



FLORIDA STATE UNIVERSITY
FOUNDATION

To: Deans, Directors, and Department Heads

Cc: Sally McRorie, Provost & Executive Vice President for Academic Affairs
Kyle Clark, Vice President for Finance & Administration
Tom Jennings, Vice President for University Advancement & FSU Foundation President
Andy J. Jhanji, FSU Foundation Executive Vice President

From: Holly Newell, FSU Foundation Chief Financial Officer

Date: September 26, 2018

Subject: AcademicWorks Project

During the recent Dean's Council meeting, I mentioned that we have begun the process of setting up the scholarship funds in the AcademicWorks system. The next step in this process is for us to obtain a list of Scholarship Coordinators in each academic unit that will be responsible for administering these scholarships on your behalf. We will be scheduling individual meetings with these individuals to provide a brief overview of the system, review the funds that have been loaded into the system, address any questions or concerns they have and provide them with access to the system to validate the setup of your funds. These individuals will be our primary contacts throughout the implementation process and can be designated at a college or department level. **Please provide a list of your Scholarship Coordinators no later than Friday, October 5th.** This information should be sent to Jackie Torres at jatorres@foundation.fsu.edu.

Consultants from AcademicWorks will be on site **December 4-5** offering training sessions to departmental users on how the system works and address any additional questions they may have. More details will be provided as we move closer to the date of the training.

During the Dean's Council meeting, I also requested a copy of each College's general scholarship application. If you would like to provide that to us, please send the application to Jackie Torres at jatorres@foundation.fsu.edu.

Should you have any questions, please let me know. We thank you in advance for your support and look forward to working with you to ensure a successful implementation.