



# UNIVERSITY OF GEORGIA

## Office of Student Financial Aid



## Scholarship Universe User Guide for UGA Scholarship and Stipend Account Processing

**This system is used to process UGA Foundation, Bursar Endowment Scholarships, and Stipend Accounts.**

User Guide and link to Scholarship Universe can be found at

<https://osfa.uga.edu/su-deptschawarding/>

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## **Updates and Reminders for Awarding**

- SU Users can view who has access to their department(s), and in which roles, by [Running the Organization Users Report](#)
- Remember to review donor intent while awarding by [Viewing a UGAF Scholarship Account Fund Purpose](#)
- Want more information on how need-based awarding works? Please review [Examples of how need is determined for need-based scholarship accounts](#)
- Users continue to have access to see all prior year Awards using the search feature.
- **Awarding in Scholarship Universe is based on the Academic Award Year. Due to this, *Scholarship Liaisons will need to create new Award Views for 2025-26 awarding.* Please be sure that you are selecting 2025-26 funds. To differentiate between award years, it is highly recommended to add the aid year (2025-26) to the title of your Award View. Users should review “Creating Award Views” section in the User Guide prior to creating award views for 2025-26.**
- Having trouble with the system? Email the OSFA Scholarships Department at [osfa5@uga.edu](mailto:osfa5@uga.edu)
- Have a suggestion on improvements or enhancements for Scholarship Universe? Email the OSFA Scholarships Department at [osfa5@uga.edu](mailto:osfa5@uga.edu)
  - Please note that Scholarship Universe is owned and developed by a third-party vendor. This means we cannot make changes to how the system operates, and can only pass on suggestions that may or may not be accepted. However, we are always happy to pass on feedback to the software developers.

## **Award Year/Terms**

Please note that Scholarship Universe operates on the academic/award year rather than the fiscal year. It will be possible, for example, to enter a late award for academic year 2024-25 through September 2025. However, barring late awards/corrections, most academic year 2025-26 awards will correspond generally with fiscal year 2026.

<b>2025-26 (2526) Award Year (FY26)</b>
Fall 2025 = 202508
Spring 2026 = 202602
Summer 2026 = 202605

<b>2024-25 (2425) Award Year (FY25)</b>
Fall 2024 = 202408
Spring 2025 = 202502
Summer 2025 = 202505

## **Contacts**

<b>Department</b>	<b>Name, Title, Email</b>
Office of Student Financial Aid (OSFA)	<p><b>Scholarship Area Email</b>, <a href="mailto:osfa5@uga.edu">osfa5@uga.edu</a></p> <p><b>Scholarship Area Sendfiles</b>, osfa5 (leave off the @uga.edu)</p> <p><b>Lori Whitaker</b>, Senior Assistant Director for Scholarships, <a href="mailto:loriwhit@uga.edu">loriwhit@uga.edu</a></p> <p><b>Shelby Jarrett</b>, Assistant Director for Scholarships, <a href="mailto:sjarrett@uga.edu">sjarrett@uga.edu</a></p> <p><b>Jordan Bolton</b>, Lead Financial Aid Advisor for Scholarships, <a href="mailto:jobolton@uga.edu">jobolton@uga.edu</a></p> <p><b>Eric Nitz</b>, Financial Aid Advisor for Scholarships, <a href="mailto:enitz101@uga.edu">enitz101@uga.edu</a></p> <p><b>Ashley Rogers</b>, Financial Aid Advisor for Scholarships, <a href="mailto:ashleyrogers@uga.edu">ashleyrogers@uga.edu</a></p> <p><b>Isaac Lang</b>, Financial Aid Advisor for Scholarships, <a href="mailto:ilang@uga.edu">ilang@uga.edu</a></p> <p><b>Austin Coke</b>, Financial Aid Advisor for Scholarships, <a href="mailto:AustinCoke@uga.edu">AustinCoke@uga.edu</a></p>
UGA Foundation	<p><b>David Manley</b>, Manager UGAF Accounts Payable, <a href="mailto:dmanley@uga.edu">dmanley@uga.edu</a></p> <p><b>Virginia Lara</b>, Endowment Analyst, <a href="mailto:vtumen@uga.edu">vtumen@uga.edu</a></p> <p><b>Tanner Poltzer</b>, Expenditure Data Analyst, <a href="mailto:Tanner.Poltzer@uga.edu">Tanner.Poltzer@uga.edu</a></p>
UGA Bursar's Office/Endowment Account Department	<p><b>Judy Scott</b>, Sr. Financial Accountant; (329 accounts only) <a href="mailto:jrscott@uga.edu">jrscott@uga.edu</a></p> <p><b>Brandi Jones</b>, Sr. Financial Accountant; (344 accounts and stipend accounts) <a href="mailto:baycock@uga.edu">baycock@uga.edu</a></p> <p><b>Elena Williams</b>, Assistant Manager; (Stipend accounts and Fellowships Only) <a href="mailto:elenanw@uga.edu">elenanw@uga.edu</a></p>

**To ensure data and information remain secure and private, please do not include personal or private information in e-mail or as an attachment when communicating with staff in the Office of Student Financial Aid. You may send this to the Scholarship Area Sendfiles account.**

## **Scholarship Universe Forms**

Forms can be found at <https://osfa.uga.edu/su-deptschawarding/>

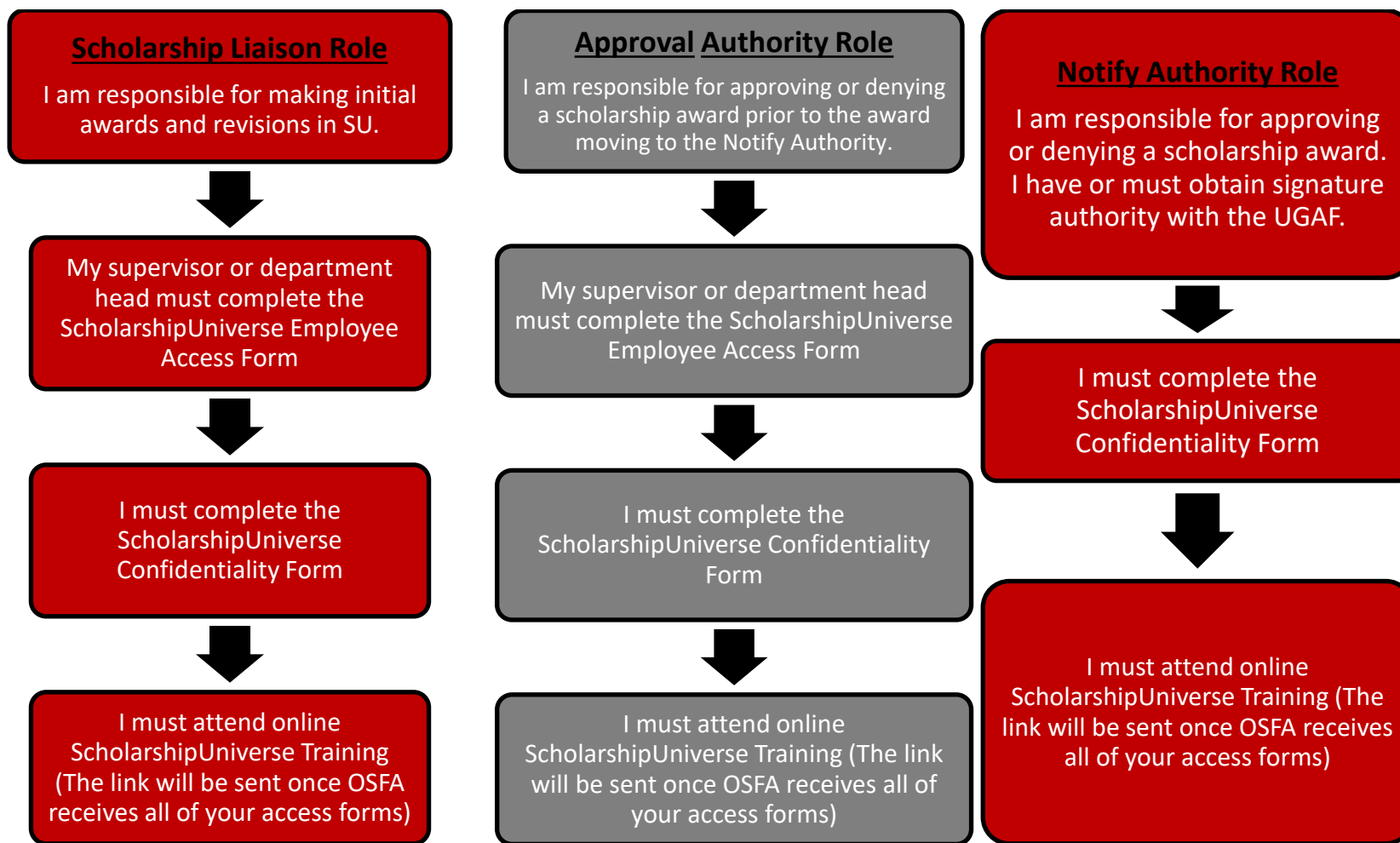
### **System Access Forms**

<b>Form Name</b>	<b>Purpose</b>
<b>Scholarship Universe Employee Access Form</b>	To gain access to Scholarship Universe, the supervisor, Notify Authority, or designee, must complete this form for the new user.
<b>Scholarship Universe Confidentiality Agreement</b>	All users must complete this form.
<b>Scholarship Universe Employee Revoke Access Form</b>	This form is completed to revoke a user's access to Scholarship Universe. This could be due to retirement or termination.
<b>UGAF Signature Authority Form</b>	<b>Notify Authority role only.</b> UGAF requires that all those in the Notify Authority role have a Signature Authority form on file. This form will be submitted to UGAF.

### **Budget and New Fund Forms**

<b>Form</b>	<b>Purpose</b>
<b>UGAF Budget Request Form</b>	Departmental Users will submit this form to request a UGAF fund be added to the system or to have a budget added for a UGAF account.
<b>Fellowship or Stipend Account Budget Request Form</b>	Departmental Users will submit this form to request a stipend account be added to the system or to have a budget added for a stipend account.

## How do I Gain Access to ScholarshipUniverse?



## UGA Student Disclosure

- All users **must** disclose to OSFA if they are a **Scholarship Universe user (Scholarship Liaison, Approval Authority, or Notify Authority) and a currently enrolled UGA student.**
- If a user later becomes a student at UGA, the user must immediately report this to Lori Whitaker, Senior Assistant Director of Scholarships at [loriwhit@uga.edu](mailto:loriwhit@uga.edu)
- **Scholarship Universe Users cannot process or approve an award for themselves.**

## Scholarship Reporting to OSFA

- Students who have been awarded [Outside Scholarships and Other Resources](#) by someone other than OSFA or Undergraduate Admissions should immediately notify OSFA by entering the resource under the [Resources/Additional Information tab in Athena](#).
- This process is not mandatory, but is recommended.

## Need-Based Scholarship Accounts

The UGA Foundation (UGAF) and UGA Bursars/Endowments Department have need-based and non-need-based accounts for the awarding of scholarships at the University of Georgia. For departments awarding from a need-based account, the Office of Student Financial Aid (OSFA) needs to verify that the student has need *prior* to the department entering the award in Scholarship Universe.

### How Is Need Determined?

In general, financial need occurs when the student's Student Aid Index (SAI), which is an index of family income level determined by federal methodology, is less than the student's total [Cost of Attendance](#) (COA) to attend UGA.

- **Note:** The Student Aid Index was formerly called the "Expected Family Contribution." This term has been updated as part of the Department of Education's updates for the 2024-25 FAFSA.

The Cost of Attendance is a number calculated by UGA that is an estimate of the *total cost* to attend UGA for one academic year. It includes not only obvious costs like tuition and fees, but also estimates for basic living expenses and books/supplies. Students can have different COAs based on which program they are enrolled in, which dorm they are living in, which meal plan they select, etc. For undergraduate students living on campus, the COA is approximately \$29,500 for the Fall/Spring academic year.

**UGA Cost of Attendance – Student Aid Index = Level of financial need**

A student's SAI determined using federal methodology based on the information that the student provides on a current year FAFSA. This means that a student must fill out a current year FAFSA for us to be able to determine their level of need. **A student completing the FAFSA does not inherently mean that the student has need; rather, it provides a means for their level of need to be determined.** It is possible for a student to fill out a FAFSA and it be determined that they have no need. Need eligibility is based on federal tax data and can vary by year, so students must complete the FAFSA yearly. If you are awarding a scholarship from a need-based account for the 2025-26 academic year, the student must complete the 2025-26 FAFSA for their eligibility for need-based aid to be determined.

If financial need is met by other scholarships and grants, the student will not have what is called "remaining need," even if they demonstrated "initial need" based on income information.

### Examples:

Remember, **UGA Cost of Attendance – Student Aid Index = Level of financial need.** If a student has at least \$1 in need they qualify for a need-based scholarship as determined by the Office of Student Financial Aid (OSFA).

#### Example 1 - Does not qualify for need-based aid

Student 1 fills out their FAFSA, and based on a federal formula that considers the student and parent(s)' AGI, investment and other income/assets, number of dependents, etc., a Student Aid Index (SAI) of \$67,873 is returned for this student. Because the SAI is greater than the UGA Cost of Attendance (COA), this student does not demonstrate need and is not eligible to receive scholarships from need-based accounts. The student may still receive funding from accounts that are not designated as need-based.

Cost of Attendance (COA)	\$29,566
Minus Student Aid Index (SAI)	\$67,873
<b>Level of Need</b>	<b>\$0</b>

#### Example 2 – Qualifies for need-based aid

Student 2 fills out their FAFSA, and based on a federal formula that considers the student and parent(s)' AGI, investment and other income/assets, number of dependents, etc., a Student Aid Index (SAI) of \$550 is returned for this student. Because the SAI is less than the UGA Cost of Attendance (COA), this student demonstrates need and is eligible to receive scholarships from need-based accounts. The student may also receive funding from accounts that are *not* designated as need-based, if the department so chooses.

Cost of Attendance (COA)	\$29,566
Minus Student Aid Index (SAI)	\$550
<b>Level of Need</b>	<b>\$29,016</b>

## How Do I Know Which Students Demonstrate Need?

We recommend that financial need be verified *before* making final selections for award recipients (and certainly before notifying recipients), unless there is alternate funding available for those students who do not meet financial need criteria.

To determine if students under consideration for a scholarship demonstrate financial need, please visit <https://osfa.uga.edu/su-deptschawarding/> and select the “Departmental Need Analysis Request Form” available at the bottom of the page:

### Need Analysis Form

- **Departmental Need Analysis Request Form** – UGA departmental staff should use this form to submit the names and 81 numbers of students under consideration for need-based scholarships. The Office of Student Financial Aid team will review the students and indicate “yes” or “no” as to whether or not they are eligible to receive funding from need-based accounts. We are also able to rank students from highest to lowest level of need if desired.

You will then be linked to a Microsoft Form where you may select the academic year for which you need information, as well as upload an Excel spreadsheet containing student information and indicate to which SendFiles address the completed spreadsheet should be returned. (Unfortunately, there is no way for us to send return files via Microsoft Forms, so we must use SendFiles to return data to you.)

OSFA staff will look up each student and will indicate on the spreadsheet “yes” or “no” as to whether or not the student qualifies for a need-based scholarship. We are also able to rank the students from highest to lowest levels of need if requested—you will have an opportunity to select “yes” or “no” for this preference within the Qualtrics form.

Please allow up to 5-7 business days for need analysis requests to be processed, and allow up to 7-10 business days in OSFA’s peak processing seasons of July-August and December-January. While we make every effort to process requests as efficiently as possible (often in the neighborhood of 1-3 business days), we must prioritize in-person student service in periods of higher student traffic. If more than 10 business days have passed since you submitted your request, please feel free to follow up with the Scholarships team at [osfa5@uga.edu](mailto:osfa5@uga.edu) via email.

### How do I know which students are the neediest?

We are able to rank the students from highest to lowest levels of need if requested—you will have an opportunity to select “yes” or “no” for this preference within the Qualtrics form.

### Does my department have need-based accounts?

Contact David Manley at the UGA Foundation or Brandi Jones or Judy Scott at the Bursar’s office. The UGAF and the Bursar’s office are responsible for notifying OSFA of which departmental scholarships are need-based.

### When can need be determined?

The upcoming year FAFSA is typically available for students to begin filling out on October 1<sup>st</sup>.

- **Example:** The 2026-27 FAFSA should theoretically be available on October 1, 2025.

