

Online Scholarship Disbursement Requests

Step 1: Access to the online form is available here: <http://foundation.fsu.edu/forms-and-resources>

Scroll down to the Scholarship section and click the Forms tab to locate the link for the new online form.

The screenshot shows a webpage titled "Scholarships" with a red box around the title. Below the title is a paragraph of text. Underneath is a navigation menu with "Contact Information" and "Forms" (highlighted with a red box). Below the menu is a section for "Scholarship Disbursement Request" with a "Submit Form Online" button (highlighted with a red box). Below this are two sections for "Award Letter Templates" and "Scholarship Thank You Letter Writing Tips", each with a "Download" button.

Scholarships

The Scholarships department is responsible for administering the disbursement of Foundation funds designated as student scholarships to the University. Many of our scholarships are possible only through the generous support of our donors. As such, the Foundation has a fiduciary responsibility to our donors to ensure that funds are utilized in accordance with the terms and conditions of their gifts while adhering to various federal and state regulations.

Contact Information >

Forms v

Scholarship Disbursement Request

This form is required to process scholarships, fellowships, awards, tuition etc. for FSU students.

Submit Form Online

Award Letter Templates

These forms are used to notify recipients of an award that they have received.

Download

Scholarship Thank You Letter Writing Tips

Tips for students writing scholarship thank you letters.

Download

After clicking the link, you will be prompted to sign in with your FSUID and password.

The form is titled "Enter your FSUID and password". It contains two input fields: "FSUID" and "Password". Below the fields is a "Sign In" button. At the bottom of the form are links for "Activate Your FSUID", "Reset Your Password", "Help", and "Terms of Use".

Enter your FSUID and password

FSUID

Password

Sign In

[Activate Your FSUID](#) | [Reset Your Password](#) | [Help](#) | [Terms of Use](#)

After signing in, you will be taken directly to the form to begin filling it out.



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Scholarship Disbursement

This form is to be used for Scholarships only. Please ensure all scholarship thank you letters are received from student recipients prior to filling out this disbursement request. Print and include a copy of this disbursement request when sending original thank you notes to Brittany Melin at the FSU Foundation. Funds will not be disbursed until all thank you letters are received. Please contact Brittany Melin with any thank you letter questions at (850) 644-1485 or bmelin@foundation.fsu.edu.

Step 2: How to complete the form

Contact Information – this section should automatically populate your name, phone number and email address. If any of the information here is incorrect, you can manually change it before submitting the form.

Contact Information	
Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

To correct the information that is automatically populated, return to the previous screen and click on My Settings. Make sure to click Save before returning to the form.

The screenshot shows the 'FSU Foundation Web Forms' dashboard. On the left is a navigation menu with 'Web Forms Dashboard', 'View All Web Forms', and 'Web Form Information'. The main content area shows 'Web Forms Dashboard / View All Web Forms' and a large 'View All FSU Foundation Web Forms' button. On the right is a user profile dropdown menu with options: 'My Profile', 'My Settings' (highlighted with a red box and an arrow), and 'Log Out'.

In My Settings, you can also prompt the system to send a weekly reminder list by clicking on the following check box before saving. All forms requiring your attention will be included on this list, not just scholarships (see next page).

Email:

Receive weekly reminder emails for Requests waiting on my approval

Fund Information – this section is where you will identify the fund and any earmarked donor, which is used only if you have more than one donor to a fund and there is a specific donor that you want to recognize for the thank you letter.

Fund Information

Select Fund: [Browse Funds](#)

Donor's Name:
If this is an earmarked scholarship, please provide donor's name

Click the Browse Funds button to open a search box. This is where you can look up your scholarship fund by name or number, as well as filter it by college or department.

Q Fund Designation Search ×

Use the Search fields below to find and select a Fund or Designation:

Description:

Fund Number:

College/Unit:

Department:

[Search](#) [Reset Filter](#)

Search Results

Fund Name	Description	College/Unit	Department
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[Close](#)

Payee Information – this section is where you will differentiate between our two common payees (Financial Aid and Payroll) based on recipient residency status before selecting the term for which the scholarship is to be applied. **Fall 2017 is the first term accepted by the new online form. Please use the old PDF form for any terms prior and send it to accountingforms@foundation.fsu.edu.**

Payee Information

Residency Status:

Term:

Year:

Student Information – this section will only be available once the previous Payee Information section has been completed. Here you will be given a summary of the residency status and term, as well as a reminder to make sure you submit different online forms for each variation in those options.

Student Information

Attention: You have selected to add students with a residency status of **U.S. Citizen or Resident Alien** who attended Florida State University during **Fall/2017**. Only students who meet those requirements will appear in the 'Student Search' box. If you need to add in students with different residency and enrollment statuses, another form will have to be submitted.

[+ Add Student](#)

Continue to the next page for further instructions.

Click the Add Student button to open a search window, where you can lookup students by name, FSUID or EMPLID. Your results will populate below. Click anywhere on the row to add the student and be taken back to the main screen. Repeat the process for each student on the request.

