Spring 2021 Scholarship Meeting

March 26, 2021

FLORIDA STATE UNIVERSITY
FOUNDATION

Agenda

- Foundation Scholarships

- FS4U System Overview

- Donor Stewardship

- Payroll Services

- Office of Financial Aid

- Student Business Services

- Wrap-Up

- Q&A Session

Foundation Scholarships

How do Foundation Scholarships Work:

- Private donors make contributions to an existing fund or establish one of their own (named fund) with a specific set of restrictions

  - If the fund is an endowment, it receives spending distributions (cash) quarterly that can be used for the intended purpose

  - Criteria may allow scholarship to be open to all students or restricted (Accounting major with a 3.2 GPA from Hillsborough County)

  - Scholarship can be awarded using a selection committee or without

  - No donor may select the recipients of their scholarships

  - All gifts must follow the University's Gift Acceptance and Counting Policies

Foundation Scholarships

How do Foundation Scholarships Work:

- Gifts are tracked in the Foundation's donor database, and the financial activity is recorded in the accounting system as well as OMNI Financials

  - Donor documents establishing the fund, such as gift agreements and amendments, are maintained at the Foundation and available upon request

  - Changes to the fund should be communicated to the Foundation

  - Donor information is maintained for addressing and sending thank you letters

  - Online reports are available, providing access to endowment balances, gift history, spendable cash balances, expenditures and fund purpose

Foundation Scholarships

How do Foundation Scholarships Work:

- As cash becomes available in a fund, opportunities can be added to FS4U so that scholarships may be issued to students

- There must be cash in the Foundation fund and budget in the OMNI department to disburse an award

- A scholarship flows through the FS4U workflow, which includes the post-acceptance process (thank you letter) and gets transferred to the University for final disbursement in accordance with University policy

- Thank you letters are mailed to donors

Foundation Scholarships

Different Types of Scholarships:

- Scholarships go by many different names (fellowships, stipends, awards, grants, prizes, internships, etc.)

  - General Rule: If you are awarding money to a student for his or her education using Foundation funds, it must be processed through FS4U.

  - Refer to the University Student Payment Guidance for more information.

- Earmarked scholarships

- Latin American Caribbean scholarships, emergency payments, First Generation Matching Grant Program, etc.

  - Requires unique portfolio; tagged in the Project ID field on the details page

Foundation Scholarships

Timelines:

- The process is different and unique for everyone, but there are some constants:
  - University applications and admissions decisions
  - Student decision deadlines
  - Financial Aid packaging and disbursements
  - Student Data imports
  - Cycle Management

FS4U System Overview

Blackbaud Award Management (FS4U)

- Previously known as AcademicWorks

- Centralized scholarship management system utilized by over 700 institutions nationwide

- Students can view available scholarships for which they are eligible, apply for scholarships, view and accept scholarship offers and submit post-acceptance requirements (thank you letter)

- Faculty and staff can view applicants eligible for specific scholarships, review and score applications, select recipients, offer scholarships and monitor award status

FS4U System Overview

Blackbaud Award Management (FS4U)

- "FS4U – Finding Scholarships for You" went live January 4, 2019
- Scholarships issued using Foundation funds must be awarded in FS4U beginning with the fall 2019 semester (2019-2020 academic year)
- Scholarships issued prior to fall 2019 require submission of the Scholarship Disbursement Request and are processed using the old system
- Enhances transparency of scholarships to students
- Maximizes fund utilization
- Ensures the University is providing good stewardship of donor funds

FS4U System Overview

FS4U Project Website & Resources: foundation.fsu.edu/fs4u

- Project Overview

- Resources (Forms, Opportunity Administrator Contact List, Scholarship Workflow, etc.)

