FS4U – Finding Scholarships for You

Florida State University's Portal to Foundation Scholarships

FS4U Terminology

Below is a list of commonly used terms with FS4U:

AcademicWorks – Former product name of Blackbaud Award Management.

Academic College/Level – Scope or access level granted to a user. Various levels exist for users at a college, department, fund code or OMNI department ID. College is the top level, department is the middle and most common level, and fund code is the bottom or most granular level. OMNI department ID is comparable to the department level, but primarily used for Budget Approvers.

Apply-To Opportunity – Opportunity which requires the student to answer specific questions to be considered for the scholarship.

Archive Date – Date an application or opportunity is placed into a read-only, uneditable state.

Archive – Act of placing applications or opportunities into a read-only, uneditable state.

Auto-Match Opportunity – Opportunity which uses self-reported information provided by the student on the general or conditional applications and the student data file from Student Central to automatically match students to opportunities for which they are eligible.

Begin Review Date – First date reviewers can begin to review and evaluate applications.

Blackbaud Award Management – Scholarship management software offered by Blackbaud from which FS4U was developed.

Budget Approver – Individual, typically the Budget Manager, authorized to approve expenditures on the OMNI department under which the Foundation fund (and opportunity) is assigned. You may have more than one in case a backup is needed.

Category – State at which an application or award has reached within the award process. See the FAQ under Awarding Scholarships for specific categories used in FS4U.

Clone – Act of copying an application or opportunity to allow for new submissions.

Closed – Submissions are no longer being accepted because the opportunity or application has passed its end date.

Conditional Application – Application that comes between the general application and opportunities. This is typically a department or college specific application that is used to further qualify students to their opportunities based on self-reported information.

Cycle Management – Process that occurs each year where the general application and any conditional applications are archived to allow fresh applications to be received.

Dashboard – Provides summarized award information as well as displays up to eight dashboard cards that can be customized to display information that you find most useful to your tasks.

Dashboard Card – A grid view that has been customized and created as a shortcut on the user's dashboard to simplify and organize workflow. Up to eight of these can be created per user and allows them to add, delete and rearrange reporting information that they find useful to them.

End Review Date – Last date that reviewers can review and evaluate applications.

Financial Information – A summary of award information that has occurred. Can be updated once a year with your scholarship projections.

Force-Apply – Process of moving an applicant from the general or conditional application pool to a specific opportunity so that an award can be issued.

FS4U – Finding Scholarships For You – Scholarship management system used at Florida State University to advertise and award Foundation issued scholarships campus-wide. This is our branded name of Blackbaud Award Management.

Fund Code – Foundation fund number.

General Application – Application required of all students who wish to be considered for Foundation scholarships awarded within FS4U. Students are asked to verify populated information from their official student record, agree to certain expectations that come with receiving a scholarship and provide some general information about themselves that is commonly asked on applications across all academic units.

Grid – A table of information on opportunities or applicants that can be accessed from many places within the system.

Internal End Date – Date that the system will stop auto-matching applications to an opportunity.

Open – Application or opportunity where submissions are still being collected because it has not reached its end date.

Opportunity – A Foundation issued scholarship which an applicant applies or is auto-matched to.

Opportunity Administrator – Scholarship administrator in the department who is responsible for overseeing and administering Foundation issued scholarships within FS4U. You may have more than one in case a backup is needed.

Portfolio – Foundation funds under which opportunities are established for issuing scholarships.

Post-Acceptance Application – Application required once a student accepts an offer where they answer a few questions and provide a thank you letter to the donor.

Public End Date – Date that the application or opportunity will stop accepting submissions.

Reviewer – Individual assigned to review and evaluate applications.

Reviewer Group – Group of reviewers assigned to specific opportunities to review and evaluate applications.

Start Date – Date that the application or opportunity will start accepting submissions.

Student Data Confidentiality Agreement – Document required of non-FSU employees who will be granted access to FS4U for the purpose of reviewing and evaluating applications.

Visibility – Term used to describe whether an opportunity is publicly visible or hidden.