FS4U Detailed Scholarship Workflow

Phase
Phase 1 - Issuance and acceptance of award (Opportunity Administrator Workflow)
Phase 2 - Post-acceptance application (Foundation Donor Stewardship Workflow)
Phase 3 - Disbursement (Foundation Accounting Workflow)

NOT SELECTED
Opportunity Administrator categorizes all other applicants to *"Not Selected"* and sends regret communication. Categorizing applicants to *"Not Selected"* can be done at any point in the workflow process.

Applicants are not notified, but will see the category in their Dashboard.

FOUNDATION DECLINED
Foundation has determined the selected applicant does not meet donor criteria and categorizes the selected applicant to *"Foundation Declined"*. Another applicant may be selected at this time. This is also used to cancel an award at the request of an Opportunity Administrator.

APPLICANT DECLINED
Applicant rejects the offer and is systematically categorized into *"Applicant Declined"*. Another applicant may be selected at this time.

Opportunity Administrators receive notification that an offer has been declined.

SUBMITTED
Applicant submits an application for consideration in the form of a general application, conditional application or apply-to application.

Applicant receives notification that their application was submitted.

Opportunity Administrators review the pool of applicants when an opportunity ends to identify potential candidates who meet donor criteria for Reviewers to evaluate. If FS4U is used for the review process, Reviewers are added to the system and review groups and rubrics or other scoring system is established at this time.

Reviewers score applicants based on rubrics or other external scoring system to identify award recipient. If no review process is used, this step is bypassed.

Reviewers receive notification at Review Start Date. If they have not completed their review 7 days prior to Review End Date, they will receive a reminder notification.

READY FOR APPROVAL
Opportunity Administrators are notified of an award recipient and re-verify applicant meets donor criteria. Applicant is categorized to *"Ready for Approval"* and the amount and term of the award is entered. Opportunity Administrator notifies the Budget Approver there are awards pending their approval.

BUDGET APPROVED
Budget Approver verifies there is sufficient cash and approves the disbursement of the award by categorizing the selected applicant to *"Budget Approved"*. If there is insufficient cash to process an award, the Budget Manager should should not categorize the applicant to *"Budget Approved"*.

OFFERED
Foundation verifies applicant meets donor criteria and categorizes the selected applicant to *"Offered"*. This marks the point that an award is officially offered to the applicant.

Applicant receives notification they have received an offer.

ACCEPTED
Applicant accepts the offer and is systematically categorized in the opportunity's applications grid as *"Accepted"*. This completes the opportunity administrator workflow.

REQUESTED
Acceptance of offer systematically categorized applicant as *"Requested"* in the opportunity's post-acceptance applications grid. Applicant is prompted to complete the post-acceptance application.

Applicant receives notification to complete the post-acceptance application.

IN PROCESS
Applicants will show up as *"In Process"* in the opportunity's post-acceptance applications grid as soon as they are marked *"Ready for Approval"* in the opportunity's applications grid. This just means they are still in process and will systematically be categorized to *"Requested"* once an applicant accepts an offer.

VALIDATION PENDING
Foundation needs additional information to verify selected applicant meets donor criteria and categorizes the selected applicant to *"Validation Pending"*.

BUDGET PENDING
Foundation determines there is insufficient cash to approve an award and categorizes the selected applicant to *"Budget Pending"*.

DRAFTED
Applicant begins post-acceptance application but has not yet submitted it.

SUBMITTED
Applicant submits post-acceptance application. Opportunity Administrators can review thank you letters.

Opportunity Administrators receive notification that a post-acceptance application has been submitted.

Stewardship Administrator reviews post-acceptance application. If application is determined complete, the applicant is categorized to *"Awarded"*. If application is determined incomplete, the applicant is categorized to *"Stewardship Pending"*.

STEWARDSHIP PENDING
Stewardship Administrator communicates with Opportunity Administrator and/or applicant to obtain information needed to satisfy post-acceptance application requirements.

AWARDED
Applicant is categorized to *"Awarded"*. The scholarship is now ready to be routed to the University for fund disbursement by Foundation Accounting. This completes the Foundation Donor Stewardship Workflow.

PENDING PAYROLL REVIEW
Foundation Accounting prepares a list of students every Tuesday and submits it to Payroll Services. Students are categorized to *"Pending Payroll Review"*. Payroll Services reviews recipients to identify non-resident aliens (NRA) for tax purposes, which determines the routing for University disbursement.

UPLOADED TO FSU
Foundation Accounting batches and uploads the award information to Financial Aid or Student Business Services each Friday and submits a journal to FSU General Accounting to record fund expenditure. Students are categorized to *"Uploaded to FSU"*. This completes the Foundation Accounting workflow.

AWARD PROCESS IS COMPLETE!