- Job Aids

- Frequently Asked Questions with Quick Access Menu

- Implementation Archive
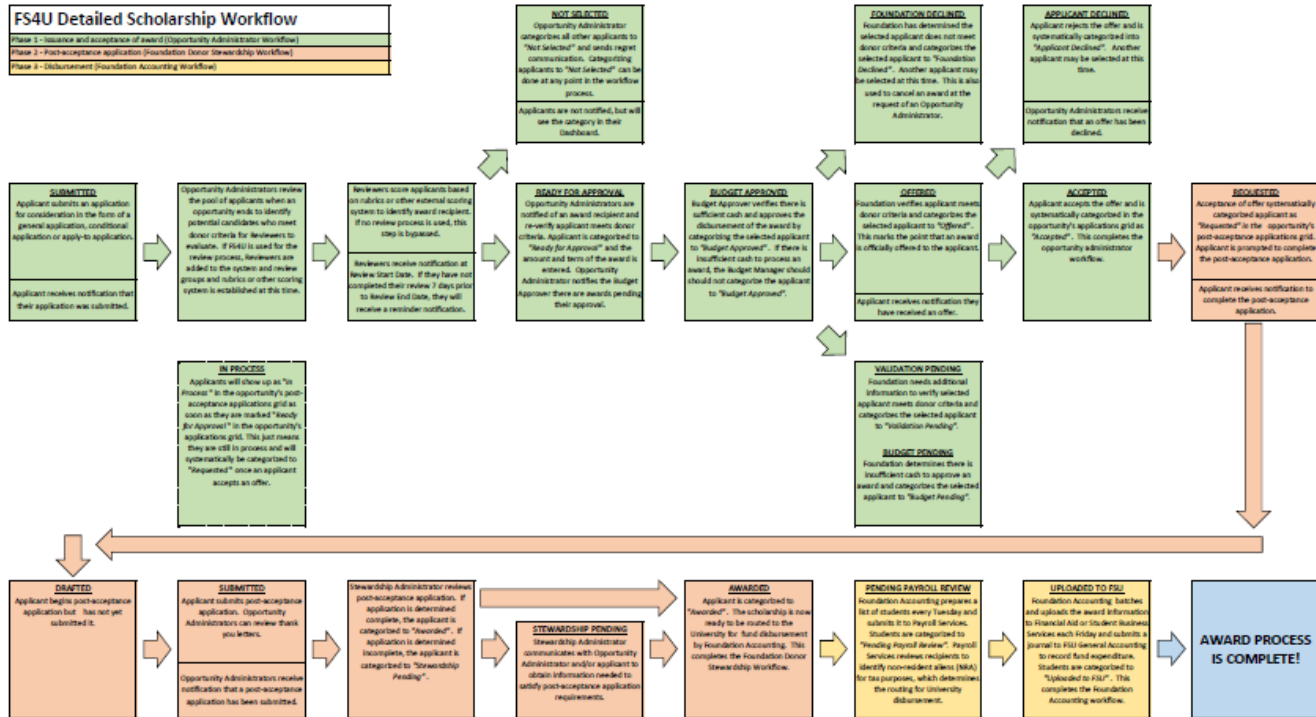
- Calendar of Events (NEW)

- Contact Us (NEW)

FS4U System Overview

Scholarship Workflow in FS4U:

- Phase 1: Opportunity Administrator workflow
  - Issuance and acceptance of scholarship offer

- Phase 2: Foundation Donor Relations workflow
  - Post-acceptance application

- Phase 3: Foundation Accounting workflow
  - Disbursement

FS4U Detailed Scholarship Workflow

FS4U System Overview

Identifying Scholarship Funds:

- FS4U Scholarship Funds *(Foundation Online Report – reports.foundation.fsu.edu)*

FS4U System Overview

Monitoring Scholarship Disbursements:

- FSU_CTRL_FDN_SCH_EXP_DTL *(OMNI FI Query)*

FSU_CTRL_FDN_SCH_EXP_DTL - Fund 599 Sch Expense Detail

Dept (%) %
Project (%) %
EMPLID (%) %
Beginning Jrnl Date 01/01/2020
Ending Jrnl Date 01/25/2020

