

FS4U – Finding Scholarships for You

Florida State University’s Portal to Foundation Scholarships

How to Approve an Award

Once an Opportunity Administrator has completed the task of selecting applicants, the Budget Approver is now required to approve the disbursements. The applicants chosen will be in the Ready for Approval category and Budget Approvers should have been notified by the Opportunity Administrator once their task was complete. Alternatively, you can create a dashboard card and login periodically to review any tasks in your queue. Please see the job aid on our website for more information on how to create a dashboard card. Budget Approvers must verify cash is available and can be used for the awards proposed and approve those students in the Ready for Approval category by moving them to the Budget Approved category.

If you are not utilizing the dashboard card feature, the quickest way to complete your task is to login and go directly to your dashboard. You can also access it from any screen by clicking on the Award Management button in the top-left corner. Once there, scroll to the very bottom until you see the following screen with **Application Counts by Category**. By default there are 4 subsections, but the Post-Acceptance and Renewal sections have been hidden for the purposes of this tutorial. Click on **“Show More Categories”** at the bottom of that section.

The screenshot displays the 'Award Management' dashboard. At the top, there is a navigation bar with 'Award Management', 'Site', 'Opportunity', and 'Stewardship' menus, along with user initials 'JS' and a help icon. The main content area is titled 'FUND STATUS' and shows 'Total Funds' as '\$0 remaining in active funds'. Below this, two progress bars are shown: one for '\$3,616,537 Awarded' out of '\$469,875 Originally Available' and another for '1,913 Awards' out of '212 Originally Available'. The 'APPLICATION COUNTS BY CATEGORY' section is divided into 'Auto-Match' (6,033) and 'Apply-To' (15,573). The 'Apply-To' section contains a table with the following data:

Category	Count	Category	Count
Offered	109	Drafted	705
Accepted	1,000	Submitted	9,590
Applicant Declined	3	Offered	50
Budget Approved	33	Accepted	173
Not Selected	4,349	Applicant Declined	1

At the bottom of the table, there is a 'Show More Categories' button highlighted with a red box. A red arrow points from the 'Award Management' button in the top navigation bar to this button.

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Review the **“Ready for Approval”** categories in both sections for how many applicants require approval. Click anywhere in that section to be sent to the applicant grid.

APPLICATION COUNTS BY CATEGORY			
Auto-Match • 6,033		Apply-To • 15,573	
Offered	109	Drafted	705
Accepted	1,000	Submitted	9,590
Applicant Declined	3	Offered	50
Budget Approved	33	Accepted	173
Not Selected	4,349	Applicant Declined	1
Budget Pending	7	Not Selected	4,969
Validation Pending	21	Budget Approved	13
Ready for Approval	484	Validation Pending	9
System Admin Declined	27	System Admin Declined	3
		Ready for Approval	21
		Budget Pending	39

Show Fewer Categories

Filter the applications grid by selecting the drop down menu under **“Category”** and then select **“Ready for Approval”**. You will do this for both Auto-match and Apply-to applications.

Apply-To Applications Award Mode

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View	Award Mode	Id	Category	Categorized At	Award Period	Portfolio Name	Name	Primary Email	Email Aliases	UID	Amount
			All		All						
View	Award Mode	5...	System Admin Declined			Phi Gamma D...	Deedra Nisbet	dhn18c@my.fs...	dhn18c@my.fs...	200553042	
View	Award Mode	5...	Drafted			Phi Gamma D...	Julia Raczek	jrr18b@my.fsu...	jrr18b@my.fsu...	200549273	
View	Award Mode	5...	Submitted			Doug St. Angel...	Julia Raczek	jrr18b@my.fsu...	jrr18b@my.fsu...	200549273	
View	Award Mode	5...	Offered			Dr. Mary L. Pa...	Audrina Brymer	aib19c@my.fsu...	aib19c@my.fsu...	200580978	
View	Award Mode	5...	Accepted			Phi Gamma D...	Kirsten Williams	klw18@my.fsu...	klw18@my.fsu...	200514099	
View	Award Mode	5...	Applicant Declined			Phi Gamma D...	Wyatt Hinkle	wh15b@my.fsu...	wh15b@my.fsu...	200205524	
View	Award Mode	5...	Not Selected			Budget Ap... 08/15/2019	Barrington Mc...	bm16h@my.fs...	bm16h@my.fs...	200404612	
View	Award Mode	5...	Budget Approved		Fall 2019	Florida State U...	Fabuola Pierre	fjp15@my.fsu...	fjp15@my.fsu...	200303878	