Students are encouraged to submit the FAFSA by mid-December, and are given priority consideration for funding of which we have limited amounts if they do so. However, invariably some students will wait until the week before classes start to submit an application. Due to the relatively low number of students who submit FAFSAs by our recommended priority date in December, we do not typically make need analysis requests for the *upcoming* academic year available for departmental staff until sometime in April.

- **Example:** 2026-27 need analysis requests will be able to be submitted beginning sometime in April 2026.

Unfortunately, if we do not have a current-year FAFSA on file for a student, we cannot certify that they are eligible for need-based aid. If you have students who are unable or unwilling to submit a FAFSA, you will need to award them from accounts that do not have this requirement.

### What happens if I award a need-based scholarship to a student who isn’t eligible?

OSFA is able to set various requirements for funds when setting them up in Scholarship Universe. One of the requirements we can set is “requires need.” We then load student data into Scholarship Universe to enable it to determine if any given student meets this criterion. If an award is entered for a student who does not demonstrate need, the approver will receive the below error when attempting to sign off on the award.

Match Blocked
✕

There is an issue with approving the selected student(s). The following student(s) from your selection do not meet the matching requirements.

**Non-Matching Students:**

Student ID	Student Name
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

⏪ 1 ⏩ 10 items per page 1 - 2 of 2 items

Do students know if they are eligible for need-based aid?

If a student has a complete FAFSA on file, they will be able to view their need eligibility on their Financial Aid Award Letter in Athena. If the student has Estimated Financial Need (EFN) greater than 0, they are eligible for need-based aid.



**UNIVERSITY OF GEORGIA**  
Office of Student Financial Aid

UGA ID: [REDACTED]

Date: 5/25/2023  
**2324** Award



Housing: Campus Housing  
Residency: Resident  
Dependency: Dependent

COA	27604
EFC	0
Resources	0
<b>Estimated Financial Need</b> → EFN	<b>27604</b>

	Fall	Spring	Summer	Total Accepted
Federal Direct Loan - Sub				0
Federal Direct Loan - Unsub				0
Federal Pell Grant	3698	3697		7395
Georgia Access Award	1500	1500		3000
HOPE Scholarship	4410	4410		8820

Messages:

**19215 Total**

## **Major Laws and Publications Governing the Release of Student Data/Information**

There are numerous federal laws that control the release of student data and the different laws impact the Office of Student Financial Aid's (OSFA's) use of this information in different ways. OSFA's ability to release data depends on the source of data and whether personally identifiable information (PII) (information that can be used to identify an individual, i.e., name, address, SSN, DOB, place of birth, any information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty) has been properly de-identified.

1. **Section 483(a)(3)(E) of the Higher Education Act (HEA) as amended** specifically restricts the use of the Free Application for Federal Student Aid (FAFSA) data (*including Award, estimated Cost of Attendance (COA), Expected Family Contribution (EFC) or financial need*), and states that data collected on the FAFSA form shall be used only for the application, award, and administration of aid awarded under:
  - federal student aid programs,
  - state aid programs,
  - aid awarded by eligible institutions, and
  - such entities as the Department of Education (ED) may designate.

The only permissible method for most third parties to receive FAFSA information under HEA is directly from the student; OSFA cannot provide this information even with the student's written permission. However, appropriations legislation in 2018 and 2019<sup>1</sup> included amendments to this section of the HEA to allow institutions to share a student's FAFSA data with scholarship-granting organizations and tribal organizations to assist with the application, awarding, or administration of scholarship programs (or for assisting the student in applying for assistance that would pay for items in a student's official Title IV cost of attendance), but only if the student provides explicit written consent authorizing the release of such data.

2. **Section 485B(d)(2) of the HEA as amended** also prohibits the use of the National Student Loan Data System (NSLDS) data for non-governmental research and marketing purposes.
3. **The Family Educational Rights and Privacy ACT (FERPA), 20 U.S.C. Section 1232g and 34 CFR Part 99** protects the privacy of students, in part by prohibiting postsecondary institutions from disclosing PII contained in education records to any third party – including the student's parents –without the student's written permissions.
4. The **Privacy Act, 5 U.S.C Section 552** governs the collection, maintenance, and use of records maintained by federal agencies and generally prohibits agencies from disclosing data contained

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<sup>1</sup> Fiscal Year 2018 Omnibus Appropriations Bill (P.L. 115-141) and Fiscal Year 2019 Labor-HHS Appropriations Bill (P.L. 115-245)

in those records. The Privacy Act imposes restrictions on the University when a federal agency lawfully provides the University records to access to records.

- **The Student Aid Internet Gateway (SAIG) Enrollment Agreement**, requires the University to:
  - ensure that all users are aware of and comply with all of the requirements to protect and secure data from ED sources using SAIG; and to
  - report any suspected or actual data breaches
  
- 5. **The Gramm-Leach-Bliley Act (GLBA), 15 U.S.C. Section 6801** as well as the **University's Program Participation Agreement (PPA)** states institutions must protect student financial aid information, with particular attention to information provided to institutions by ED or otherwise obtained in support of the administration of the Federal Student Aid (FSA) programs authorized under Title IV of the HEA, as amended.
  
- 6. **The National Institute of Standards and Technology (NIST) Special Publication 800-171** identifies recommended requirements for ensuring the appropriate long-term security of certain Federal Controlled Unclassified Information (CUI) in the possession of institutions.
  
- 7. **ED's Privacy Technical Assistance Center's (PTAC) "Guidance on the Use of Financial Aid Information for Program Evaluation and Research"** discusses the legal requirements and restrictions under these various Federal statutes and regulations.

It is because of the protections for students provided by regulations like these that we at OSFA are, in most cases, only able to indicate "yes" or "no" with reference to a student's level of need, and why the release of the names of need-based scholarship recipients is tightly restricted to offices involved with the administration of these funds. If you have questions about a specific case in your office, please contact the OSFA Scholarships Department at [osfa5@uga.edu](mailto:osfa5@uga.edu) for clarification.

If you are wanting to release information about a need-based scholarship recipient to a donor, or to publicly post this information on a website, etc., please reach out to Jordan Dotson ([jddotson@uga.edu](mailto:jddotson@uga.edu)) or Caitlin Lacey ([cslacey@uga.edu](mailto:cslacey@uga.edu)) in the Office of Development and Alumni Relations. They will work with you to get the student(s)' consent.

- Please note it is **not permissible** to obtain "blanket consent." Each new release requires a new consent form.
  - Ex: Releasing a student's information in a donor thank-you letter and inviting the student to a reception/dinner for need-based scholarship recipients would require 2 different consent forms, because the student's information is being released to 2 different audiences.

## **Important Dates**

### **Scholarship Awarding Priority Processing Dates**

To ensure departmental scholarships are processed in time for fee payment deadlines (found on the Bursar's webpage), the following priority processing dates have been established. Please note that we will continue to process all scholarships entered after these dates; these are merely the last dates for which we can guarantee processing will be complete prior to UGA's fee payment deadlines.

**Note:** Per federal regulations, most students cannot be awarded above the UGA [Cost of Attendance](#). For some of our students who have received multiple or very large scholarships, the addition of scholarship funds may require that we reduce other forms of federal aid so that we remain in compliance with federal law (see section on Scholarship Impact on Federal Financial Aid below). **It greatly reduces confusion for the student, and reduces the chances of repayment being asked, if we are able to make needed adjustments before any federal aid has disbursed for a given semester. Please adhere to the below priority deadlines whenever possible.**

TERM	DATE BY WHICH DEPARTMENT SHOULD AWARD
FALL	July 30
SPRING	November 15
SUMMER	April 15

## **Scholarship Impact on Federal Financial Aid**

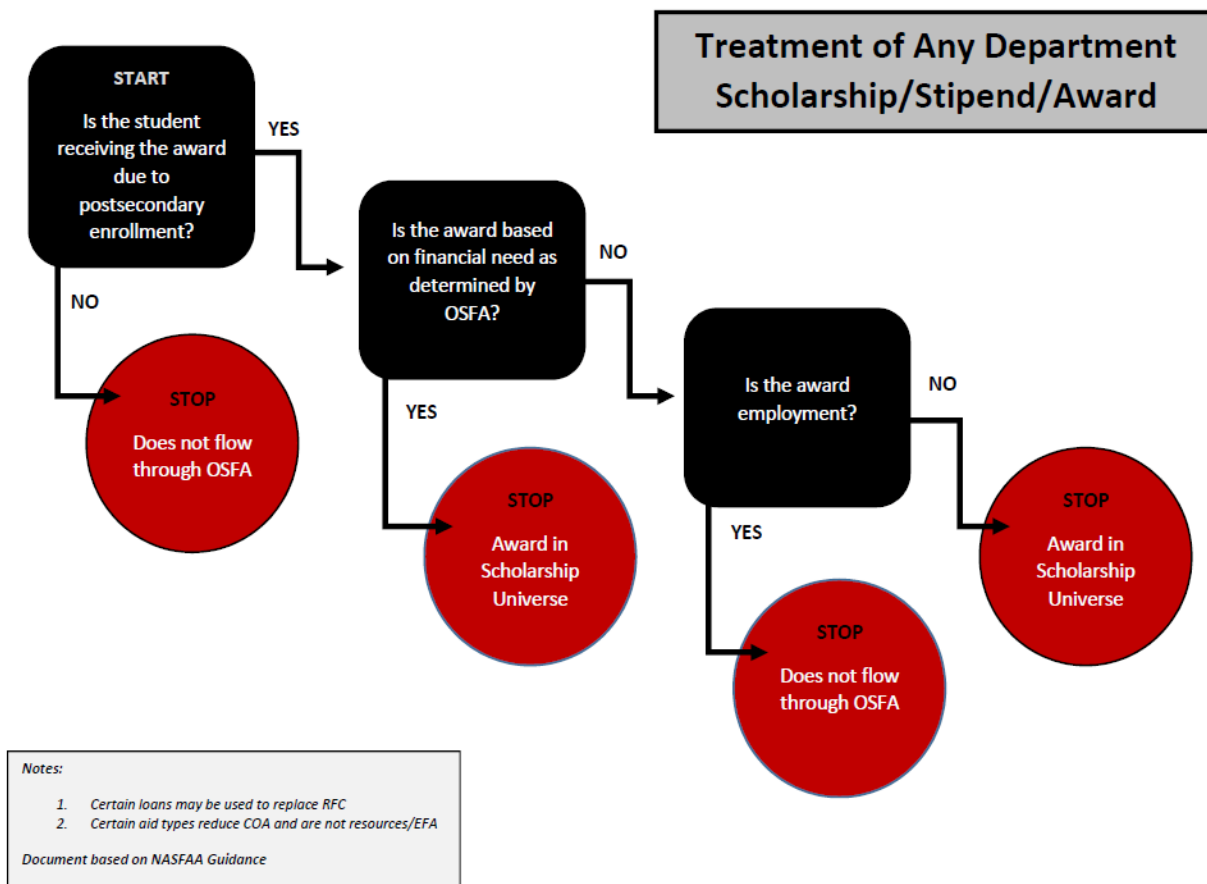
Under the Higher Education Act of 1965 and its amendments, institutional financial aid must be taken into consideration when financial aid determines eligibility for federal aid (including student loans). Every effort is made to maximize a student's funding opportunities, however, there may be situations where a department intends to cover expenses for or provide funds directly to a student but doing so will require a reduction of other federal aid due to limitations set forth in federal regulations for student financial aid recipients. **UGA does not have the authority to override federal regulations.**

If a student is in an overaward situation, OSFA will work with the student to see if they have any **required** program expenses that are not currently included in their [Cost of Attendance](#) (E.g. Due to participating in a Study Abroad or Experiential Learning Program). To avoid unexpected or unintentional consequences for a student, it is best practice to award scholarships and departmental awards based on the priority dates listed above.

Please note that the determination date is required when making an award in SU. This date is used by the Office of Student Financial Aid to determine if the student's federal aid (if awarded) must be revised based on Federal Regulations due to the addition of the scholarship. If UGA knew that a student was selected to receive a scholarship *prior to their loans disbursing*, OSFA is required to use the scholarship

to reduce their student loans. The Department of Education does not make the distinction between “department knew” and “OSFA knew”. They consider the institution to be a singular entity to mitigate fraud. This is another reason why we have established the priority awarding dates.

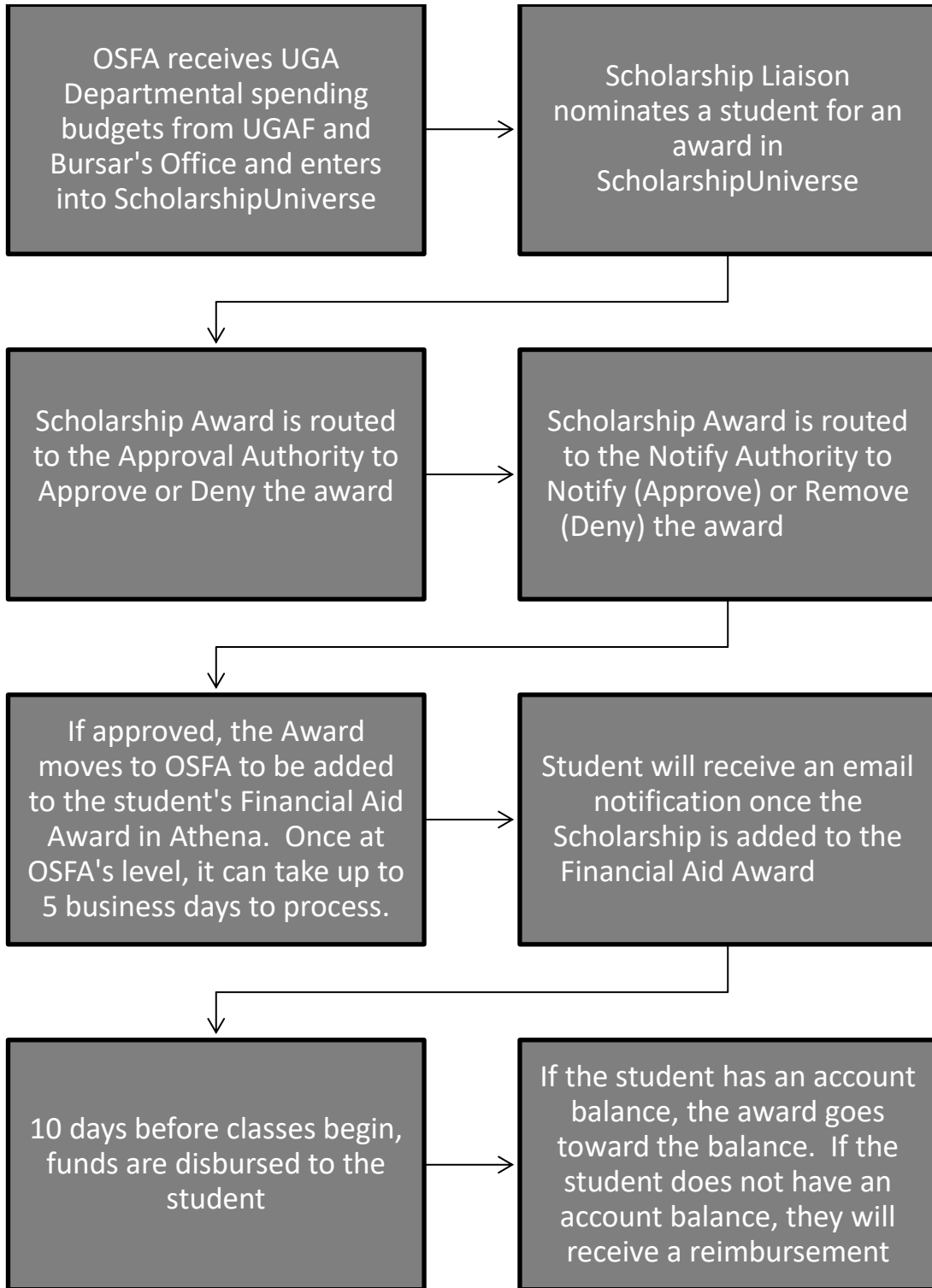
**Does a Scholarship/Stipend account/Award need to be processed through OSFA?**



Contact OSFA if you have any questions.

