Welcome to AcademicWorks
Training Agenda
December 4-5, 2018

Brief Overview.........................8:30am

Applicant Perspective...........8:45am
- General Application
- Auto Match Scholarships
- Recommended Scholarships
- Reference Letters
- Accepting the Offer
- Completing Post-Acceptance

Opportunity Administration.....9:30am
- Opportunity Details
- Auto Match vs. Apply To
- Supplemental Questions
- Qualifications
- Post-Acceptance

Break....................................10:15am

Review Committees...............10:30am
- What are Review Committees?
- How do they work?
- Reviewer Group Templates
- Creating Review Groups
- Establishing Reviewer Questions and Rubrics
- Completing Reviews

Lunch (to be provided).............11:30am

Awarding and Post-Acceptance..12:30pm
- Pre-Awarding Tools (Award Mode)
- Extending the Offer
- Collecting Post-Acceptance
- Review of Applicant Post Award Steps

Renewal Management.............1:30pm
- What is Renewal Management?
- Renewal Configurations
- Processing Renewal Applications

Break....................................2:30pm

Cycle Management...............2:45pm

Reporting..............................3:00pm
- Opportunity
- Encumbered Funds
- Fund Disbursements
- Bulk Actions

Closing Remarks/Q&A.............4:00pm

Questions? Comments?
We love to hear from you!

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