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (137 kb)

View All   First 1-100 of 458 Last

	Year	Period	Source	Journal ID	Date	Dept	Fund	Project	Account	EMPLID - BATCH - FS4U DR	Term	Amount
1	2020	7	FFS	0000320711	01/03/2020	203908	599	F00716	742201	100458849-6201-513292	2199	550.000
2	2020	7	FFS	0000320711	01/03/2020	114900	599	F00985	742201	200199846-6198-584522	2199	250.000
3	2020	7	FFS	0000320711	01/03/2020	114900	599	F01110	742201	200201408-6198-580026	2199	1750.000
4	2020	7	FFS	0000320711	01/03/2020	114900	599	F01127	742201	200490709-6198-584857	2199	500.000
5	2020	7	FFS	0000320711	01/03/2020	182900	599	F01753	742201	200297451-6198-580011	2199	1250.000

FS4U System Overview

Monitoring Scholarship Disbursements:

- FS4U Processed Scholarships *(Foundation Online Report – reports.foundation.fsu.edu)*

  - Provides details for all scholarships issued since Fall 2019 (Use Processed Scholarships prior to Fall 2019)

FS4U System Overview

Monitoring Scholarship Disbursements (IN PROCESS):

- FS4U Pending Scholarships *(Foundation Online Report – reports.foundation.fsu.edu)*

Florida State University Foundation
FS4U Pending Scholarships

Note: This report provides a list of all scholarships initiated in FS4U using Foundation funds that have not yet been sent to the University for disbursement and may require follow up.

FS4U Category Definitions:
- Ready for Approval – Opportunity administrator has initiated a scholarship. Next step is for Budget Manager to verify sufficient cash exists to make the award and categorize it to "Budget Approved".
- Budget Approved – Budget Manager has verified sufficient cash exists to make the award. Next step is for Foundation Accounting to verify recipient meets the donor criteria on the fund and categorize it to "Offered".
- Budget Pending – Temporary holding category for a scholarship which is being held until there is sufficient cash to make the award. Budget Manager should move cash from another fund to issue the award or request scholarship be rescinded. o Validation Pending – Temporary holding category for a scholarship which is being held until documentation is provided by the department to Foundation Accounting that the student meets the donor criteria on the fund. o Offered – Foundation Accounting has verified student meets donor criteria on the fund and initiated offer. Next step is for student to accept the scholarship which will categorize it to "Accepted".
- Accepted – Student has accepted the scholarship offer which pushes the award to the Post-Acceptance/Stewardship side of the system. Next step is for student to submit the post-acceptance application.
- Requested – Recipient has accepted the scholarship offer and been notified to complete the post-acceptance application. Next step is for student to submit the post-acceptance application.
- Drafted – Recipient has accepted the scholarship offer and started the post-acceptance application. Next step is for recipient to submit the post-acceptance application.
- Stewardship Pending - Temporary holding category for a scholarship where the post-acceptance application was submitted and the Foundation Donor Relations has an issue with it which needs to be corrected.

Fund Code	Opportunity Name	Opportunity ID	Unit	Department	OMNI Dept ID	EMPL ID	Last Name	First Name	Year	Semester	FS4U Identifier	Category Name	Amount

Cycle Management Process:

Each fall once the previous academic year has ended, we go through a process called Cycle Management to prepare for the next award cycle

- Allows changes/updates to applications (general, conditional)
- Creates new opportunities by cloning existing ones
- Closes out opportunities by archiving previous ones
- While not all departments have established scholarship cycles for issuing awards, several do and this process allows them to isolate the awards and applications separately for each academic year

FS4U System Overview

Cycle Management 2021 *(tentative schedule)*:

Action Item	Deadline
Cycle management questionnaires distributed and completed	9/9 – 9/17
Questionnaire follow up/aggregate system information	9/20 – 10/8
Close down FS4U and submit case to Blackbaud to initiate process	10/11
Complete cycle management survey	10/12 - 10/13
Blackbaud support team completes cycle management	10/14 - 10/22
Perform updates to opportunities and applications	10/25 – 11/5
Reopen FS4U	11/8

Donor Stewardship

Post-Acceptance Application

- **What is the post-acceptance application?**
  - Terminology for the student thank you letter, which is now completed through FS4U.