# ScholarshipUniverse Scholarship Awarding Workflow

2025

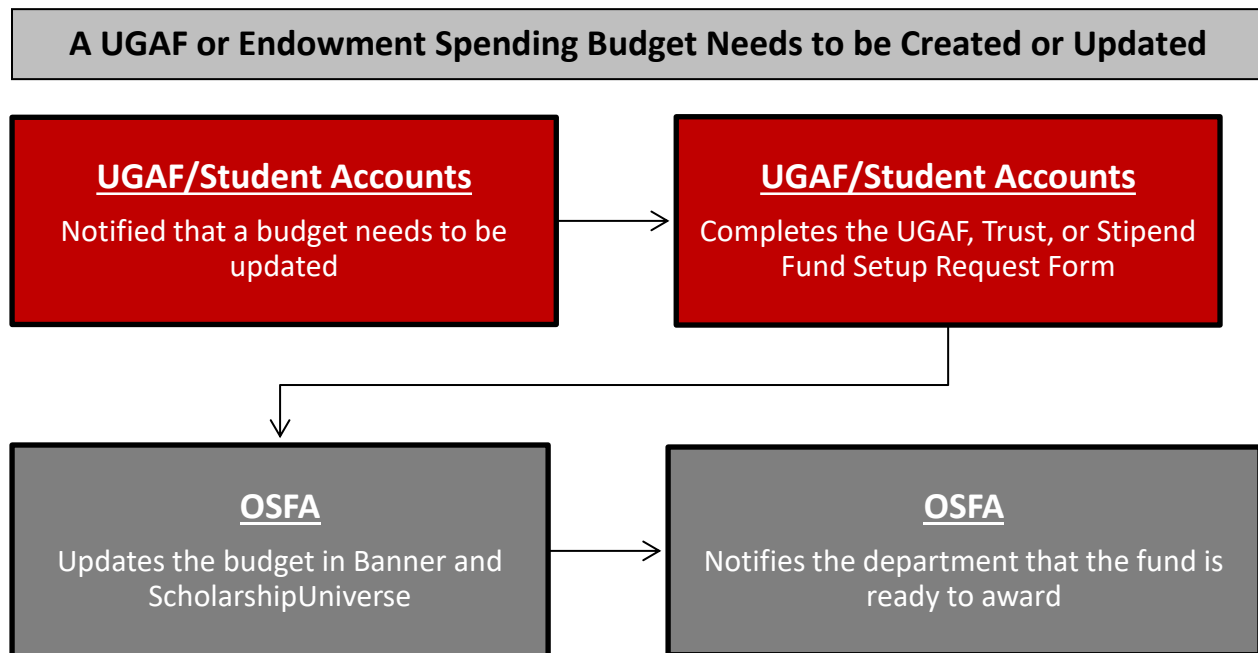


## Spending Budgets in Scholarship Universe

Before a fund can be awarded in Scholarship Universe, the Office of Student Financial Aid (OSFA) must be notified by the UGA Foundation (UGAF) or the Bursar's Office of the Spending Budget.

### Scholarship Accounts

The UGAF and Bursar's Office will notify OSFA when a Spending Budget is available for the upcoming fiscal year and during the year if new or additional funds become available. Once OSFA is notified of the Spending Budget, we will update the amount in Scholarship Universe so that Users can make awards from the fund.



**Please Note:** As of January 2023, departmental users will need to submit the UGAF Budget Request Form to request that budgets be added or adjusted for UGAF accounts. This form replaces the need to email UGAF directly. Departments should continue to submit the Fellowship or Stipend Account Budget Request Form if they need a stipend account set up or adjusted. All forms are available at <https://osfa.uga.edu/su-deptschawarding/>.

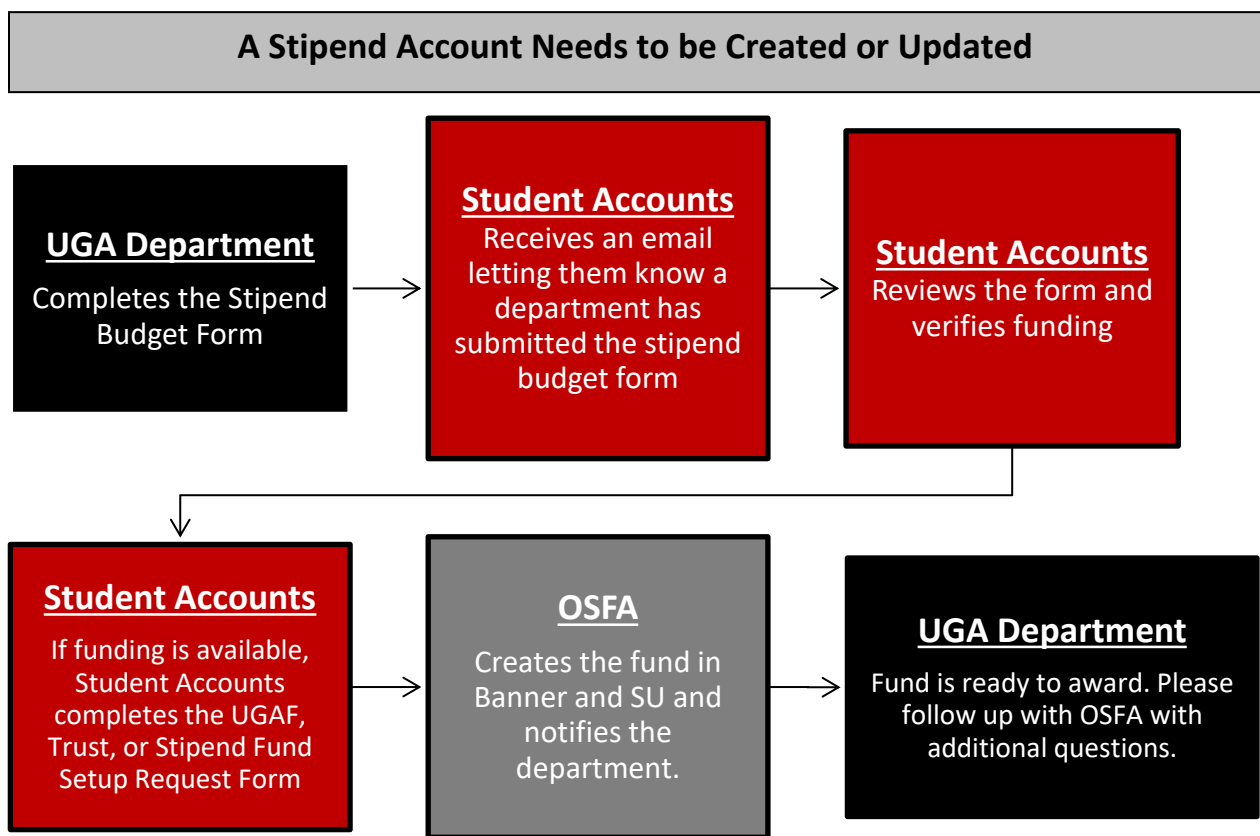
- If you have questions/concerns about a UGAF account, please reach out to David Manley at [dmanley@uga.edu](mailto:dmanley@uga.edu).
- For Trust accounts, please reach out to Judy Scott, Sr. Financial Accountant (329 accounts only) at [jrscott@uga.edu](mailto:jrscott@uga.edu), or to Brandi Jones, Sr. Financial Accountant; (344 accounts only) at [baycock@uga.edu](mailto:baycock@uga.edu).

## **Fellowship/Stipend Accounts**

These spending budgets are not automatically provided to OSFA. Users must reach out to the Bursar’s Office for funding amount approval and set up. Once approved, the Bursar’s Office will notify OSFA of the spending budget. Once OSFA is notified of the Spending Budget, we will update the amount in Scholarship Universe so that Users can make awards from the fund.

To request a stipend account spending budget to be added or updated, please complete the [Fellowship or Stipend Account Budget Request Form](#).

The fund setup process involves multiple, manual steps and coordination across multiple offices. **We recommend that you request fund setup/budget adjustment at a minimum of 7-10 business days before you plan to enter awards to allow for processing time, any needed follow-up questions, etc.**



If you have any questions about a Stipend account/Fellowship spending budget, please contact Brandi Jones, Sr. Financial Accountant at [baycock@uga.edu](mailto:baycock@uga.edu), or Elena Williams, Assistant Manager, at [elenanw@uga.edu](mailto:elenanw@uga.edu).

## **A New Fund Needs to Be Added to Scholarship Universe**

Departmental Users will need to reach out to the UGAF or Bursar's Office to have a new Scholarship account added to Scholarship Universe.

If a **UGA Foundation fund** budget needs to be set up/updated, please fill out the [UGAF Budget Request Form](#).

For **Trust accounts**, please reach out to Judy Scott, Sr. Financial Accountant (329 accounts only) at [jrscott@uga.edu](mailto:jrscott@uga.edu), or to Brandi Jones, Sr. Financial Accountant; (344 accounts only) at [baycock@uga.edu](mailto:baycock@uga.edu).

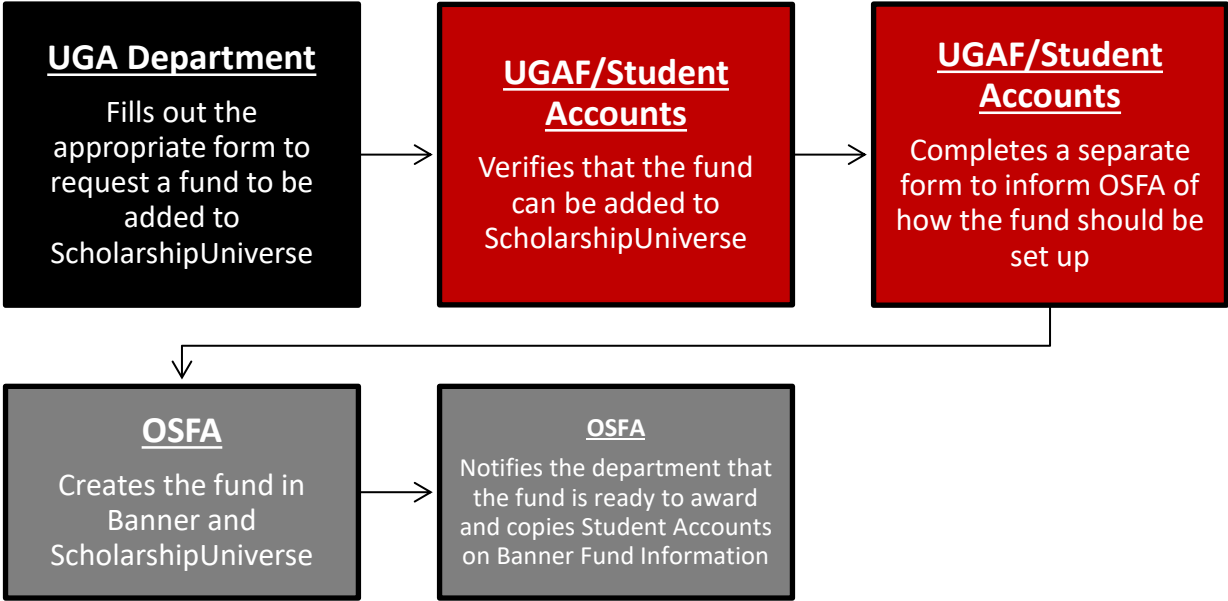
To request a **stipend account** spending budget to be added or updated, please complete the [Fellowship or Stipend Account Budget Request Form](#).

All of these forms are also available at <https://osfa.uga.edu/su-deptschawarding/>.

Once a budget setup/adjustment has been made through the appropriate channels, the office in question will review the account to determine (1) if it is an account through which student awards can be made, and (2) if there are sufficient funds available to support the request. They will then inform the team in OSFA how we should set up the fund (in which department it should be placed, is it need-based, etc.). The OSFA team will reach out to you when setup is complete. (See graphic below.)

**The fund setup process involves multiple, manual steps and coordination across multiple offices. We recommend that you request fund setup/budget adjustment at a minimum of 7-10 business days before you plan to enter awards to allow for processing time, any needed follow-up questions, etc.**

**A UGAF or Endowment Fund Needs to be added to ScholarshipUniverse**



## Scholarship Universe Terminology

Term	Definition
Scholarship Liaison	The Scholarship Liaison role allows a user to enter awards into the system and to make revisions. All awards must be approved by two different approvers (see below) after being entered.
Approval Authority	Once the Scholarship Liaison nominates a student for an Award, the Approval Authority must then approve the scholarship before it can move to the Notify Authority. The Approval Authority is usually the Chair or Director of the department. This role can only Approve or Deny the scholarship or stipend account award.
Notify Authority	The Notify Authority is a user that serves as an authoritative entity that effectively 'signs off' on the validity of a Scholarship prior to that Scholarship moving to OSFA to award. This is usually the Dean or VP and must have signature authority with the UGA Foundation. The user can only Notify (Approve) or Remove (Deny) the scholarship or stipend account award.
Spending Budget	Before a fund can be awarded in Scholarship Universe, the Office of Student Financial Aid (OSFA) must be notified by the UGA Foundation (UGAF) or the Bursar's Office of the Spending Budget for each account.
Award View(s)	An Award View is used to group or filter scholarship accounts. <i>This must be created before the Scholarship Liaison can nominate a student for an award.</i>
Nominate	The Scholarship Liaison will Nominate a student for an award.
Approval	The Approval Authority will Approve or Deny an award.
Notify	The Notify Authority will Notify (approve) or Remove (deny) an award.
Status	This tells you where the scholarship is in the awarding process.
Pending	The award is waiting for the notify authority to Notify (approve) or Remove (deny) an award.
Pending Approval	The award is waiting for the approval authority to approve or deny the award
Ready to Post	The award has moved to the Office of Student Financial Aid (OSFA) to award in Athena.
Posted	The award has been added to the student's award in Athena
Awarded Date	This is the date the Scholarship Liaison submitted the request in Scholarship Universe.
Posted Date	This is the date that scholarship was routed to OSFA to be added to the Student's Award
Need-based	If a scholarship is 'need-based' (stated in the Fund Agreement) the student must have a current year FAFSA on file for 'need' to be determined.
Removed	The scholarship has been removed or cancelled from the award

## User Roles

The movement of an award in Scholarship Universe is illustrated in the graphic below, with a detailed breakdown of the permissions/access in the chart immediately following. All 3 of these user roles must be filled for awards to successfully post to students' accounts. Similarly, the same individual should not occupy multiple user roles. (Ex: the same person should not serve as the Scholarship Liaison and Approval Authority.) Limited exceptions to this policy have been made on a case-by-case basis, typically in temporary situations when a department was short staffed. If you have an unusual staffing situation in your office and wish to discuss if an exception can be made, please reach out to [osfa5@uga.edu](mailto:osfa5@uga.edu).



	<u>Scholarship Liaison</u>	<u>Approval Authority</u>	<u>Notify Authority</u>
<b>Create Award Views</b>	X		
<b>Award Nominations</b>	X		
<b>Modify Awards</b>	X		
<b>Search Awards</b>	X	X	X
<b>View Award History</b>	X	X	X
<b>Approve/Deny Awards</b>		X	
<b>Notify/Remove Awards</b>			X
<b>Run the Award Details Report</b>	X	X	X
<b>Must have signature authority with the UGAF</b>			X

## **Email Notifications**

**Scholarship Liaison** – will receive an email each day letting them know how many scholarship accounts to which they have access still have remaining funds available to spend. These notifications are designed to help departmental staff take full advantage of all available funding. However, if it is not the time of year at which your department typically enters awards, or if you know that the remaining funding is being held for a specific reason, please feel free to disregard.

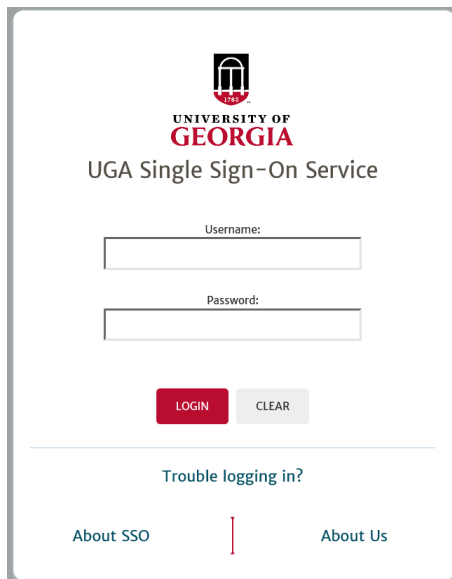
**Approval Authority and Notify Authority** – will receive an email when there are awards that they need to approve or deny.

Unfortunately, we are unable to turn these emails off or on for individual users—they are either on for everyone, or off for everyone. If you do not find the notifications helpful, you may either simply delete them, or perhaps write a rule in Outlook to always route the notifications to a separate folder in your inbox.

