# 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.
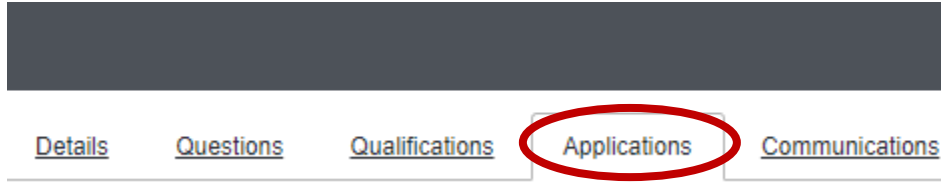
Extending a Single Award Offer

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.
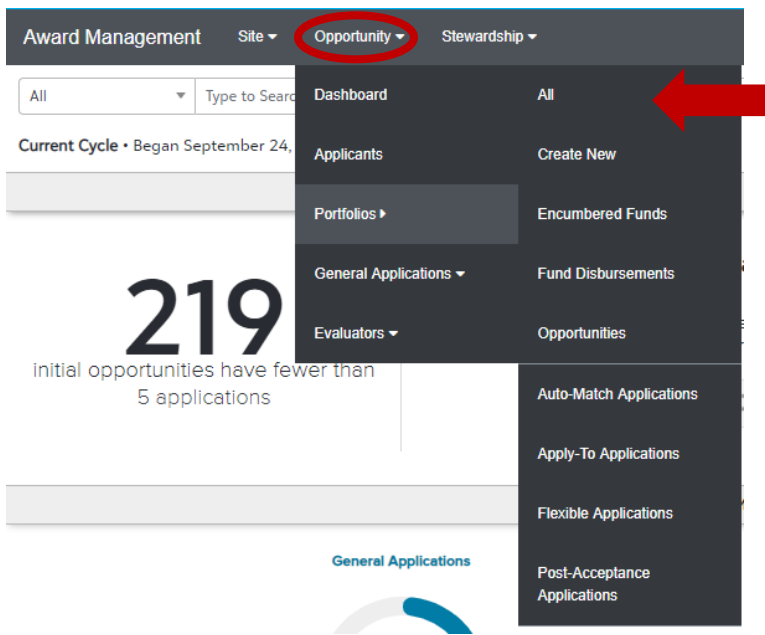
1a. Click on the season time stamp to open the opportunity.
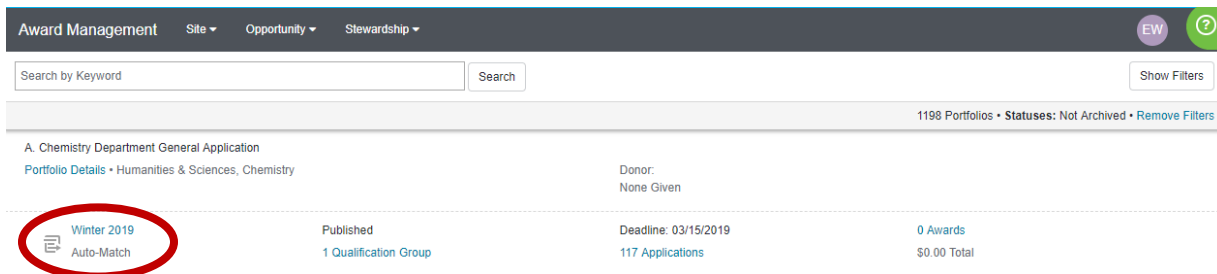
2. Next, click on the opportunity's Applications tab and a grid of all applications for the opportunity should appear.

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

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.

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.

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:

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

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.

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.

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.

