. After selecting “Offered” category, an “update application category” box will display.

Update Application Category
CLOSE ✕

Choose a Category

?
Choose Category

Offered

Update Amount

!
Add Amount

Suggested: \$0.00

Choose an Award Period

A Initial Opportunity Fund Information	C Applicant Information
Available Funds \$40,000.00	Current Encumbered Applications 2
Committed Funds (\$10,750.00)	Current Encumbered Amount \$3,000.00
Remaining Funds \$29,250.00	Current Renewal Applications: 0
	Current Disbursable Amount: \$0.00

B Award Information

Available Awards	10
Committed Awards	(18)
Remaining Awards	0

Update Application

A. Initial Opportunity Fund Information: Based on the pre-set Total Award Amount for the opportunity, this area informs administrators of how much funding remains available.

- *Note: If the opportunity's award information has not been set, then this will likely show as 0. Additionally, when extending award offers administrators may encounter an "overextended funds" warning message.*

B. Award Information: Based on the pre-set Total Award Amount for the opportunity, this area informs administrators of how awards remain available. (*Note: If the opportunity's award information has not been set, then this will likely show as 0.*)

- *You may see the following warning message in red when updating the Update Amount field: "Amount must be greater than or equal to \$XXXX and less than or equal to \$XXXX" depending on the minimum and maximum award amounts you have set at the portfolio level. If you are trying to enter an amount that is less than the minimum amount set or greater than the maximum amount set, you **WILL NOT** be able to complete the action. In either of these cases, to successfully complete the award offer, you must return to the opportunity and update those amounts.*

C. Applicant Information: This informs administrators of any other awards the applicant has already received this cycle, as well as the overall amount. For systems with the Renewal Management Module enabled, this area will also display available renewal award information for the applicant. When ready to extend an award offer to the applicant, type in the appropriate award amount (and select an Award Period tag, if your system uses custom Award Periods). When finished, click the green "Update" button.

5. The category updating box will close and, in a few moments, the award offer will be extended to the applicant. After waiting a few moments, you may check the opportunity's Applications tab to confirm the award offer.

Success Scholarship
 Winter 2015 | Ended 117 days ago

Begin typing to search by name, email address, or user ID...

<input type="checkbox"/>	View	Category	Applied On	First Name	Last Name	Primary Email	Qualification Po...	Amount Offered
<input type="checkbox"/>	View	Offered	07/24/2013	Chris	McDouglas	joeaprice@gmail.com	0	\$250.00
<input type="checkbox"/>	View	Offered	07/24/2013	Jonathan	Fox	jonathan.fox@academicworks.com	2	\$1,500.00

Extending Award Offers to Multiple Applicants in Bulk

If an opportunity awards more than one applicant with the same award amount (for example, three applicants each receive an award of \$1,500), then administrators may use the Applications grid to process all necessary awards in bulk. To do so, simply take the following steps:

1. Follow steps outlined in bullets 1 through 2 shown above.
2. Locate the applicants to whom you wish to make an offer. On the left side of each row there should be a small check box. Check the box beside each user who will receive an offer.

Site Opportunity Stewardship superuser@academicworks.com

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Success Scholarship [Notes](#) [History](#)

▼ Winter 2015 | Ended 117 days ago

Begin typing to search by name, email address, or user ID...

	View	Category	Applied On	First Name	Last Name	Primary Email	Qualification Po...	Amount Offered
<input checked="" type="checkbox"/>	View	Submitted	07/24/2013	Jane	Guenther	bresser@hotmail.com	1	\$0.00
<input checked="" type="checkbox"/>	View	Submitted	07/24/2013	Brandon	Phipps	brandon.phipps@academicworks.com	1	\$0.00
<input type="checkbox"/>	View	Offered	07/24/2013	Chris	McDouglas	joeaprice@gmail.com	0	\$250.00
<input type="checkbox"/>	View	Offered	07/24/2013	Jonathan	Fox	jonathan.fox@academicworks.com	2	\$1,500.00
<input checked="" type="checkbox"/>	View	Submitted	07/24/2013	Graham	Dunlap	gdunlap@academicworks.com	1	\$0.00
<input type="checkbox"/>	View	Submitted	10/05/2015	Bryan	Dotson	bdotson@academicworks.com	1	\$0.00
<input type="checkbox"/>	View	Offered	07/24/2013	Jim	Anderson	joe.price@academicworks.com	0	\$250.00
<input checked="" type="checkbox"/>	View	Submitted	01/29/2014	Lindsey	Ohls	lohls@academicworks.com	1	\$0.00