## **Logging into Scholarship Universe**

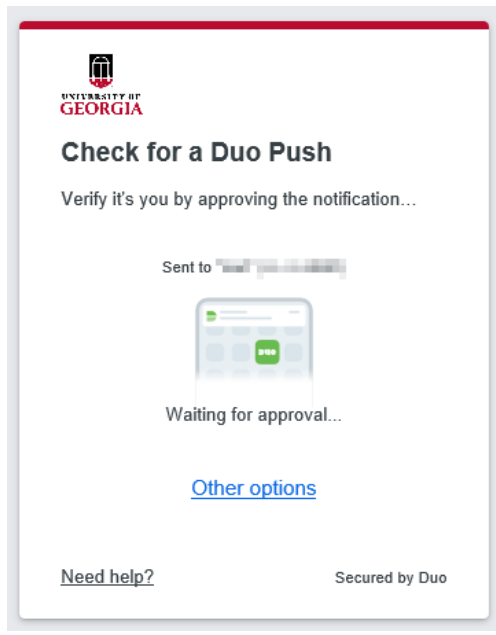
To log in to Scholarship Universe, visit <https://uga.Scholarship Universe.com>.

On the login screen, the user enters their Username (MyID) and password. Once the Username and password have been entered, they select the login button.



The image shows a screenshot of the UGA Single Sign-On Service login page. At the top center is the University of Georgia logo, featuring a red and white emblem with the text "UNIVERSITY OF GEORGIA" below it. Underneath the logo is the text "UGA Single Sign-On Service". Below this, there are two input fields: "Username:" followed by a white text box, and "Password:" followed by a white text box. Below the password field are two buttons: a red "LOGIN" button and a grey "CLEAR" button. At the bottom of the page, there is a link "Trouble logging in?" and two links: "About SSO" and "About Us", separated by a vertical line.

Next you must complete the secondary authentication (Duo).



The Scholarship Universe Dashboard will then open. The tiles that you have access to will appear as below.



## **Scholarship Liaison Role**

**The Scholarship Liaison role is used to enter or revise scholarship/stipend awards. The first step in the process is to create an award view.**

Before getting started, please review all of your accounts to ensure they are in Scholarship Universe and ready to be awarded in the new aid year. If you need a fund added, please see "[A New Fund Needs to be added to Scholarship Universe](#)" section.

## **Creating Award Views (Scholarship Liaison Role)**

Scholarship Universe is designed such that the first step in the awarding process is to create what is called an "Award View." An Award View is used to group or filter scholarship accounts by award year. You can think of an Award View almost as a file folder that may contain many documents (scholarship accounts), or perhaps just one document, depending on how you like to organize.

For example, in the central financial aid office, we have multiple 'families' of scholarships that either draw from the same funding source, have the same eligibility criteria, or share other commonalities. I might choose to make an award view called "Georgia Commitment Scholarships," or "Scholarships for Rural Students," etc., and include all the scholarships that fall in this category.

On the other hand, I might prefer a more granular view, and want to have one unique folder/award view for each individual account. Using this approach exclusively will probably only be practical for departments that have a limited number of accounts to award from. However, even staff working in departments with many accounts available may have a handful of accounts that they want to place in individual folders/award views due to them having unique requirements, or perhaps being the primary account(s) they utilize, etc.

Award Views can be updated at any time. They are unique to each Scholarship Liaison, so you may organize them in any manner that makes sense to you. No other Scholarship Universe user will be able to see your unique award views.

**We do recommend that you create updated Award Views per academic year, and that you consider including the Award Year in the title of your award views so that you can differentiate between them.**

There will be times of year when two academic/award years are active within the system, so this will help you ensure that you are awarding for the correct year. (You will be able to edit 2024-25 awards through September 2025, for example, when the 2025-26 award year will also be active.)

**My Award Views**

Active Inactive

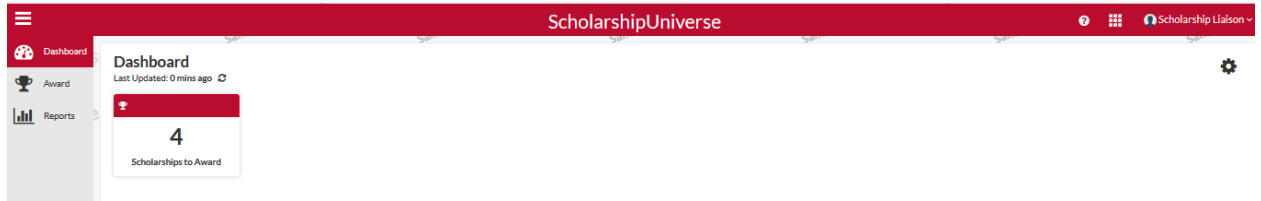
Add the Award Year to each Award View Name

Name
(2223) 7277000 Marey Jo Carey
(2223) 9193200 Crawford Scholarship
(2223) 7512200 - Orkin Promise Scholarship
(2223) 9204300 - Rooker Family Scholarship Fund
(2122) 2040235 - Need-Based Scholarships Access (43ACC2)

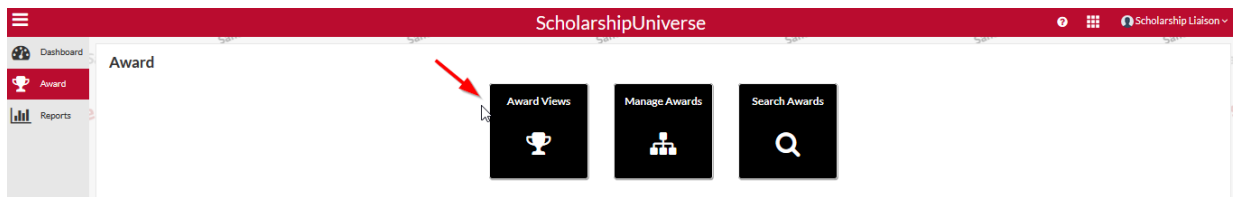
To begin creating Award Views:

1. The user will log in to **Scholarship Universe** (<https://uga.Scholarship Universe.com>)

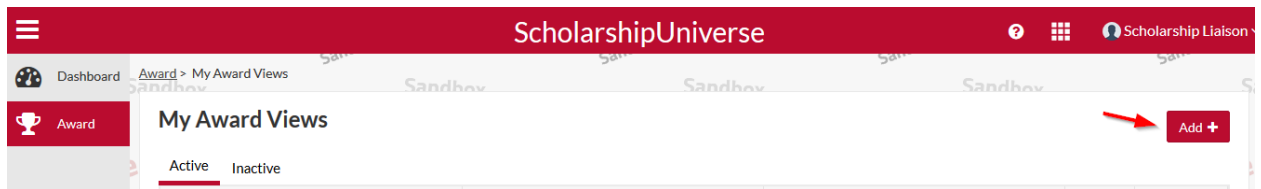
- The **Dashboard** will appear. Select the **Award** tab on the left side.



- The Award Screen will appear. Next, select **Award Views**.



- My **Award Views** will appear. To create an Award View, click **Add +**



- Enter a title for your Award View. I have found it easier to include the account code in the name of the award view if I am making an award view for a single account (ex. '(24-25) 2040238 Hairy Dawg Account'). If I am including multiple accounts, I will use the name of the scholarship (ex. '(24-25) Georgia Access Scholarships').
- Select **No Pools** from the Pool drop down (**You will always select No Pools**). Next, click on the **Manage Scholarships** button.

Award > My Award Views > Award View

### Add Award View


\* Name: (2425) 2040236 - Provost's Need-Based One-Time

\* Pool: No Pools

SmartRank: Select an item...

Scholarship: All

Manage Scholarships (1/2865)

- Once the **Manage Scholarships** screen appears, use the filter icon  to filter by the Award Year (this ensures that you are using the correct aid year spending budget). Next, select the checkbox next to the scholarship account(s) you want to work with in this Award View (use the scholarship filter icon if needed). Next, click on “Ok” on the bottom right hand corner.

**\*\*Be sure to select the correct Award Year! This screen will reflect current and prior year funds.\*\***

Manage Scholarships

Select Scholarship(s):

To filter by account number or name

To filter by Award Year

<input type="checkbox"/>	Scholarship	Organization	Department	Award Year	Number of Applicants	Total Budget	Remaining Budget
<input checked="" type="checkbox"/>	2040236 - Need-Based Scholarship One-Time	OVPI	Student Financial Aid	2425		1	1

Use checkbox to select a given fund or funds. Use box at top to select all.

Filter

Cancel Ok

- Add Award View** now reflects the name of the View that you just created. This includes, the **Scholarship Name and Account(s), Total Applicants, Total Awarded,** and the **Remaining Budget** from all of your accounts in this Award View. Select **Save**.

**Add Award View**

\*Name:

\*Pool:

SmartRank:

Scholarship:

Manage Scholarships (1/2865)

<b>Total Applicants</b>	<b>Total Awarded</b>	<b>Remaining Budget</b>
2653	\$0.00	\$1.00

Awarding Criteria

Student ID	Name	Award Amount	Award Status	Review Score	Comment
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			
00 00 00 00	Student Name	\$0.00			


1 - 10 of 2653 items

Nominate Save Cancel

9. Repeat steps 4 - 7 to create additional **Award Views** as needed to organize your scholarships.

**Nominating a Student for an Award (Scholarship Liaison Role)**

1. Under the **Award** tab, select **Award Views**

2. My **Award Views** will appear. Select the **Award View** (previously created) that you would like to work with by clicking on the **Edit** button  beside the **Award View** name.

Name	Number of Scholarships	Review Pool	Edit	Deactivate
college of business	2	No Pools		
college of business	1	No Pools		
college of business	1	No Pools		
college of business	2	No Pools		

3. **Edit Award View** will appear. To award a new student, select **Nominate** in the bottom left hand corner.

ScholarshipUniverse

Dashboard > Award > My Award Views > Award View

**Edit Award View**

Name: All scholarships

Pool: No Pools

Manage Scholarships (1/4)

Total Applicants	Total Awarded	Remaining Budget
2	\$44.00	\$9,956.00

Awarding Criteria

Student ID	Name	Award Amount	Review Score

1 - 2 of 2 items

Nominate

4. Enter the **81#** for the student that you are awarding and select the magnifying glass.

**Nominate**

Please search by Student ID. If a student is not found, you can enter their information.

81000027

Cancel

5. **The student's name will appear. Confirm that this is the correct student name and 81#.** Next, select the scholarship fund that you want to award under the **Scholarships to Nominate for** heading and select **Update Student**. If you created a single fund Award View, you will only see one fund below. If you created an Award View with multiple funds, all of the funds will be listed below. Be sure that you are selecting the correct account.

**Nominate** ×

Please search by Student ID. If a student is not found, you can enter their information.

---

**Student Information Matching Student ID**

• First Name

• Last Name

• Email

• Scholarships to Nominate for

1 Selected

<input type="checkbox"/>	Scholarship	<input type="button" value="Filter"/>
<input type="checkbox"/>	7519400 - Gail and William Oliver (Dr. Pat) Hunnicutt III Scholarship Funds 1-7	
<input checked="" type="checkbox"/>	7524600 - The Stamper Scholars Program Scholarship Fund	
<input type="checkbox"/>	7528800 - The Cousins Scholars Program Scholarship	

Use filter tool if your Award View contains a long list of accounts

If the student's 81# is not found, you will receive the error message below. Please reach out to OSFA at [osfa5@uga.edu](mailto:osfa5@uga.edu)\*\*

**Nominate** ×

Please search by Student ID. If a student is not found, you can enter their information.

No verified student record or student account with that student ID exists. Please contact your administrator.

If the student's name appears, but there are no "Scholarships to Nominate for," then the student has already been auto-matched with this fund(s) and you do not need to manually nominate them. Please proceed with Step 6. For more information, please see Question 13 of our [Frequently Asked Questions](#).

✕

## Nominate

Please search by Student ID. If a student is not found, you can enter their information.

Q

**Student Information Matching Student ID**

**• First Name**

**• Last Name**

**• Email**

**• Scholarships to Nominate for** 0 Selected

Scholarship ▼

No records available.

At least one scholarship must be selected for nomination

If there are no "Scholarships to Nominate for," the student has already been auto-matched. Proceed with step 6.

6. This will take you back to the **Edit Award View** Screen. The student that you just nominated and any other students nominated for this fund are now showing under the **Student ID** field. To update the **Award Amount**, click on the **\$0.00** for the recipient you just nominated.

Scholarship Universe
Scholarship Liaison

**Edit Award View**

\*Name: All Scholarships    \*Pool: No Pools   

Total Applicants

7

Total Awarded

\$106.50


Remaining Budget

\$1,999,893.50

Awarding Criteria

Student ID	Name	Award Amount	Review Score
81000001	Student Tuckey	\$0.00	
81000002	Student Tuckey	\$0.00	
81000003	Student Tuckey	\$0.00	
81000004	Student Tuckey	\$0.00	
81000005	Student Tuckey	\$0.00	
81000007	Student Tuckey	\$0.00	
81000027	Student Tuckey	\$0.00	
81000028	Student Tuckey	\$0.00	

1 - 7 of 7 Items

If you have a long list of students, the easiest way to find the student is to click on the filter icon . From here, enter the student's 81# and it will isolate that student.

#### Edit Award View

\*Name:

\*Pool:  Manage Scholarships (486/2296)

SmartRank:

Total Applicants	Total Awarded	Remaining Budget
5326	\$2,593,700.00	\$813,651.00

[Awarding Criteria](#) [Donor Specification](#)

Student ID	Name	Award Amount	Award Status	Review Score
81000001	Abigail	\$0.00		
81000002	Elena Bell	\$0.00		
81000003	Chloe Lewis	\$0.00		
81000004	Melissa Jones	\$0.00		
81000005	Madison Carter	\$0.00		
81000006	Isaac Chen	\$0.00		
81000007	Joseph Smith	\$0.00		
81000008	John Baker	\$0.00		
81000009	Madison Taylor	\$0.00		
81000010	Oliver Roberts	\$0.00		

1-10 of 5326 items

Nominate Save Cancel

**If you can't find a student, double check that you do not already have a filter set. Click "Clear" if necessary.**

Student ID	Name
81000001	
81000002	
81000003	
81000004	
81000005	
81000006	
81000007	
81000008	
81000009	
81000010	

Contains

And

Contains

Clear Filter

- The **Award Applicant** window will appear. Double-check that the scholarship name and account number pulled up is correct. **If you are using an Award View with multiple funds, the funds may all be listed. Triple-check that you are awarding from the correct account.**

8. Enter the dollar amounts per term.

**Terms**

202508 = Fall 2025

202602 = Spring 2026

202605 = Summer 2026

Next, select the **Determination Date** from the calendar. **This is the date that the student was selected to receive this scholarship award.** This date is used by the Office of Student Financial Aid to determine if the student’s federal aid (if awarded) must be revised based on Federal Regulations due to the addition of the scholarship. The Department of Education does not make the distinction between “department knew” and “OSFA knew”. They consider the institution to be a singular entity to mitigate fraud.

Leave comments (**do not use commas or special characters**) as needed. Select **Save**.

**Award Applicant** [X]

Student Total: \$2,000.00

Term	Awarded 2021	Awarded 2122
202108	\$800.00	\$0.00
202202	\$800.00	\$0.00
202205	\$0.00	\$0.00

**9209000 - Osher Reentry Scholarship Fund** (2122) Total Awarded: \$2,000.00  
Remaining Budget: \$39,000.00

Term	Amount	Determination Date	Comments
202108	\$ 1,000.00	6/3/2021	Comments...
202202	\$ 1,000.00	6/3/2021	Comments...
202205	\$ 0.00	month/day/year	Comments...

[Cancel] [Save]

9. The student now appears in the **Edit Award View** with the dollar amount added.

10. If you are done awarding, press **Save**. If you are adding an award amount for multiple students, you can select save after you have added the \$ amount for all students- you do not have to press save after each student. To award additional students, repeat steps 3-9.
11. The Liaison's steps are now complete. The next time the system generates email notifications, the appropriate approvers should be notified (this typically occurs around 7 AM). However, please note that the system generates email notifications only once per day, to avoid email overwhelm in larger departments that award many scholarships per day/week. **If there is time pressure for getting a certain award issued, you may wish to reach out personally to your departmental approver(s).** To see who that person is, you may run the [Organization Users report](#). Remember that the flow of awards in SU is as illustrated below:



## Viewing a UGAF Scholarship Account Fund Purpose (Scholarship Liaison Role)

Most UGAF accounts will have the Fund Purpose in Scholarship Universe. We continue to add the fund purpose for any funds for which it is not currently listed as these funds come up in budget adjustment requests, etc. To ensure the fund is being awarded based on the donor's specifications, please review the fund purpose by selecting **Donor Specification** while you are awarding. The fund purpose can also be found in FAME.

