



## Request to Add or Update an Opportunity

Foundation Accounting  
325 West College Ave  
Tallahassee, FL 32301  
FS4U@advance.fsu.edu

Please complete the entire form to add a new opportunity, but only the sections that require changes for updating opportunities. For mass updates, please attach a spreadsheet. Required fields are denoted by \*.

**Opportunity Administrator\*:**

**Phone:**

**Type of Request\*:**

Add New Opportunity

Update Existing Opportunity

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### **PORTFOLIO INFORMATION**

**Opportunity ID:** *(if updating an existing opportunity)*

**Name\*:** *(same as Foundation fund name)*

**Justification:** *(If requested Portfolio Name differs from the Foundation fund name, please provide reason below)*

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**ACADEMIC COLLEGE/UNIT:** *(Scopes that identify which opportunities a user can access)*

**Unit\*:**

**Department\*:**

**OMNI Dept ID\*:**

**Fund Code\*:**

*(same as Foundation fund code;  
ie. F0####; not 599)*

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**Visibility\*:** *(Determines whether or not the opportunity is visible on the public site and to applicants)*

Always Visible

Always Hidden

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**Application Type\*:** *(Type of opportunity that will be created within the system)*

Auto-Match *(System matches applicants automatically based on imported or other qualifying criteria)*

Apply-To *(Applicants must apply and answer questions or provide additional information to be considered)*

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**Source\*:** *(Source of application required for applicant to be considered for that opportunity)*

General Application Only

General Application Plus Conditional Application *(Provide name of Conditional Application below)*

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**Description:** *(Public description an applicant sees to determine their eligibility)*



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**Dates:** *(Only list Review dates if you intend to utilize in-system reviews. Review dates should not overlap application dates.)*

Start Date\* *(Date opportunity opens for accepting applications)*

End Date *(Date opportunity closes for accepting applications)*

Begin Review Date *(Date review process begins)*

End Review Date *(Date review process ends)*

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**Reviewer Note:** *(Optional - Opportunity specific notes reviewers will see)*

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### OPPORTUNITY-SPECIFIC INFORMATION

**Visible Award Amount:** *(Amount to be awarded visible on the public site)*

**Questions:** *(For Apply-To opportunities, please provide the questions that we need to set up. These can be created in multiple formats ranging from essay, short answer, multiple choice or single selection. We will contact you with any questions)*

- 1.
- 2.
- 3.
- 4.
- 5.

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**Qualifications:** *(Qualifications that are established on the opportunity to auto-match applicants based on imported or self-reported information. Example - College must be College of Business, Department must be Accounting, Cumulative GPA must be 3.0 and Academic Standing must be Good Academic Standing. These should match donor criteria in description.)*

- 1.
- 2.
- 3.
- 4.
- 5.

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#### INTERNAL OFFICE USE ONLY

Date opportunity added to FS4U

Person who added opportunity to FS4U

Date opportunity added to OAR file

Person who added opportunity to OAR file

Date FS4U attribute updated in FE

Person who updated FS4U attribute in FE