- **Why is it required?**
  - To be good stewards of our donors' investments, the University President requires all students to provide a thank you letter to the donor(s) who made their scholarship possible. If a student receives multiple scholarships, he/she must complete a post-acceptance application for each one. The FSU Foundation wants FSU students to understand the role that philanthropy plays at FSU.

Post-Acceptance Application

- **When do students need to complete their post-acceptance application?**

  - Currently there is not a deadline for post-acceptance applications. It is preferred that the scholarship recipient submit this ASAP.

- Donor Relations reviews each post-acceptance application and edits the thank you letters before sending to donors.

- **It is important to note that funds will not be disbursed to the student without the completion of the post-acceptance application.**

Reminder Emails

- Should a student not complete their post-acceptance application within two weeks of being awarded a scholarship, Donor Relations staff will send an email reminding them to do so, and send a reminder every week until the student completes the post-acceptance application.

- **It is the college/unit responsibility to prompt the student to complete their thank you letter.**

Earmarked Scholarships

- **What is an earmark?**
  - When a college/unit awards a scholarship through a general fund.
- **If there is a donor that needs to receive a thank you letter through an earmarked fund:**
  - Provide a list of earmarked scholarships in your division to Donor Relations staff as quickly as possible (donorrelations@foundation.fsu.edu). Provide the student name, student ID, fund ID, donor name and donor CRM ID.
  - Provide students with the donor names so they can address their thank you letters properly. (Donor Relations can edit the thank you letters as needed if the student does not address the letter properly.)

Accessing Thank You Letters

- If an opportunity administrator has access to CRM, the FSU Foundation's donor database, thank you letters can be viewed on the Documentation and Interactions tab (on the Interactions subtab) within the scholarship recipient record or donor's record.

- If the administrator does not have access to CRM, he/she can request access to the Stewardship View Role in FS4U by emailing Donor Relations staff.

Payroll Services

- **Nonresident alien for Tax Purposes (NRAT)**
  - Tax withholding is required when payments are made, unless eligible for tax exemption

- **Resident Alien for Tax Purposes**
  - Treated like US citizen for tax purposes

- **Legal Permanent Resident Alien**
  - Treated like US citizen for tax purposes

Determining Tax Status

- **Green Card Test**
  - https://www.irs.gov/individuals/international-taxpayers/alien-residency-green-card-test

- **IRS Substantial Presence Test**
  - https://www.irs.gov/individuals/international-taxpayers/substantial-presence-test

- **Glacier Software**
  - Performs substantial presence test for us

Nonresident Aliens for tax purposes

- **Qualified Scholarship - SBS**
  - Qualified tuition and required education expenses, Nontaxable

- **Nonqualified Scholarship – Payroll Services**
  - Cover expenses other than qualified expenses
  - Taxable, FSU is required to withhold taxes
    - 14% for all those on student visa(F,J,M,Q)
      - unless eligible for tax treaty exemption
    - 30% for all other visas
  - Reported on a 1042-S, processed in Glacier Software

- **Nonqualified Scholarships for NRATs**
  - SBS notifies Payroll Services to process
    - Glacier paperwork is required
  - Payroll Deadlines
    - 1st day of the pay period

Payroll Services – Contacts

- Evelynn Steffen
  - esteffen@fsu.edu
  - 850-644-9404
- Payroll Tax email: CTL-Payroll-Tax@admin.fsu.edu

Disbursing scholarships is the EASY part.

- Scholarships can be awarded to any of our students.