The screenshot shows the 'Edit Award View' interface. On the right, there are three summary boxes: 'Total Applicants' (5013), 'Total Awarded' (\$14,100.00), and 'Remaining Budget' (\$144,794.00). Below these is a navigation bar with 'Awardline Criteria' and 'Donor Specification' (indicated by a red arrow). A modal window titled 'Donor Specifications' is open, displaying the following text:

Please review the donor specifications given below.

**Scholarship Fund**

The purpose of the Fund is to provide scholarship support for students with financial need at the University of Georgia ("University"). Recipients shall be selected by the Office of Student Financial Aid ("OSFA").

A 'Close' button is located at the bottom right of the modal.

## Revising a Scholarship Award Amount *Prior* to Approval and Notify Authority Approval (Scholarship Liaison Role)

**Please note: if you are revising the dollar amount of an award, you are modifying a pre-existing award rather than entering a new award. This means that the student has already been nominated, and you will not need to complete that process again. Please be mindful when modifying awards, that you are entering the *total* dollar amount a student should receive from this account.**

*If you are searching for a specific student, please see the procedures on [‘Searching by Student 81#’](#).*

*If you are searching for a specific account (to revise multiple students awarded from the same account), please see the procedures under [‘Searching by Scholarship Name’](#). You may revise one student or multiple students in this view.*

- Once you have located the student and the scholarship record you wish to revise, click on the **Award Amount**.

**Search Awards**

Scholarship: [2122 X] Select Awarded: [ ]

Status: [ ] Term: [ ] Select Posted Da: [ ]

Student ID	Student Name	Scholarship	Award Amount	Award Year	Term
[REDACTED]	[REDACTED]	7562000 - Ash Family Scholarship Fund I	\$3,500.00	2122	202108 ; 202202 ; 202205
[REDACTED]	[REDACTED]	8960000 - UGAF Need-Based Scholarship Support	\$1,000.00	2122	202108 ; 202202 ; 202205
[REDACTED]	[REDACTED]	7581400 - Beachview Companies Scholarship Fund	\$3,500.00	2122	202108 ; 202202 ; 202205
[REDACTED]	[REDACTED]	2040235 - Need-Based Scholarships Access (43ACC2)	\$1,000.00	2122	202108 ; 202202 ; 202205

- Award Applicant** window will appear. Make a revision (increase or decrease) to the dollar amounts and select **Save**.

**Award Applicant** [X]

[REDACTED]

Student Total: \$1,000.00

**Awarded**  
2021  
\$1,000.00

**Awarded**  
2122  
\$1,000.00

---

**9209000 - Osher Reentry Scholarship Fund** (2122) Total Awarded: \$1,000.00  
Remaining Budget: \$41,000.00

<p>202108: \$ 500.00 [ ] Award Status: Ready to Post</p>	<p>Determination Date: 6/3/2021 [ ]</p> <p>Comments...</p>
<p>202202: \$ 500.00 [ ] Award Status: Ready to Post</p>	<p>Determination Date: 6/3/2021 [ ]</p> <p>Comments...</p>
<p>202205: \$ 0.00 [ ] Award Status: Ready to Post</p>	<p>Determination Date: month/day/year [ ]</p> <p>Comments...</p>

[Cancel] [Save]

**Don't forget that you are revising a previously made award. You must enter the total award amount per term that the student should receive from this fund.** For more information, please see ['Clarification on Increasing or Decreasing the Dollar Amount of an Award.'](#)

- The **Award Amount** is now updated to reflect the revised amount and the **Status** now reflects **Pending Approval**.

		9209000 - Osher Reentry Scholarship Fund	\$2,000.00	2122	202108 ; 202202 ; 202205	Pending Approval	06/04/2021
--	--	--	------------	------	--------------------------	------------------	------------

- The next time the system generates email notifications, the appropriate approvers should be notified (this typically occurs around 7 AM). However, please note that the system generates email notifications only once per day, to avoid email overwhelm in larger departments that award many scholarships per day/week. **If there is time pressure for getting a certain award issued, you may wish to reach out personally to your departmental approver(s).** To see who that person is, you may run the [Organization Users report](#). Remember that the flow of awards in SU is as illustrated below:



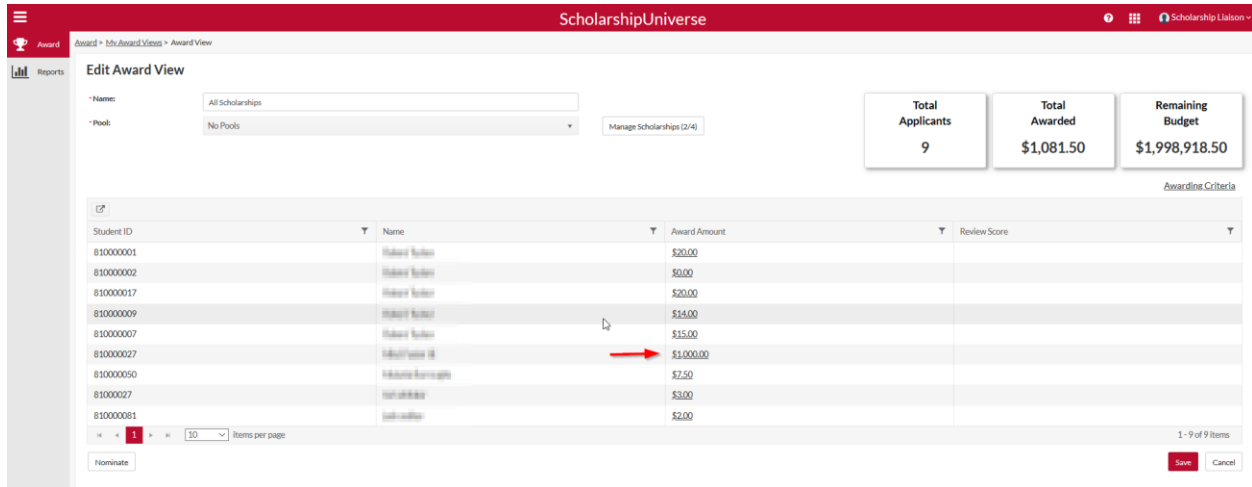
### **Revising a Scholarship Award Amount *After* the Approval and Notify Authorities have Approved the Award (Scholarship Liaison Role)**

**Please note, if you are revising the dollar amount of an award, you are modifying a pre-existing award rather than entering a new award. This means that the student has already been nominated, and you will not need to complete that process again. Please be mindful when modifying awards, that you are entering the *total* dollar amount a student should receive from this account.**

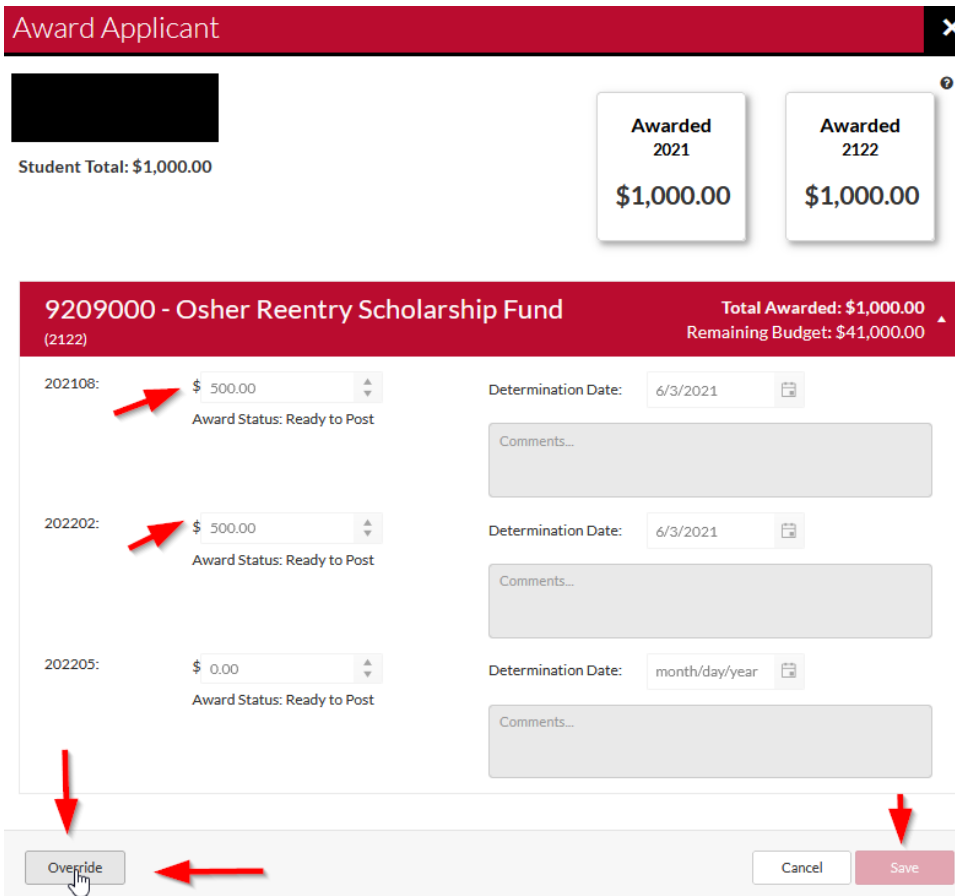
*If you are searching for a specific student, please see the procedures on ['Searching by Student 81#'](#).*

*If you are searching for a specific account (to revise multiple students awarded from the same account), please see the procedures under ['Searching by Scholarship Name'](#). You may revise one student or multiple students in this view.*

- Once you have located a student, to revise (increase or reduce) a student award, select the **Award Amount** next to the student’s name to be revised.



- If the student’s Award has been approved **you must first click on** **Override** **before you can** **update the Award amount(s)** or comment(s). Once you have updated the Award Amounts and selected the “Determination Date”, click **Save**.



6. Once you select **Save**, the following screen will appear. Leave a note, if needed. “Send Notification to Student?” is turned off since OSFA notifies the student. Select **Save**.

7. The next time the system generates email notifications, the appropriate approvers should be notified (this typically occurs around 7 AM). However, please note that the system generates email notifications only once per day, to avoid email overwhelm in larger departments that award many scholarships per day/week. **If there is time pressure for getting a certain award issued, you may wish to reach out personally to your departmental approver(s).** To see who that person is, you may run the [Organization Users report](#). Remember that the flow of awards in SU is as illustrated below:



## **Cancelling/Removing a Scholarship Award (Scholarship Liaison Role)**

If you are searching for a specific student, please see the procedures on '[Searching by Student 81#](#)'.


If you are searching for a specific account (to revise multiple students awarded from the same account), please see the procedures under '[Searching by Scholarship Name](#)'. You may revise one student or multiple students in this view.

1. Once you have located the student to cancel, select the **Award Amount** next to the student's name to be revised.

### **Search Awards**

Scholarship	2021 X
Status	Term

Student ID	Student Name	Scholarship	Award Amount
[Redacted]	J. [Redacted]	9206200 - Georgia Success Award (43GSU2)	\$5,000.00 

8. If the student's Award has previously been approved **you must first click on** **Override** **before you can update** the Award amount(s) or comment(s). Once you have updated the Award Amounts and selected the "Determination Date", click **Save**.

Award Applicant ✕

Student Total: \$1,000.00

**Awarded  
2021**  
\$1,000.00

**Awarded  
2122**  
\$1,000.00

**9209000 - Osher Reentry Scholarship Fund** Total Awarded: \$1,000.00  
Remaining Budget: \$41,000.00

202108: <span style="color: red;">➔</span> \$ 500.00 Award Status: Ready to Post	Determination Date: 6/3/2021 Comments...
202202: <span style="color: red;">➔</span> \$ 500.00 Award Status: Ready to Post	Determination Date: 6/3/2021 Comments...
202205: \$ 0.00 Award Status: Ready to Post	Determination Date: month/day/year Comments...

Override
Cancel
Save

2. To cancel the entire award, enter "\$0" as the award amount for all available terms, and press **Save**. **Please leave a comment about why the award is being cancelled**. Students often call the central Financial Aid office when they see that departmental scholarships have been cancelled, and if you have not left a comment about why the award was cancelled, we will have to direct them back to you.
3. The next time the system generates email notifications, the appropriate approvers should be notified (this typically occurs around 7 AM). (Yes, the \$0 awards/cancellations must be approved.) However, please note that the system generates email notifications only once per day, to avoid email overwhelm in larger departments that award many scholarships per day/week. **If there is time pressure for getting a certain award issued, you may wish to reach out personally to your departmental approver(s)**. To see who that person is, you may run the [Organization Users report](#). Remember that the flow of awards in SU is as illustrated below:



4. After all needed approvals, the cancelled scholarship will be post on the student's award. **If the funds had previously been disbursed, the student will be asked for repayment.** For this reason, we recommend notifying students in writing (1) under what conditions a scholarship may be cancelled, and (2) before entering the cancellation into Scholarship Universe. This allows the student time to prepare the funds for repayment.

Please make every effort to connect with students for whom repayment will be asked. Student Accounts will eventually send students to Collections if repayment is not received (though many efforts are made to contact them prior to this step). Having a debt sent to Collections will have long-lasting impacts on a student's credit and ability to purchase a home, vehicles, etc. in future. Some potential employers even do a credit check. We ask that you be very clear with your scholarship recipients about the requirements for keeping their awards, and that you and your teams carefully consider when a cancellation/repayment is truly necessary.

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

This section 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.



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

Wahneema Lubiano  
Student Total: \$3,700.00

**7557400 - Dream Big Scholarship Endowment** (2223) **Total Awarded: \$3,700.00**  
Remaining Budget: \$3,700.00

202208:	\$ 3,700.00	Determination Date:	3/31/2022
Award Status: Posted		Comments...	
202302:	\$ 0.00	Determination Date:	3/31/2022
Award Status: Posted		Comments...	
202305:	\$ 0.00	Determination Date:	month/day/year
Award Status: Posted		Comments...	

Cancel Save

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



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:**

Award Applicant
✕

**Vanessa Colandri**  
IN COLLEGE

Student Total: \$7,400.00

Awarded  
Total  
\$7,400.00

Look at "Total Awarded"

7557400 - Dream Big Scholarship Endowment
Total Awarded: \$7,400.00

(2223)
Remaining Budget: \$0.00

202208:	\$ 3,700.00	▲▼	Determination Date:	3/31/2022	📅
Award Status: Posted					
Comments...					
202302:	\$ 3,700.00	▲▼	Determination Date:	3/31/2022	📅
Award Status: Posted					
Comments...					
202305:	\$ 0.00	▲▼	Determination Date:	month/day/year	📅
Award Status: Posted					
Comments...					

Cancel Save

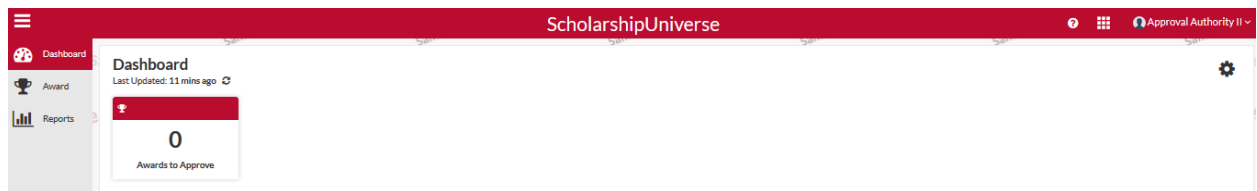
This is extremely important to note. **If you zero out the Fall dollar amount, you are telling Scholarship Universe to cancel it.** You do not need to worry that the student will receive a "double award." The system knows that \$3700 has already been paid out for Fall and will only pay out the new entry 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](#).

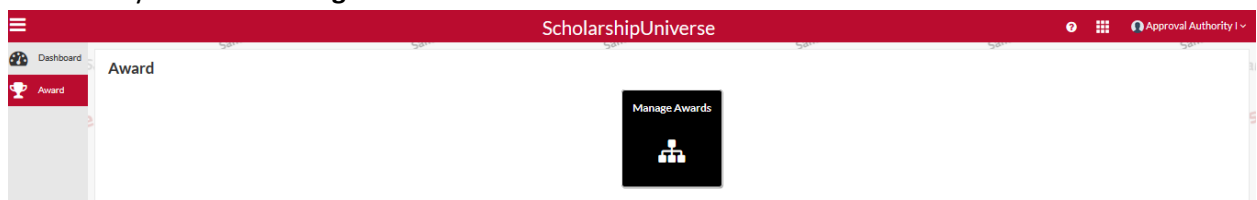
## Approval Authority Role

The Approval Authority is a role required for all departments. Unlike the Notify Authority, this person is not required to have signature authority with the UGAF. Once the Scholarship Liaison nominates a student for an award, the Approval Authority must then approve the scholarship before it can move to the Notify Authority. The Approval Authority is usually the Chair or Director of the department. This role can only Approve or Deny the scholarship award.

