**FS4U Detailed Scholarship Workflow**

**Phase 1: Issuance and acceptance of award (Opportunity Administrator Workflow)**

- **Submitted:** Applicant submits an application for consideration in the form of a general application, conditional application or apply-to application.
- **In Process:** Applicant will show up as "In Process" in the opportunity/post-acceptance applications grid as soon as they are marked "Requested" in the opportunity's applications grid. This just means they are still in process and will systematically be categorized as "Requested" once an applicant accepts an offer.
- **Drafted:** Applicant begins post-acceptance application but has not yet submitted it.

**Phase 2: Post-acceptance application (Foundation Donor/Stewardship Workflow)**

- **Submitted:** Applicant submits a post-acceptance application. Opportunity Administrators can review thank you letters.
- **In Process:** Opportunity Administrators receive notification that the post-acceptance application has been submitted.

**Phase 3: Government (Foundation Accounting Workflow)**

- **Submitted:** Stewardship Administrator receives 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".

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

**BUDGET APPROVED:** Opportunity Administrator verifies that there is sufficient cash and approve the award. The scholarship is now ready to be routed to the University for fund disbursement. Foundation Accounting prepares and sends the Payment Services Review to Foundation Accounting. This completes the Foundation Donor Stewardship Workflow.

**APPLICANT DECLINED:** Applicant may be selected at this time. This is also used to cancel an award in the request of an Opportunity Administrator.

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

**ACCEPTED:** Applicant receives notification that an offer has been declined.

**REQUESTED:** Opportunity Administrators receive notification that an offer has been requested.

**AWARDED:** Applicant accepts the offer and is systematically categorized into "Accepted". This completes the opportunity administrator 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 review recipients to identify non-resident aliens (NRA) for tax purposes, which determines the disbursement of the award by Payroll Services.

**AWARD PROCESS IS COMPLETE!**