

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!

Cammy Jagielski
Training Manager
AcademicWorks, Inc.