Q Student Search ×

Use the Search fields below to find and select a Student:

First Name:

Last Name:

FSUID:

EMPLID:

Search

Reset Filter

Search Results

First Name	Last Name	FSU ID	EMPLID

Close

After you are done adding recipients to the list, make sure to identify whether a thank you letter has been submitted before inputting the amount of the award. You can continue to add students to the list without limit. If a student is in an underload situation, you will see a message instructing you to send a letter or email to your Financial Aid contact authorizing the underload.

Student Name	OMNI EMPLID	Term/Year	Letter Submitted	Amount
		Fall 2017 - Underload	<input type="radio"/> Yes <input type="radio"/> No	<div style="display: flex; align-items: center;"> \$ <input style="width: 100px; text-align: center;" type="text" value="0"/> .00 </div> <div style="text-align: right; margin-top: 5px;"> <div style="background-color: #8B4513; color: white; padding: 2px 5px; border-radius: 3px;">✕ Remove</div> </div>
Total:				<div style="display: flex; align-items: center;"> \$ <input style="width: 100px; text-align: center;" type="text" value="0"/> .00 </div>

Student is Underload - One of the above students was not considered Full Time during the Year/Term you selected, highlighted above. Please verify that this award is not in error before submitting the request. If you still wish to proceed, please be sure to send your FSU Financial Aid representative an Underload Approval email or letter releasing the funds for disbursement. Failure to do so will cause a delay in payment.

Approval Information – this section is where you will select the two individuals responsible for approving the list of recipients and the total amount of the request. The Recipient Approver must have a valid FSUID and be a representative of the scholarship selection committee. The Fund Approver list is a drop-down menu based off of the signature authority levels maintained within our accounting system. The drop down list will automatically adjust based on the total amount of the request (\$1,000 and under or over \$1,000). Select from the list before moving to the next section.

Approval Information

Recipient Approver: Select Approver
Name of Dean, Department Chair, or Selection Committee Member

Fund Approver:

Stewardship Approval: Brittany Melin

Foundation Approval: Jon-Michael Sima

Additional Comments – this is where you, as the request form initiator, can leave comments for approvers/reviewers.

Additional Comments

Comments:

Submit Form – the last step of the process is submission of the form. If you have completed any step incorrectly, the system will alert you to those issues before you are allowed to submit. If there are no issues and you have typed your full name in the box, click Submit Form.

Submit Form

Instructions and Disclaimer
The FSU Foundation requires that you verify your submitted form with a digital signature. To sign, type your name in the field below and click "Submit Form". By clicking on the "Submit Form" button, you are signing and submitting a legal document under the Electronic Signatures in Global and National Commerce Act and/or the Florida Uniform Electronic Transaction Act (F.S. 668.50). I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. A PDF version of this document will be emailed to the address provided above. Please file it for your records.

Digital Signature:
I certify that all the submitted information is accurate and true.

Date/Time: 6/5/2017 8:51:57 AM

Submit Form

What Happens Next

After you click Submit Form, an email with a hyperlink will be sent for approval according to the workflow in the Approval Information section. Each individual in the workflow will need to approve their step before an email is sent for approval to the next individual in the process. Additionally, if any approver rejects the form, the form will be returned back to the originator of the form for edits. The workflow will then restart once the form has been resubmitted.

Please be mindful of terms and years, especially as it relates to very long lists of recipients, as a change in this information during the editing process will delete the existing list of students and require them to be re-entered.

Managing your Requests/Approvals

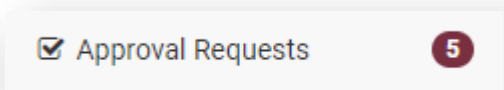
Record of each submitted request will be saved indefinitely in your dashboard. You will be able to track the progress of all your requests at the same time. You can also click on a specific request ID to view comments and more detailed tracking information.

Submitted By	Form Name	Request ID	Status	Progress Bar	Action
Sima, Jon-Michael	Scholarship Disbursement Request	FF006-00068	Pending Review	20	Choose Action
Sima, Jon-Michael	Scholarship Disbursement Request	FF006-00060	Rejected	20	Choose Action

Once a form reaches the 100% mark, Foundation Accounting will begin the payment process and you can view the status on your Processed Scholarship web report available at <https://reports.foundation.fsu.edu/Reports/Pages/Folder.aspx>. You can check for any incorrect scholarship request data or find the batch number which will be needed when speaking with Financial Aid or Payroll.

Sima, Jon-Michael	Scholarship Disbursement Request	FF006-00067	Approved	100%	Choose Action
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As an approver you are given an action counter, which is on the left side of the Dashboard immediately after you login. Click the button to see all your pending approval requests.



Thank you! We hope you enjoy using the new features made available through our online form. If you have any feedback or questions, please reach out to Jon-Michael Sima at jsima@foundation.fsu.edu or 644-1090.