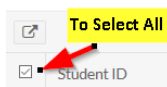
1. The Approval Authority will receive an email notifying them that they have an Award to Approve or Deny.
2. The user will log in to **Scholarship Universe** (<https://uga.Scholarship Universe.com>)
3. The Dashboard will appear and will reflect the number of records to Approve or Deny. Click on the **Awards to Approve** tile.



4. This will take you to the **Manage Awards** tab.



5. To **Approve** or **Deny** an award, select the student(s) that you want to Approve or Deny. You can approve/deny awards one at a time by selecting individual students or select all by clicking on



then Select **Approve** or **Deny**.

**Manage Awards**

Approve [Enable Awards](#) [Reassign Student Action](#) [Health/Spending/Request](#) [Cancelled](#) [Completed](#)

All Pools: All Organizations: 2122 All Fund Codes: All Scholarships: All Departments: All Tags:

Search StudentID: Search Name:

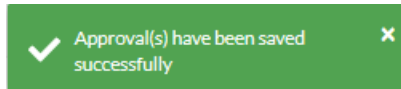
**To Select All**

<input type="checkbox"/> Student ID	Name	Award Amount	Scholarship	Award Year	Organization	Department	Tags
<input type="checkbox"/>	[REDACTED]	\$1,000.00	9147300 - Georgia Athletic Association Access Fund for Need-Based Scholarships	2122	OVPI	Student Financial Aid	Tags
<input type="checkbox"/>	[REDACTED]	\$2,000.00	9209000 - Osler Reentry Scholarship Fund	2122	OVPI	Student Financial Aid	Tags
<input type="checkbox"/>	[REDACTED]		9147300 - Georgia Athletic Association				

**To Select Students Individually**

**Approve** **Deny**

6. Once you click **Approve**, the following message will appear.



7. If you select **Deny**, the following window will appear. If needed, enter the reason for the Removal of the Award and select **Confirm**.

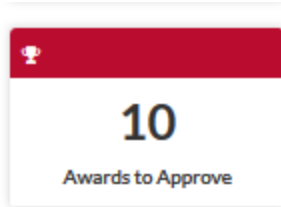
8. Once **Approve** or **Deny** is selected, the Approval Authority can no longer see the student in the Manage Awards cue. The Award then moves to the Notify Authority who will receive an email notifying them that they have an Award to Approve or Deny.

## **Blocked Awards and Need-Based Scholarships in Scholarship Universe**

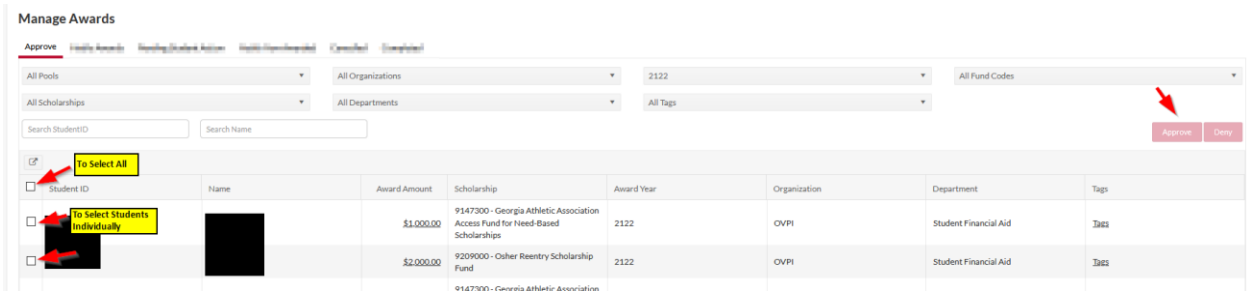
Financial Need should be determined *prior* to a request being submitted in Scholarship Universe. See [‘Need-Based Scholarship Accounts’](#) section for additional information.

If a student has a current year FAFSA on file with UGA, Scholarship Universe is populated with the student information. If you award a need-based scholarship to someone that does not have need based on a current year FAFSA, the system will give the Approval Authority an ‘Approval Blocked’ message.

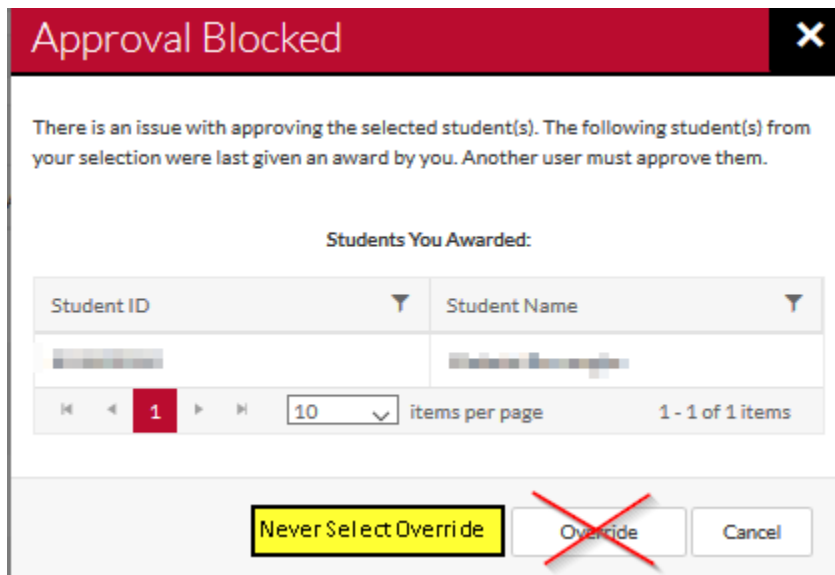
1. After the Scholarship Liaison has successfully nominated the student for the award, the Approval Authorities Dashboard will reflect the **Awards to Approve** tile (this will include need-based and non-need-based funds). Click on the **Awards to Approve** tile.



- This will open up the **Manage Awards** window with the students that you need to Approve or Deny. Select the student(s) and then select **Approve or Deny**. You can select individual students or select all.



- If the scholarship goes through, the student qualified for a need-based scholarship. There's no further action that you need to take.
- If you get the **Approval Blocked** window below, the student indicated does not qualify for a need based scholarship. Select **Cancel**. **Please note, if you are approving multiple students, all of the students will continue to be blocked until you stop selecting the student that does not meet the need requirement.**



5. Contact your Scholarship Liaison to cancel the award. You may wish to award from a non-need-based account.

### Clarification on Need-Based Preferred Accounts

When reviewing your fund agreements, you will notice that some funds are set up with financial need as a hard requirement. They will use language such as “recipients should have financial need as determined by the Office of Student Financial Aid (OSFA).” Other funds are set up such that financial need is a preference, but not a requirement. They will use language such as “first preference will be given to students who demonstrate financial need as determined by the Office of Student Financial Aid (OSFA),” or “recipients may be selected based on criteria including, but not limited to...”

In cases where financial need is not a hard requirement, and you have exhausted efforts to find a student who meets this first preference, it is possible for OSFA to manually override the need-based “block” in Scholarship Universe. Please reach out to [osfa5@uga.edu](mailto:osfa5@uga.edu) and include the account number, the student 81 number(s) in question, a screenshot of the fund agreement, and a brief description of why a student who does not demonstrate need is being awarded. We will review the case and confer with our colleagues in UGAF, and if appropriate, will manually approve the award.

### Notify Authority Role

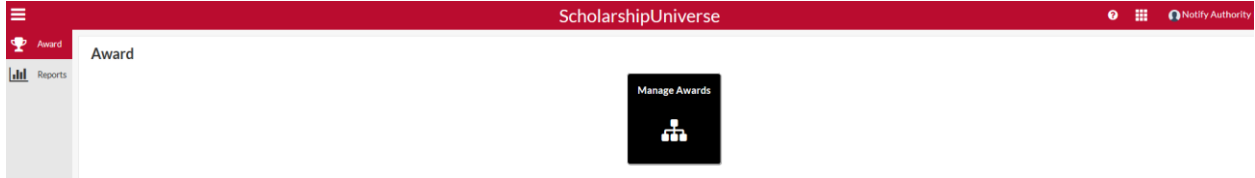
The Notify Authority must have signature authority with the UGAF. This user serves as an authoritative entity that effectively ‘signs off’ on the validity of a Scholarship prior to that Scholarship moving to OSFA to award. This is usually the Dean or VP that has signature authority with the UGA Foundation. The user can only Notify (Approve) or Remove (Deny) the scholarship award (this will cancel the full award--it is rare for a user to select this option).

1. The Notify Authority will receive an email notifying them that they have an award to Notify or Remove (Remove is rarely used as it will cancel the full aid year award).
2. The user will log in to **Scholarship Universe** (<https://uga.Scholarship Universe.com>)

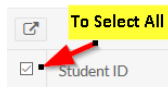
- The Dashboard will appear and will reflect the number of records to Notify or Remove. Click on the **Awards to Notify** tile or select **Award** on the left side.



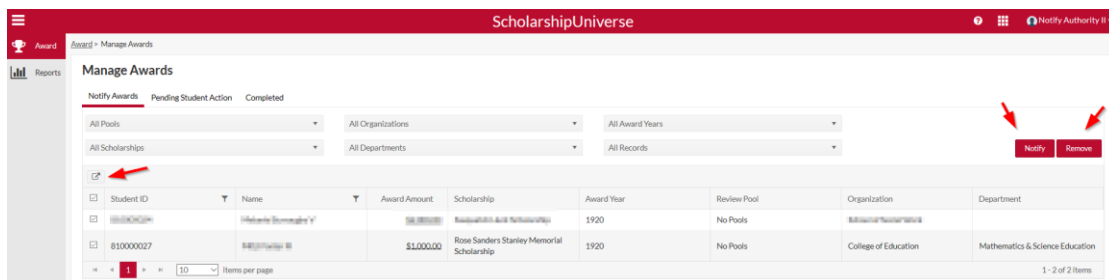
- The **Manage Awards** screen will appear, select **Manage Awards**



- To approve an award, select the student(s) that you want to approve. You can approve awards one at a time by selecting individual students or select all by clicking on the select all icon.

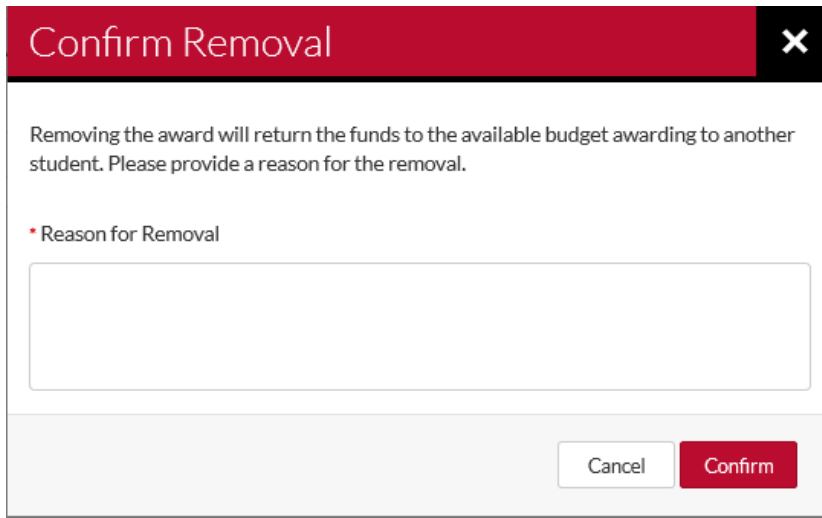


Then, select **Notify (approve)** or **Remove (deny = cancels the full AY award)**.



- If **Notify** is selected, the following window will appear. Select **Confirm**. The Deadlines mentioned below do not apply for our students. OSFA will notify the student once the award has been added in Athena.

- If you select **Remove**, the following window will appear. If needed, enter the reason for the Removal of the Award and select **Confirm**.



**Confirm Removal** [X]

Removing the award will return the funds to the available budget awarding to another student. Please provide a reason for the removal.

\* Reason for Removal

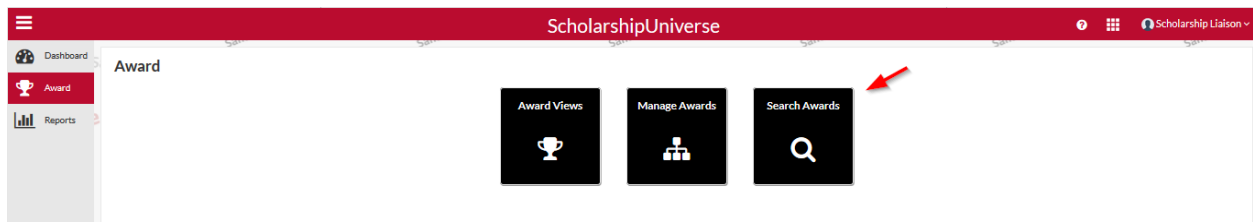
[Text Input Field]

[Cancel] [Confirm]

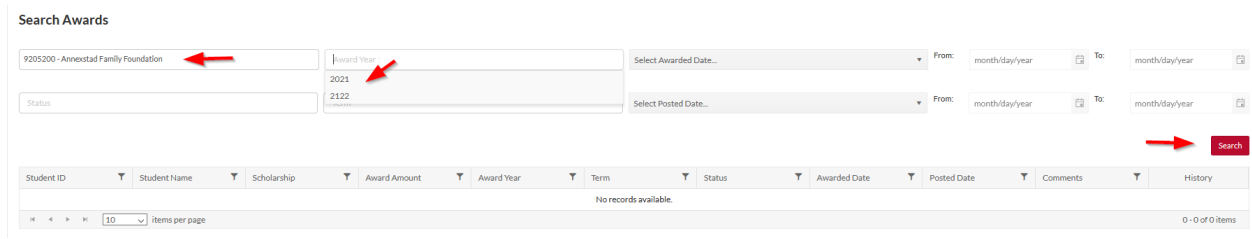
- The Notify step is now complete.
- OSFA will receive the scholarship notification and will add it to the student's award in Athena.

## Searching by Scholarship Account Number

- Under the **Award** tab, select **Search Awards**



- If you are searching for a certain account, enter the **Account Number** and the drop down box will appear. Select the **Scholarship Account Number** and the **Academic Year**. **You must always select the Academic Year.**



**Search Awards**

9205200 - Annesstad Family Foundation [Red Arrow] | Award Year: 2021 [Red Arrow] | 2122 [Red Arrow]

Status: [ ] | Select Awarded Date... [ ] From: month/day/year [ ] To: month/day/year [ ] | Select Posted Date... [ ] From: month/day/year [ ] To: month/day/year [ ]

[Search] [Red Arrow]

Student ID	Student Name	Scholarship	Award Amount	Award Year	Term	Status	Awarded Date	Posted Date	Comments	History
No records available.										

10 items per page | 0 - 0 of 0 items

- Once you have the correct **Scholarship Name** and **Award Year**, Select **Search**. This will bring up all of the students awarded from this fund.