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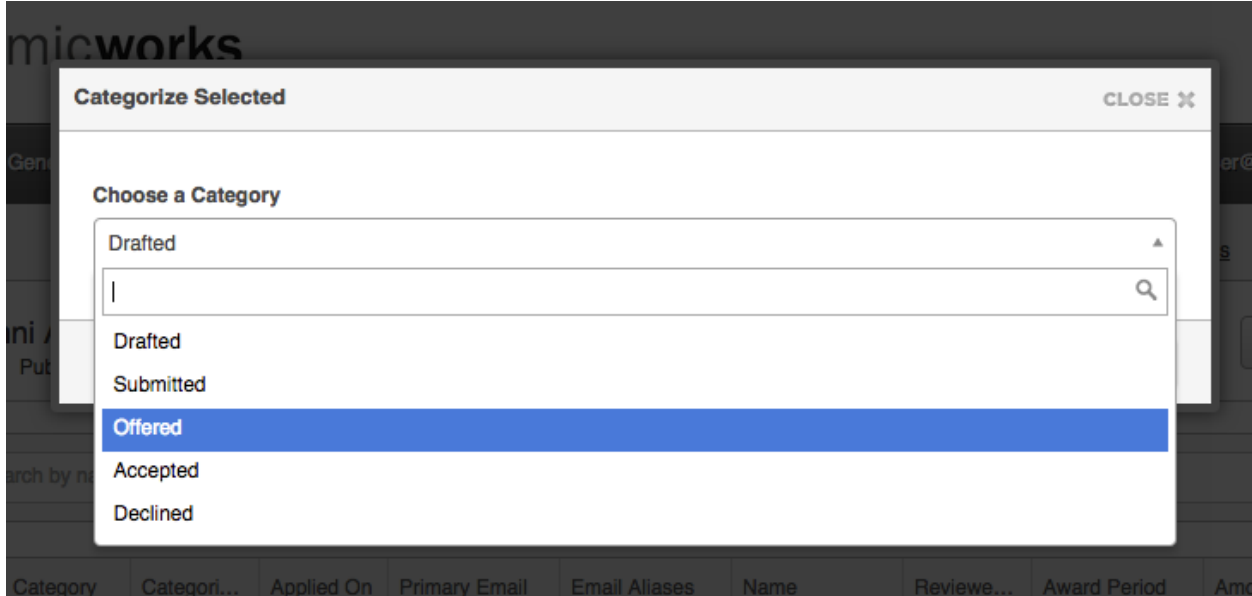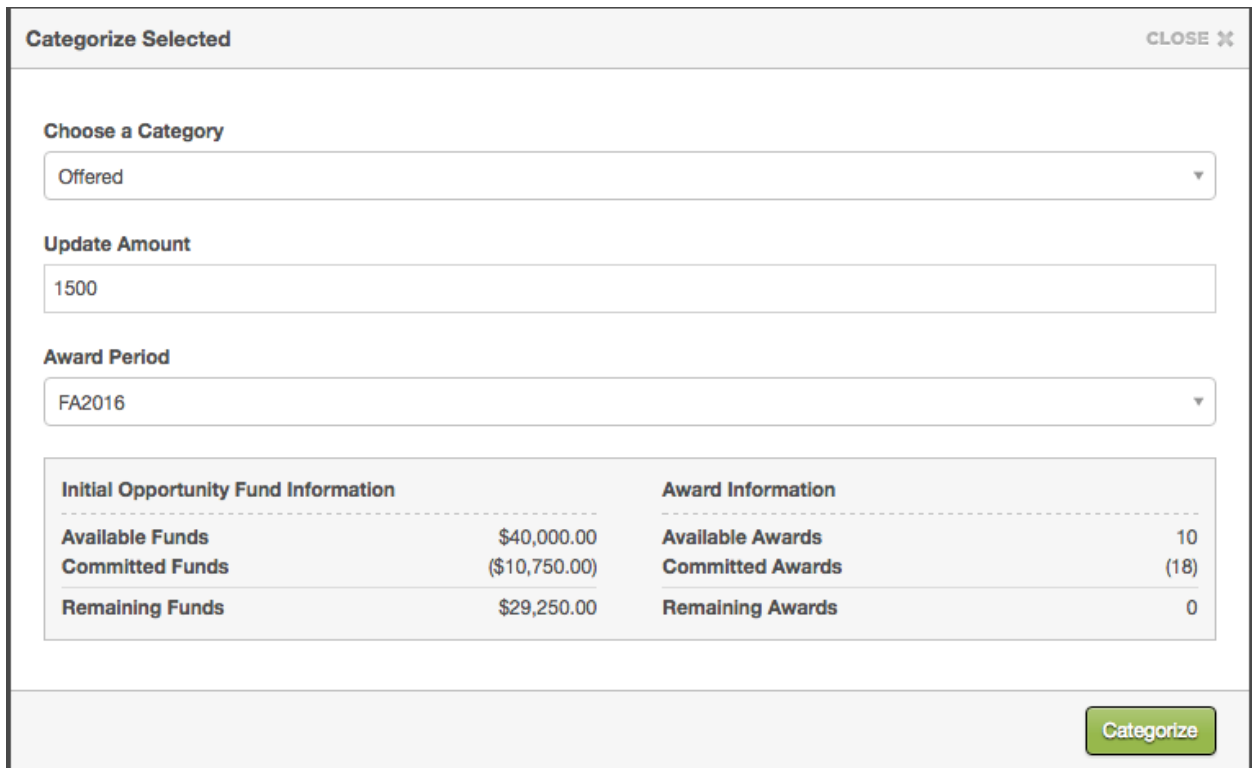

5. The system will next present you with the ability to designate an amount *per applicant* you would like to award. If your system utilizes Award Period tags, you may also select an award period.

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	Opportunity	Stewardship								▼ superuser@academicworks.com

Dashboard   ▼ Portfolios   ▼ General Applications   ▼ Evaluators

Details   Questions   Qualifications   **Applications**   ▼ Reviews   Communications   ▼ Post-Acceptance

Success Scholarship
▼ Winter 2015 | Ended 117 days ago

[Notes] [History]

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	Id	View	Category	Categoriz...	Applied On	Primary Email	Email Aliases	Name	Opportun...	Reviewer...	Award Period	Amount O...
			All								All	
☐	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
☐	188	View	Offered	06/22/2016	07/24/2013	brandon.phipps...	brandon.phipps...	Brandon Phipps	87.14	87.14	FA2016	$1,500.00
☐	195	View	Offered	06/22/2016	07/24/2013	bresser@hotm...	bresser@hotm...	Jane Guenther			FA2016	$1,500.00
☐	36...	View	Offered	06/22/2016	01/29/2014	lohls@academi...	lohls@academi...	Lindsey Ohls			FA2016	$1,500.00
☐	191	View	Offered	06/22/2016	07/24/2013	gdunlap@acad...	gdunlap@acad...	Graham Dunlap	81.43	81.43	FA2016	$1,500.00