Review the Fund Code, Portfolio Name, Award Period, Amount Offered and any other columns relevant to your decision making process. Subtotal the amount for each Fund Code to calculate how much is being requested and validate it against the available cash from one of your OMNI available balance reports.

You can also customize this view, save it and/or add it as a Dashboard Card by using the icons in the top-left corner of the grid.

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Select the checkbox next to the applicant you are ready to categorize, or select the check box in the top-left corner to select all.

<input type="checkbox"/>	View	Award Mode	Id	Category	Categorized At	Award Period	Portfolio Name	Name	Primary Email	Email Aliases	UID	Av
<input checked="" type="checkbox"/>	View	Award Mode	5...	Submitted	08/15/2019		Phi Gamma D...	Deedra Nisbet	dhn18c@my.fs...	dhn18c@my.fs...	200553042	
<input type="checkbox"/>	View	Award Mode	5...	Submitted	08/15/2019		Phi Gamma D...	Julia Raczek	jrr18b@my.fsu...	jrr18b@my.fsu...	200549273	
<input type="checkbox"/>	View	Award Mode	5...	Submitted	08/15/2019		Doug St. Angel...	Julia Raczek	jrr18b@my.fsu...	jrr18b@my.fsu...	200549273	
<input type="checkbox"/>	View	Award Mode	5	Submitted	08/15/2019		Dr. Mary L. Pa...	Audrina Brvmer	alb19c@mv.fsu	alb19c@mv.fsu	200580978	

Scroll to the bottom of the page and click on **“Act on Selected”**. Select **“Categorize”** from the drop down menu.

<input type="checkbox"/>	View	Award Mode	Id	Category	Categorized At	Award Period	Portfolio Name	Name	Primary Email	Email Aliases	UID	Av
<input type="checkbox"/>	View	Award Mode	5...	Drafted	08/14/2019		Dr. Mary L. Pa...	Naomi Thelusma	nt09c@my.fsu...	nt09c@my.fsu...	000090600	
<input type="checkbox"/>	View	Award Mode	5...	Offered	08/15/2019	Fall 2019/Sprin...	Margaret Bow...	Constance Fee...	cjf16b@my.fsu...	cjf16b@my.fsu...	200310888	
<input type="checkbox"/>	View	Award Mode	5...	Offered	08/15/2019	Fall 2019/Sprin...	Eleanor McKay...	Peyton Hauser	ph16f@my.fsu...	ph16f@my.fsu...	200386336	
<input type="checkbox"/>	View	Award Mode	5...	Offered	08/15/2019	Fall 2019/Sprin...	Eleanor McKay...	Isabel Morby	iam18b@my.fs...	iam18b@my.fs...	200492406	
<input type="checkbox"/>	View	Award Mode	5...	Submitted	08/13/2019		Marsha Lewis ...	Ilene Grier	itg18b@my.fsu...	itg18b@my.fsu...	200506575	

A **Categorize Selected** box will appear. Change the **“Choose a Category”** to **“Budget Approved”** and click **“Categorize”**. The amount and term should be blank to indicate no changes.

Categorize Selected

Choose a Category

Budget Approved

System

Custom

Budget Approved

Ready For Approval

Budget Pending

Categorize

You can also choose **“Budget Pending”** if you need to put the applicant into a holding category for discussion with the Opportunity Administrator. You can return to it later and choose **“Budget Approved”** then.

You may update the amount or term at this time as well; however, if you do so, this will affect every applicant selected, which is important to note if you clicked on the select-all box earlier in the tutorial.

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This will send the applicant to Foundation Accounting for validation against the fund criteria. If approved, the applicant will be categorized as **“Offered”** and be sent an email notification to accept.