**Search Awards**

9205200 - Annexstad Family Foundation    2021    Select Awarded Date...    From: month/day/year    To: month/day/year

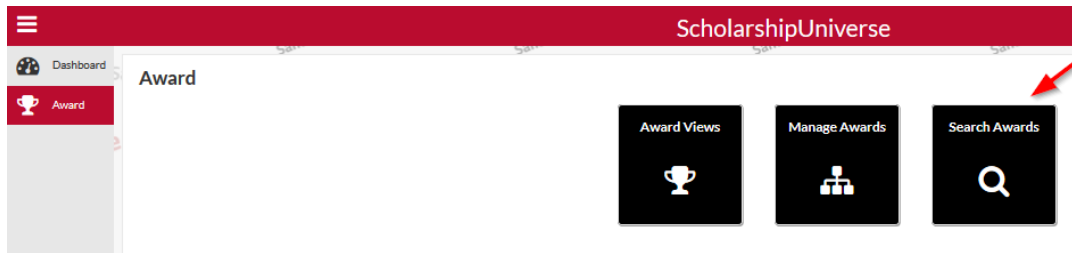
Status    Term    Select Posted Date...    From: month/day/year    To: month/day/year

**Search**

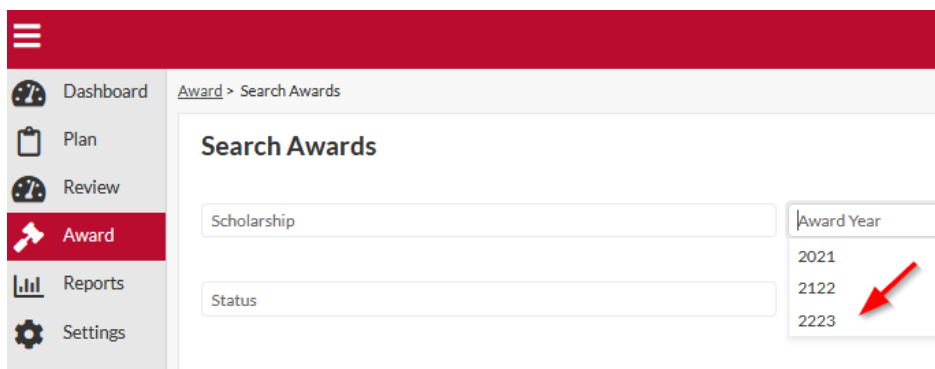
Student ID	Student Name	Scholarship	Award Amount	Award Year	Term	Status	Awarded Date	Posted Date	Comments	History
[REDACTED]	[REDACTED]	9205200 - Annexstad Family Foundation	\$5,000.00	2021	202105 ; 202102 ; 202008	Posted	04/17/2020	04/27/2020		
[REDACTED]	[REDACTED]	9205200 - Annexstad Family Foundation	\$5,000.00	2021	202008 ; 202102 ; 202105	Posted	04/17/2020	04/27/2020		
[REDACTED]	[REDACTED]	9205200 - Annexstad Family Foundation	\$2,000.00	2021	202105 ; 202102 ; 202008	Posted	06/12/2020	06/16/2020		
[REDACTED]	[REDACTED]	9205200 - Annexstad Family Foundation	\$2,000.00	2021	202105 ; 202102 ; 202008	Posted	05/20/2020	06/02/2020		
[REDACTED]	[REDACTED]	9205200 - Annexstad Family Foundation	\$2,000.00	2021	202105 ; 202102 ; 202008	Posted	08/20/2020	08/24/2020		
[REDACTED]	[REDACTED]	9205200 - Annexstad Family Foundation	\$5,000.00	2021	202008 ; 202102 ; 202105	Posted	06/15/2020	06/16/2020		


## Searching by Student 81#

1. Under the **Award** tab, select **Search Awards**.



2. Select the **Award Year**. You must always select the **Academic Year**.



3. Select the filter icon  beside the **Student ID** field. Enter the **student's 81#** and select **Filter**. This will bring up all of the scholarships that you have awarded the student.

### Search Awards

Scholarship

Status

Student ID Student Name

Contains

811XXXXXX

And

Contains

Clear Filter

### Search Awards

Scholarship: [2021 X] Select Awarded Date... From: month/day/year To: month/day/year

Status: Term Select Posted Date... From: month/day/year To: month/day/year

**Search**

Student ID	Student Name	Scholarship	Award Amount	Award Year	Term	Status	Awarded Date	Posted Date	Comments	History
[REDACTED]	[REDACTED]	7194800 - Agricultural Economics Endowment	\$1,200.00	2021	202008 : 202102 ; 202105	Pending Approval	06/03/2020			

1 - 1 of 1 items

## Where is the Scholarship in the Workflow?

Use the procedures for [Searching by Student 81#](#). Once you have located the student, the **Status** shows exactly where the award is in the process.

The screenshot shows a search results table with the following data:

Student ID	Student Name	Scholarship	Award Amount	Award Year	Term	Status	Awarded Date	Posted Date	Comments	History
		7194800 - Agricultural Economics Endowment	\$1,200.00	2021	202008; 202102; 202105	Pending Approval	06/03/2020			

If the Status Indicates	Location of the Scholarship Award
Pending Approval	The award has moved to the Approval Authority level
Pending	The award is at the Notify Authority level
Ready to Post	The award has been moved to OSFA to add to the student’s award in Athena
Posted	This award has been added to the student’s Award in Athena
Removed	The scholarship has been cancelled from the Award

Please use the ‘Viewing History’ procedures to see details of the awarding process.

## Viewing History

1. To search for a specific student, use the procedures under ‘Searching for a Student 81#’
2. Once you have located the student and the scholarship record you wish to view, click on the



The screenshot shows a search results table with the following data:

Student ID	Student Name	Scholarship	Award Amount	Award Year	Term	Status	Awarded Date	Posted Date	Comments	History
		7562000 - Ash Family Scholarship Fund 1	\$3,500.00	2021	202008; 202102; 202105	Ready to Post	04/15/2020			

3. The History of the Scholarship Award will be shown.

- The name of the Scholarship Liaison and when the award was processed
- The name of the Approval Authority and when the award was approved or denied
- The name of the Notify Authority and when the award was approved or denied
- The Posted name will always reflect an OSFA IT employee

Scholarship Award History				
Student Name: [REDACTED]		Student Id: [REDACTED]		Scholarship Name: [REDACTED]
Award Status	Amount	Adjusted Amount	User	Updated Date
+ Posted	\$121.00	\$121.00	OSFA User	6/3/2021 8:14:44 PM
+ Ready to Post	\$121.00	\$121.00	Name of the Notify Authority	6/3/2021 4:13:18 PM
+ Pending	\$121.00	\$121.00	Name of the Approval Authority	6/3/2021 4:00:34 PM
+ Pending Approval	\$121.00	\$121.00	Name of the Scholarship Liaison that entered the Award	6/2/2021 7:17:33 PM

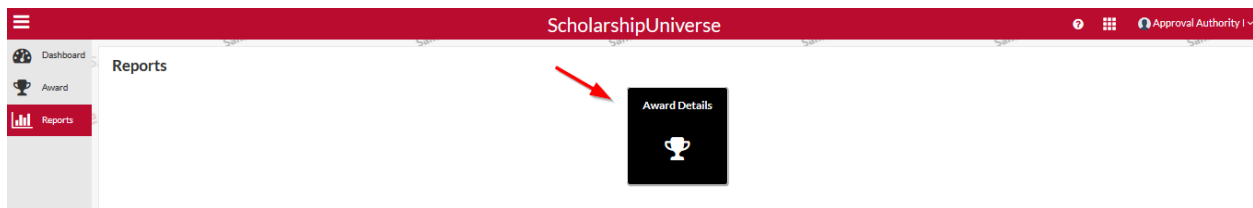
  

User	Updated Date
OSFA User	6/3/2021 8:14:44 PM
Name of the Notify Authority	6/3/2021 4:13:18 PM
Name of the Approval Authority	6/3/2021 4:00:34 PM
Name of the Scholarship Liaison that entered the Award	6/2/2021 7:17:33 PM

## Report - Award Details: Student Name, Scholarship Name, Terms, \$ amount, Fund Code (All Users have this feature)

This report will only reflect awards that are 'Ready to Post' or 'Posted'.

1. Under reports, select the "Award Details" report



2. Select any of the fields below that you would like to include in your report and select **Submit**.
  - Select **Award Year** to see the full year award amount
  - Select **Term** to see the individual term award amounts

Award Details Reporting ✕

Enter the following criteria to generate a CSV file containing scholarship awards so you can follow up as needed and invite students to award banquets.

View By  
 Award Year  
 Term

Award Year 2021 ✕ ←

Cycles

Award Status

Organizations OVPI ✕ ←

Departments Student Financial Aid ✕ ← ✕

Scholarships

Donors

Submit ←

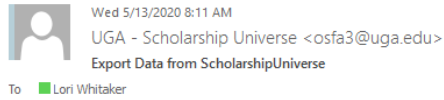
3. The following screen will appear letting you know that the request was submitted.

Request Submitted ✕

Your request has been submitted successfully! We will send you an email when it completes. Please be patient as the reports can take up to 30 minutes to arrive by email.

OK

4. You will receive an email from **UGA – Scholarship Universe** [osfa3@uga.edu](mailto:osfa3@uga.edu) once the report is complete. Click on the link and be sure to save the file to your departmental server as the link will expire.



Hi Lori Whitaker,

The ticket export you had requested for AwardDetailsReport\_20200513.csv is complete. You can download the file from [here](#). If the link does not work, copy and paste the URL below in your browser's address bar:

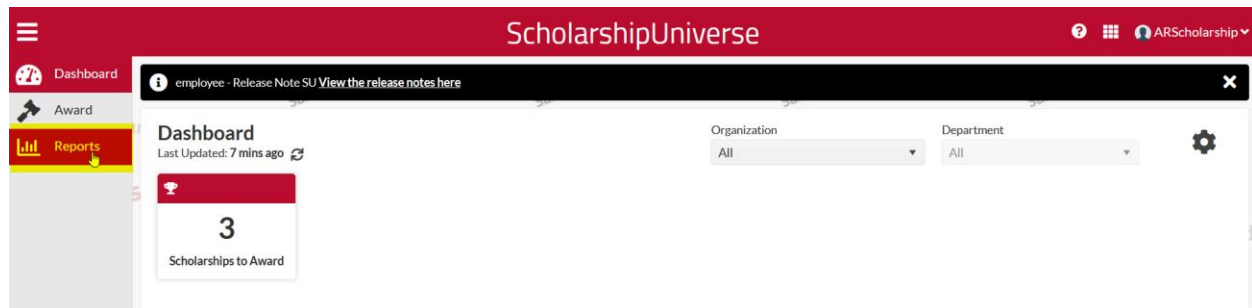
<https://uga-pm-campuslogic.com/api/export/download?token=jLDbAfxqPT2%2BdAL2bDbmjw%3D%3D%7C%7C%7CMt%2FmcEUK9I187R1Q9sJpvFcDFKC4ZWL1rChzx4woSum3CEAQVMsD4DIM9HIgm3n7DX3YtqrdEGELOpORGxIHvRVS6pPzvYYB8sDM0RwxLJqL8B4a%2BL2czFM%2B94aAglCsA7RQTVZX8CjYbcHJICk3H3zYBAIN2j6OgziqHUvQ2zTeuvNkSIGLKf3Tdn9KDsMrz8FL%2FhffQLs%2BxzDNYxoXmYuSR1StTQYS%2B7kMxgt87vSEL4i0%2FI6haptYLFd9HYj3YCXYS26nyianY701mYbHuw%3D%3D>

Please note that the links will expire after 14 days.

## Report – Organization Users

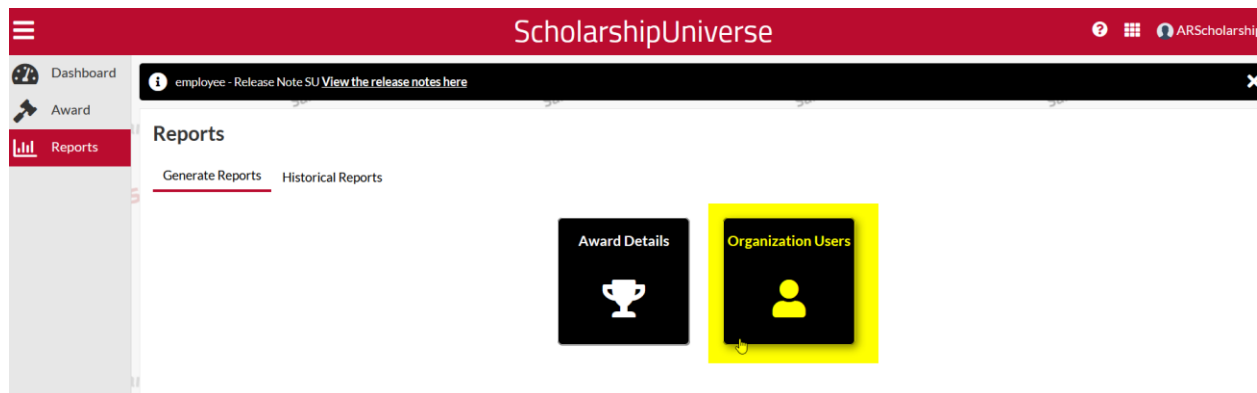
As of Fall 2023, all departmental Scholarship Universe users can run the Organization Users report to determine who has access to their departmental funds and in which roles.

From your Dashboard, select the “Reports” option on the left side menu:



Click on the “**Organization Users**” tile.

- **Note:** Depending on your user role, you may have more report options to choose from. These screenshots have been captured from the Scholarship Liaison role.



The below menu will appear. If you want to see users for a specific department, fill out both the “**Organization**” and “**Department**” boxes. If you want to see users for the entire Unit, you only need to fill out the “**Organization**” box. You can also search by specific roles or specific users. When you have specified your search parameters, click “**Submit**.”

Organization Users Reporting
✕

Provides list of all active users with roles and assigned organization and departments.

Organization

Franklin College of Arts and Sciences ✕
✕

Department

English ✕
✕

Roles

|

Specific Users

Submit

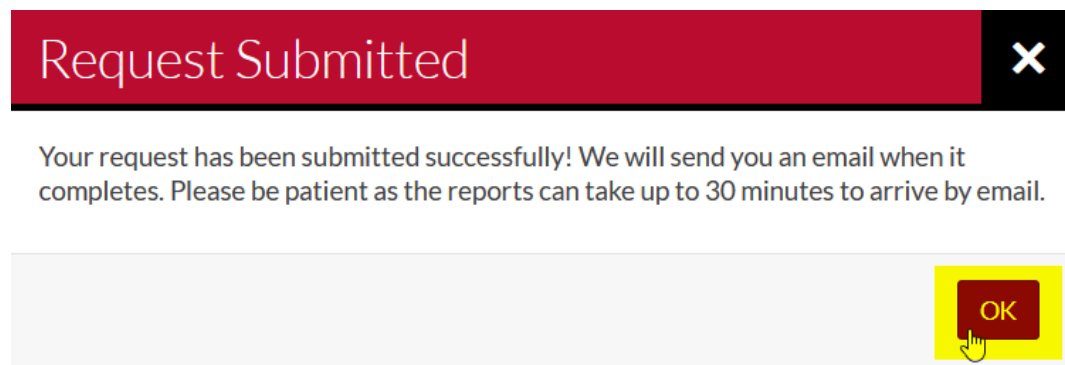
Cancel

### Examples:

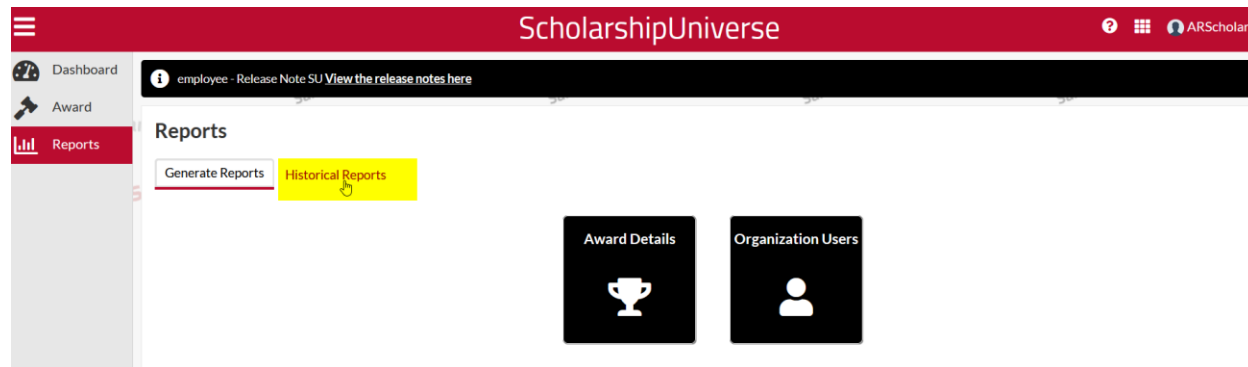
- If I want to see all users for the English Department, I would select “Franklin College of Arts and Sciences” as the Organization, and “English” as the Department.
- If I want to see all users for Franklin College, I would select “Franklin College of Arts and Sciences” as the Organization, and leave the Department field blank.
- If I want to see all Scholarship Liaisons for the English department, I would select “Franklin College of Arts and Sciences” as the Organization, “English” as the Department, and “Scholarship Liaison” for the Role.
- If I know that a given individual has access to the English department, but I’m not sure which user role they are in, I would select “Franklin College of Arts and Sciences” as the Organization, “English” as the Department, and enter the individual’s name under Specific Users. Keep in mind that the individual you know as “Mandy” may be in the system by their full name of “Amanda.” Someone who typically goes by their middle name will likely be in the system by their first name. Someone who has recently changed their last name due to marriage or divorce may be in the system by a previous last name.

After you select “**Submit**,” a text box will appear letting you know that your request has been submitted, and reminding you that reports can take up to 30 minutes to arrive by email. In our experience, reports can arrive within seconds when the SU servers are not busy, but they can also take multiple hours to arrive when the system is under heavy use (which is most common over the summer and in December-January).