3. At the bottom of the page, use the Act on Selected dropdown to choose the Categorize option. This allows you to place the selected applications into a new category.

Act on Selected ▲

- Email Users
- Categorize

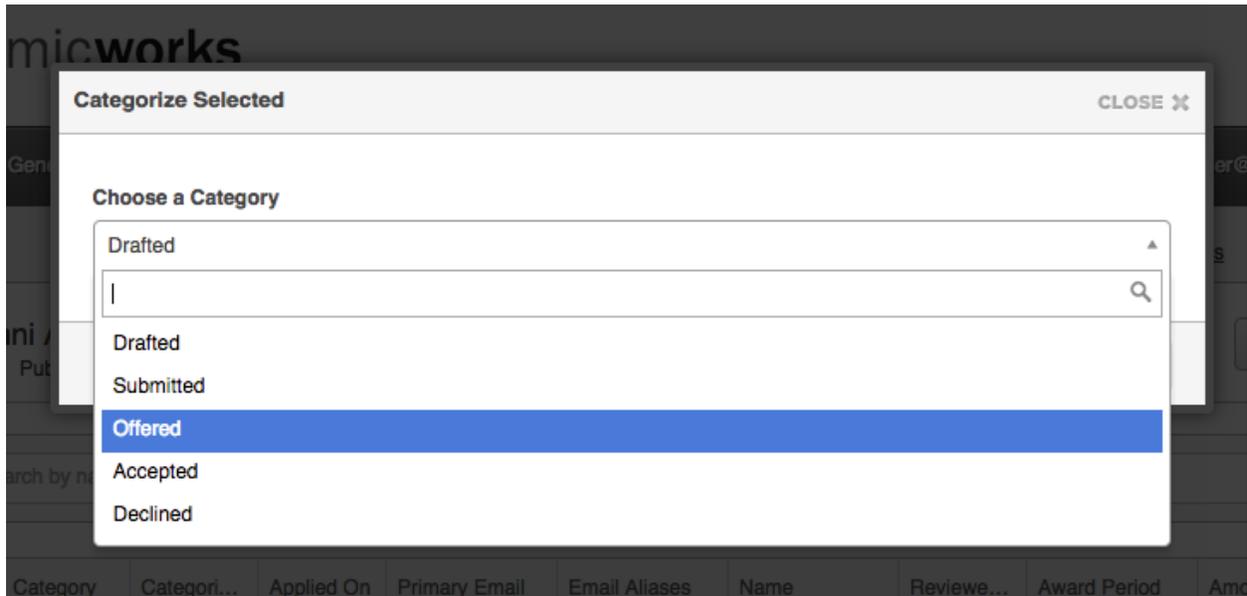
In **ation**

Opportunity Amount

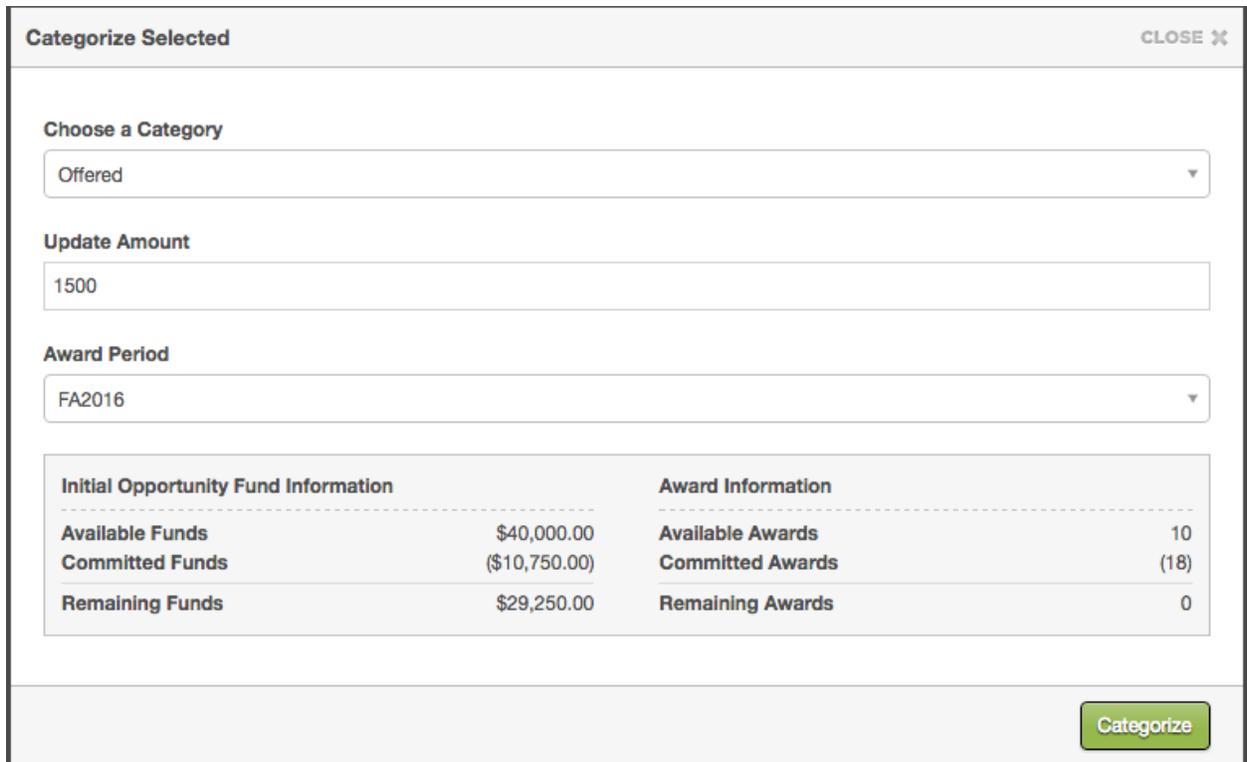
Committed Amount

Total Remaining Amount

4. A new window will open. Choose the "Offered" category from the drop-down menu.



5. The system will next present you with the ability to designate an amount *per applicant* you would like to award. If your system utilizes Award Period tags, you may also select an award period.



This will extend award offers to the applicants. After waiting a few moments, you may refresh the page and check the opportunity's Applications page to confirm the award offer.

Site
superuser@academicworks.com

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Success Scholarship

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Notes
History

<input type="checkbox"/>	Id	View	Category	Categoriz...	Applied On	Primary Email	Email Aliases	Name	Opportun...	Reviewer...	Award Period	Amount O...
<input type="checkbox"/>	190	View	Offered	06/22/2016	07/24/2013	jonathan.fox@a...	jonathan.fox@a...	Jonathan Fox	90.0	90.0	FA2016	\$1,500.00
<input type="checkbox"/>	188	View	Offered	06/22/2016	07/24/2013	brandon.phipps...	brandon.phipps...	Brandon Phipps	87.14	87.14	FA2016	\$1,500.00
<input type="checkbox"/>	195	View	Offered	06/22/2016	07/24/2013	bresser@hotm...	bresser@hotm...	Jane Guenther			FA2016	\$1,500.00
<input type="checkbox"/>	36...	View	Offered	06/22/2016	01/29/2014	lohls@academi...	lohls@academi...	Lindsey Ohls			FA2016	\$1,500.00
<input type="checkbox"/>	191	View	Offered	06/22/2016	07/24/2013	gdunlap@acad...	gdunlap@acad...	Graham Dunlap	81.43	81.43	FA2016	\$1,500.00