Refresher on Increasing or Decreasing the Dollar Amount of an Award/Awarding Additional Funds from the Same Account

This document is to clarify some common questions we hear about modifying student awards. For specific step-by-step instructions on how to modify awards, please see Revising a Scholarship Award Amount *Prior* to Approval and Notify Authority Approval and/or Revising a Scholarship Award Amount *After* the Approval and Notify Authorities have Approved the Award.

Please note that, if you wish to modify the dollar amount of an award that has previously been entered, you **do not** need to re-nominate the student. If they have already received funds from the account in question, they have already been nominated. Proceed with locating the student either by using the filtering tools in your Award View (shown below), or by using the Search Awards feature, and then click the dollar amount of their award to make adjustments.

Award View Filtering Tools:

Another common area of questions we hear involve increasing the dollar amount of an award after some funds have already paid out. This commonly comes up when a student's receipt of an additional semester of funding is contingent upon GPA the prior semester, completion of a certain class, etc. Departments then need to enter additional funding after some funds have already paid out.

Please remember in these cases that what you see on the "Award Applicant" screen (the individual awarding screen) reflects the **total dollar amount that a student should receive from this account.**

For example, this screen says that this student should receive $3700 for Fall 2022, $0 for Spring 2023, and $0 for Summer 2023, for a total award of $3700:

Award Applicant ✕

Varlesh Solanki

Student Total: $3,700.00

Awarded
(BD)
$7,400.00

"Total Awarded" line is very
helpful in these cases.

7557400 - Dream Big Scholarship Endowment
(2223)

Total Awarded: $3,700.00
Remaining Budget: $3,700.00

202208: $ 3,700.00

Award Status: Posted

Determination Date: 3/31/2022

Comments...

202302: $ 0.00

Award Status: Posted

Determination Date: 3/31/2022

Comments...

202305: $ 0.00

Award Status: Posted

Determination Date: month/day/year

Comments...

Cancel   Save

If I want to enter an additional $3700 for this student for the Spring semester, I should enter $3700 for
"202302" **while leaving the Fall award intact:**

This is extremely important to note. **If you zero out the Fall dollar amount, you are telling Scholarship Universe to cancel it.** You do not need to worry that the student will receive a "double award." The system knows that $3700 has already been paid out for Fall and will only pay out the new entry of $3700 for Spring to bring the student to the desired total of $7400. The student will not receive one payment of $3700 for Fall and then a $7400 award for Spring. The student will receive $7400 **total**.

For more information, please see **Question 9** of our **Frequently Asked Questions**, which exists both as a section in our User Guide and as a stand-alone document. Both the User Guide and the FAQ document are available at https://osfa.uga.edu/su/deptschawarding/.