Click “OK” to clear the message.



If you are needing to access the information more quickly, try clicking on “**Historical Reports**” from the main Reports menu. Previously requested reports are listed/stored here, and your report may appear here before you receive the email.




Once your report appears on this list, click on the **“Download”** option on the right. You may need to refresh this screen a couple times before the report appears.

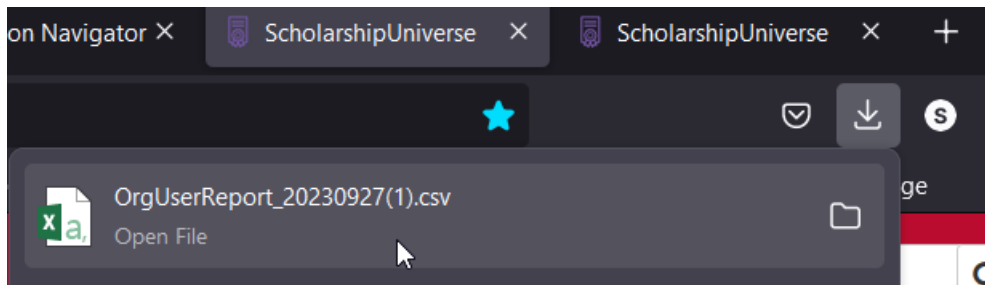
## Reports

Generate Reports **Historical Reports**





The following reports have been previously requested or automatically generated and are available to View/Download.

Report Title	Created On	Generated By	Download
OrgUserReport_20230927	09/27/2023 01:23 PM	Shelby Jarrett	

Your browser should display a pop-up showing where you can download the file you just requested. This process/view may be different between browsers. These screenshots were captured using Firefox.



Alternatively, you can wait for the report to be emailed to you. The email will look like the below. Click on the hyperlinked **“here”** or paste the provided URL into your browser to download the file.

 Reply
  Reply All
  Forward  
 Wed 9/27/2023 2:26 PM  
 UGA - Scholarship Universe <osfa3@uga.edu>  
 Export Data from ScholarshipUniverse  
 To: Shelby Frances Jarrett

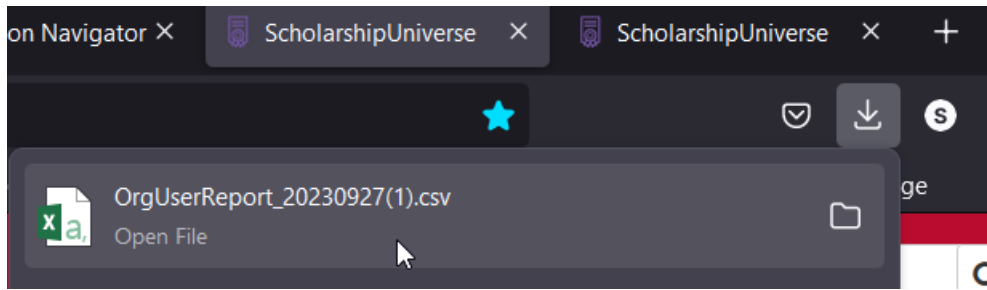
Hi Shelby Jarrett,

The ticket export you had requested for OrgUserReport\_20230927.csv is complete. You can download the file from [here](#). If the link does not work, copy and paste the URL below in your browser's address bar:

<https://clurl.co/CE3339CFD9C89FB1>

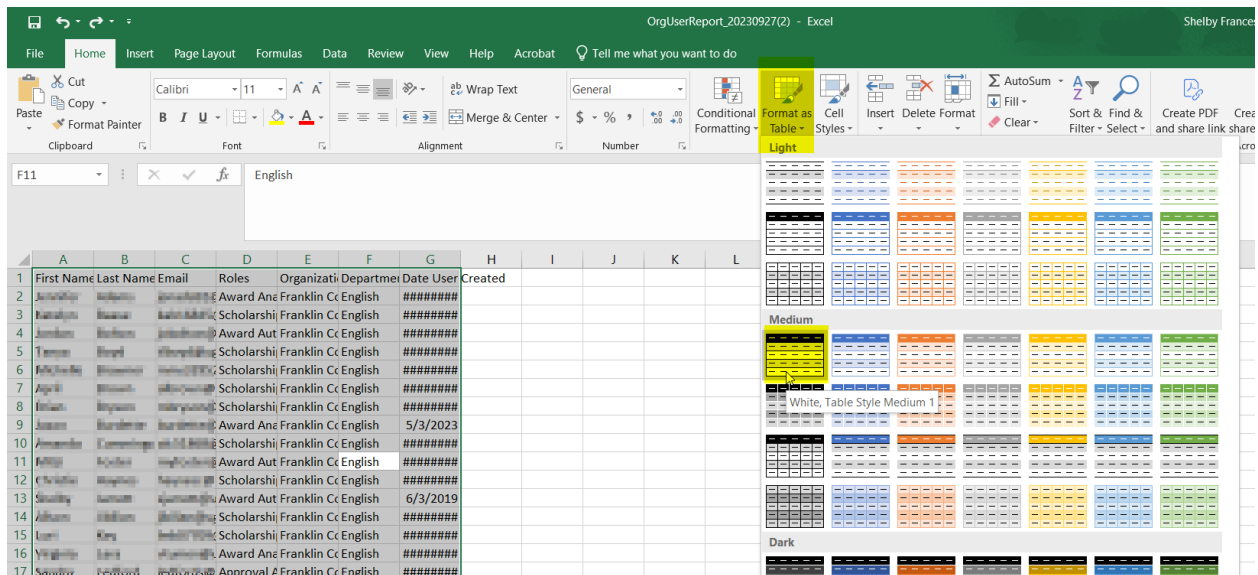
Please note that the links will expire after 14 days.

If you wish to unsubscribe from this type of communication, [Unsubscribe Here](#).

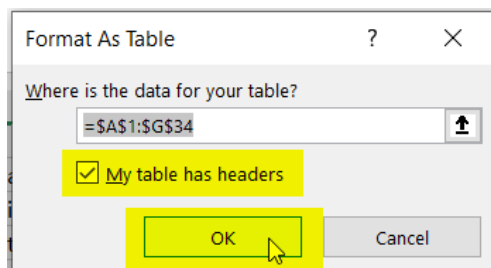


## Viewing/Editing the Report in Excel

The report will open as a CSV file in Excel. We recommend selecting all data (CTRL + A) and then choosing “Format as Table” to be able to organize and filter the data. You can use whichever table style you prefer.



The below menu box will appear. Leave “My table has headers” checked and select OK.



Your report will now look something like this. You may need to adjust column widths as desired.

First Name	Last Name	Email	Roles	Organization	Department	Date User Created
Amelia	Adams	ameliad@frga.edu	Award Analyst, Approval Authority, Scholarship Viewer	Franklin College of Arts and Sciences	English	9/17/2021
Anthony	Bauer	anthonyb@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	4/19/2023
Brandon	Berkman	brandonb@frga.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	1/17/2019
Erin	Boyd	erinbo@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/10/2021
Michelle	Brown	michelleb@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/17/2021
April	Brown	aprilb@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	7/17/2020
John	Brown	johnb@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	9/18/2023
Jason	Byrd	jasoby@frga.edu	Award Analyst, Scholarship Viewer	Franklin College of Arts and Sciences	English	5/3/2023
Amanda	Cummings	amandac@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	8/27/2020
Michelle	Decker	michelled@frga.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	12/11/2018
Elizabeth	Haynes	elizabethh@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	10/28/2021
Kevin	Jordan	kevinj@frga.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	6/3/2019
Adam	Jordan	adamj@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/10/2021
Neil	Kay	neilk@frga.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	1/13/2023
Virginia	Lane	virginialan@frga.edu	Award Analyst, Scholarship Viewer	Franklin College of Arts and Sciences	English	10/14/2022
Kevin	Lefford	kevinl@frga.edu	Approval Authority	Franklin College of Arts and Sciences	English	10/12/2021
Paula	Leone	paull@frga.edu	Notifier Authority	Franklin College of Arts and Sciences	English	1/14/2022
David	Morley	davidm@frga.edu	Award Analyst	Franklin College of Arts and Sciences	English	10/7/2020

Now that the data is formatted as a table, you can use the drop-down arrows on each column header to sort and filter. For example, I might only wish to see who is in the Notify Authority role, or I might wish to sort the “Last Name” column from A to Z.

First Name	Last Name	Email	Roles	Organization	Department	Date User Created
Amelia	Adams	ameliad@frga.edu	Award Ana	Franklin College of Arts and Sciences	English	9/17/2021
Anthony	Bauer	anthonyb@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	4/19/2023
Brandon	Berkman	brandonb@frga.edu	Award Aut	Franklin College of Arts and Sciences	English	1/17/2019
Erin	Boyd	erinbo@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	11/10/2021
Michelle	Brown	michelleb@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	11/17/2021
April	Brown	aprilb@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	7/17/2020
John	Brown	johnb@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	9/18/2023
Jason	Byrd	jasoby@frga.edu	Award Ana	Franklin College of Arts and Sciences	English	5/3/2023
Amanda	Cummings	amandac@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	8/27/2020
Michelle	Decker	michelled@frga.edu	Award Aut	Franklin College of Arts and Sciences	English	12/11/2018
Elizabeth	Haynes	elizabethh@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	10/28/2021
Kevin	Jordan	kevinj@frga.edu	Award Aut	Franklin College of Arts and Sciences	English	6/3/2019
Adam	Jordan	adamj@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	11/10/2021
Neil	Kay	neilk@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	1/13/2023
Virginia	Lane	virginialan@frga.edu	Award Ana	Franklin College of Arts and Sciences	English	10/14/2022
Kevin	Lefford	kevinl@frga.edu	Approval A	Franklin College of Arts and Sciences	English	10/12/2021
Paula	Leone	paull@frga.edu	Notifier Au	Franklin College of Arts and Sciences	English	1/14/2022
David	Morley	davidm@frga.edu	Award Ana	Franklin College of Arts and Sciences	English	10/7/2020
Amelia	Adams	ameliad@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	8/25/2020
Jason	Byrd	jasoby@frga.edu	Notifier Au	Franklin College of Arts and Sciences	English	7/17/2020
Michelle	Brown	michelleb@frga.edu	Scholarshij	Franklin College of Arts and Sciences	English	9/30/2020
Amanda	Cummings	amandac@frga.edu	Scholarshij Liaison	Franklin College of Arts and Sciences	English	12/24/2021

**A few caveats:**

- Some individuals in your department may have requested additional permissions so that they can access additional reports for their recordkeeping. If you see that someone has a list of user roles such as “Approval Authority, Award Analyst, Scholarship Viewer,” that is likely what has occurred.
- After reviewing your report, you may discover that you need to add additional users, or remove users whose responsibilities have changed or no longer need access. Employee Access Forms and Employee Revoke access forms can be found at <https://osfa.uga.edu/su-deptschawarding/>.
- There will be some individuals who are **NOT** members of your department who have access to your department in SU. These individuals are staff within the Office of Student Financial Aid, the UGA Foundation, and/or the Bursar’s Office. Please rest assured that these individuals will not be modifying your awards, but must have access to your records for accounting or system maintenance purposes. The full list of these individuals (as of May 2025) is below. Other than these individuals, you should only see the users for the department(s) to which you have access.

First Name	Last Name	Department
Catherine	Bielec	Bursar
Janet	Bohannon	Bursar
Therese	Hodges	Bursar
Kimberly	Ingram	Bursar
Deidra	Jones	Bursar
Brandi	Jones	Bursar
Katherine	Moon	Bursar
Judy	Scott	Bursar
Elena	Williams	Bursar
Jordan	Bolton	OSFA
Melanie	Burroughs	OSFA

Austin	Coke	OSFA
Mitzi	Foster	OSFA
Shelby	Jarrett	OSFA
Isaac	Lang	OSFA
Eric	Nitz	OSFA
Ashley	Thigpen	OSFA
Robert	Tucker	OSFA
Lori	Whitaker	OSFA
Jason	Burdette	UGAF
Virginia	Lara	UGAF
David	Manley	UGAF
Katherine	Norman	UGAF

## **Frequently Asked Questions**

- 1) **Question:** How can I see which students have been awarded from the XYZ Fund, or which awards have been made from all of my scholarship accounts?  
**Answer:** See the [Award Details Report](#) procedures in the User Guide
  
- 2) **Question:** I need to make a revision to a student's award. What do I do?  
**Answer:** See User Guide for '[Revising a Scholarship Award](#)'
  
- 3) **Question:** I need to award from a stipend account. Who do I contact to add the Spending Budget?  
**Answer:** Complete the Fellowship or Stipend Account Budget Form found under '[Budget and New Fund Forms](#)' section of the User Guide
  
- 4) **Question:** Account XYZ is not in Scholarship Universe. Who do I contact?  
**Answer:** See the User Guide section '[A New Fund Needs to be Added to Scholarship Universe](#)'

- 5) **Question:** What is the status of the award?  
**Answer:** See the User Guide section '[Where is the Scholarship in the Workflow?](#)'
- 6) **Question:** I (the Scholarship Liaison) keep getting an email letting me know that there are scholarships to award. Can you stop the emails?  
**Answer:** Unfortunately, we cannot. We hope that departments are awarding all of their scholarship funds and want to remind you if funds are available.
- 7) **Question:** Is there any way I can switch the term in which a scholarship is awarded?  
**Answer:** Yes, you'll need to cancel the incorrect term award and re-award for the correct term.
- 8) **Question:** We are processing an award and the student wanted to know about the procedure for transferring the funds to his bank. Who should he contact?  
**Answer:** The Bursar's Office webpage has detailed instructions on setting up direct deposit. You may wish to share the document [https://busfin.uga.edu/bursar/athena\\_refund\\_profile\\_setup.pdf](https://busfin.uga.edu/bursar/athena_refund_profile_setup.pdf) with the student.
- 9) **Question:** I am trying to award a student \$400.00 for summer. The student received the same scholarship for Fall and Spring (\$3,000.00 total). It is showing up for our Director to approve \$3,400.00 and we only want to award \$400.00 for summer.  
**Answer:** The system is always going to display the *total* amount that has been awarded from an account, including any amounts previously disbursed. However, it will only disburse the new/additional funds. The system will not re-award the funds that have already disbursed since the dollar amount is the same. See User Guide for '[Clarification on Increasing or Decreasing the Dollar Amount of an Award/Awarding Additional Funds from the Same Account.](#)'
- 10) **Question:** Is it better to request the total scholarship \$ amount for the entire year, or should we make the fund request per semester?  
**Answer:** We highly encourage departments to enter the full year (Fall/Spring/Summer) award. This allows us to make any needed revisions to federal aid before those funds have paid out, which reduces the chance of repayment being requested/confusion for the student. Please see the User Guide section 'Scholarship Impact on Federal Financial Aid'.
- 11) **Question:** How do I know what my spending budget is, if a budget has been updated, or what is the remaining spending budget?  
**Answer:** The easiest way to find this information is to go to the Award View for the individual fund. If you don't have an individual Award View, you may go through the steps as if you are creating a new Award View. This will show you the **Total Awarded** and **Remaining Budget**. *Please note, due to the fact that FAME and SU are manually reconciled once per month, FAME and Scholarship Universe might not always match up in real time.*

**12) Question:** A department is submitting an award in SU. The student was selected for the scholarship back in December 2022, but is entering the scholarship in SU in April 2023. What date does the department enter?

**Answer:** The Determination Date is the date that the student was selected to receive this scholarship award, which in this case would be December 2022. This date is used by the Office of Student Financial Aid to determine if the student’s federal aid (if applicable) must be revised based on Federal Regulations due to the addition of the scholarship. The Department of Education does not make the distinction between “department knew” and “OSFA knew”. They consider the institution to be a singular entity to mitigate fraud.

**13) Question:** I’m trying to nominate a student but the scholarship doesn’t appear in the nominate window.

**Answer:** The system will auto-match up to 5000 students it believes should be eligible for a given fund. If the scholarship is not listed in the “Scholarships to Nominate for” list, it is likely that the student has already been auto-matched to the fund. Please use the filtering tools in your Award View to isolate the student from the list of nominated students and proceed with entering the award.

### Edit Award View

Name:

Pool: No Pools

SmartRank: Select an item...

Student ID	Name

Contains

And

Contains

Clear

The following window will appear. You'll then click on the \$0 amount and update the award amount.

### Edit Award View

Name:

Pool: No Pools

SmartRank: Select an item...

Student ID	Name	Award Amount
		<u>\$0.00</u>

◀ 1 ▶ 10 items per page