- When awarding scholarships to students, please consider the following:
  - Is the student available to complete the entire process, including the thank you letter?
  - Does the student have a valid bank account on file with FSU in the event of a refund?
  - Are there any financial aid implications with aid received at home institution?
  - Has the student updated their expected graduation date?

- Transient (FSU is not the home institution) and recently graduated students can have awarding obstacles in their way.

Office of Financial Aid

Understanding how scholarships are processed by the Office of Financial Aid.

- The Foundation validates all scholarship criteria eliminating the need for under load approval.

- Transmittals are received from the Foundation twice a week. International students are processed through Student Business Services.

- Over award review is completed.

- Scholarships are loaded to the students' accounts.

- The Office of Financial Aid normally disburses aid on Tuesdays and Thursdays.

Important annual dates to remember:

- **February – Fall/Spring** - Financial Aid packages are created, which could include scholarships, waivers, grants, and loans.

- **July 1 – Fall/Spring** - Suggested deadline for scholarship applications from the departments to the FSU Foundation.

- **August 1 – Fall/Spring** - Suggested deadline for the receipt of scholarships by the Office of Financial Aid from the FSU Foundation. This ensures a scholarship will be considered before finalizing a student's financial aid award and prevents over awards.

- **April 15 – Summer** - Suggested deadline for the receipt of scholarships by the Office of Financial Aid from the FSU Foundation.

- **Financial Aid Early Disbursement** – 10 days prior to the start of classes.

Office of Financial Aid

Financial Aid Over Awards

- Once a scholarship transmittal is received from the Foundation after Early Disbursement, it is reviewed for potential over awards. If the scholarship places the student in an over award status, other financial aid will have to be reduced and the student will be placed on Accounts Receivable to pay back the financial aid.

    - **Example** : Student is awarded a $500.00 scholarship.

        Student is over awarded $500.00.

        The student's aid will be reduced, and the student will be placed on Accounts Receivable for the over award of $500.00.

        When the scholarship disburses the A/R will be paid by the scholarship, and the student will not receive an immediate benefit from the scholarship.

Office of Financial Aid - Contacts

- Gina Maddox, Financial Aid Specialist
  - (850) 644-2310 / gmaddox@fsu.edu
- Casey Boyett, Assistant Director
  - (850) 644-2080 / clboyett@fsu.edu
- Sherron Sloan, Program Director
  - (850) 644-5874 / ssloan@fsu.edu
- OFA Scholarship Email
  - FA-OFASCHOLARSHIPS@fsu.edu

Student Business Services

FLORIDA STATE UNIVERSITY
FOUNDATION

Student Business Services

- Our office receives a transmittal (roster) of students who have been awarded a Foundation Scholarship from the FSU Foundation and are considered NRAs for tax purposes.

- The FSU Foundation follows up a few days later with the Journal Entry confirming funds are ready to be disbursed.

Student Business Services

- Once SBS receives both the Transmittal and the Journal Entry, funds can be posted to student accounts and/or processed by Payroll.

- When processing the scholarships, the scholarship can only be applied to qualified tuition charges.

Student Business Services

- Anything over the qualified tuition amount is sent to Payroll to be processed and refunded directly to the student.

- If Payroll determines the student to be a citizen for tax purposes, SBS can refund the credit balance to the student.

Student Business Services

SBS Contacts

- Jason Price, Billings Manager
  - jprice@fsu.edu
  - 645-7903
- Allison Cantrell, Billing Specialist
  - acantrell@fsu.edu
  - 644-9460

Wrap-Up

Help Desk Support

Issuing Scholarship Awards:

- Foundation Accounting
- Help Desk Email Address: FS4U@foundation.fsu.edu

Post-Acceptance/Thank You Letters:

- Foundation Donor Relations
- Help Desk Email Address: donorrelations@foundation.fsu.edu

Q&A

FLORIDA STATE UNIVERSITY
FOUNDATION