



UNIVERSITY OF GEORGIA

Office of Student Financial Aid



ScholarshipUniverse 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 ScholarshipUniverse 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 ScholarshipUniverse is based on the Academic Award Year. Due to this, *Scholarship Liaisons will need to create new Award Views for 2024-25 spending budgets*. Please be sure that you are selecting **2024-25** funds. To differentiate between award years, it is highly recommended to add the aid year (24-25) to the title of your Award View. Users should review “Creating Award Views” section in the User Guide prior to creating award views for 2024-25.**
- Endowed accounts will have a spending budget, but you will find that non-endowed accounts have a \$1 spending budget. Non-endowed spending budgets are still being determined and will be updated shortly.
- Having trouble with the system? Email the OSFA Scholarships Department at osfa5@uga.edu

- Have a suggestion on improvements or enhancements for ScholarshipUniverse? Email the OSFA Scholarships Department at osfa5@uga.edu
 - Please note that Scholarship Universe is owned and developed by a third-party vendor, so OSFA can only pass on suggestions for enhancements/improvements that are sometimes accepted, and sometimes not. However, we are always happy to pass on feedback.

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 2023-24 through September 2024, which will be after the end of FY24. However, barring late awards/corrections, most academic year 2024-25 awards will correspond generally with fiscal year 2025.

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

2023-24 (2324) Award Year (FY24)
Fall 2023 = 202308
Spring 2024 = 202402
Summer 2024 = 202405

Contacts

Department	Name, Title, Email
Office of Student Financial Aid (OSFA)	Scholarship Area Email , osfa5@uga.edu
	Scholarship Area Sendfiles , osfa5 (leave off the @uga.edu)
	Lori Whitaker , Senior Assistant Director of Scholarships, loriwhit@uga.edu
	Shelby Jarrett , Assistant Director, sjarrett@uga.edu
	Jordan Bolton , Lead Financial Aid Advisor for Scholarships, jobolton@uga.edu

	Eric Nitz , Financial Aid Advisor for Scholarships, enitz101@uga.edu Ashley Thigpen , Financial Aid Advisor for Scholarships, ashleythigpen@uga.edu
UGA Foundation	David Manley , Manager UGAF Accounts Payable, dmanley@uga.edu Virginia Lara , Endowment Analyst, vtumen@uga.edu
UGA Bursar's Office/Endowment Account Department	Judy Scott , Sr. Financial Accountant; (329 accounts only) jrscott@uga.edu Brandi Jones , Sr. Financial Accountant; (344 accounts and stipend accounts) baycock@uga.edu Elena Williams , Assistant Manager; (Stipend accounts and Fellowships Only) elenanw@uga.edu

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.

ScholarshipUniverse Forms

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

System Access Forms

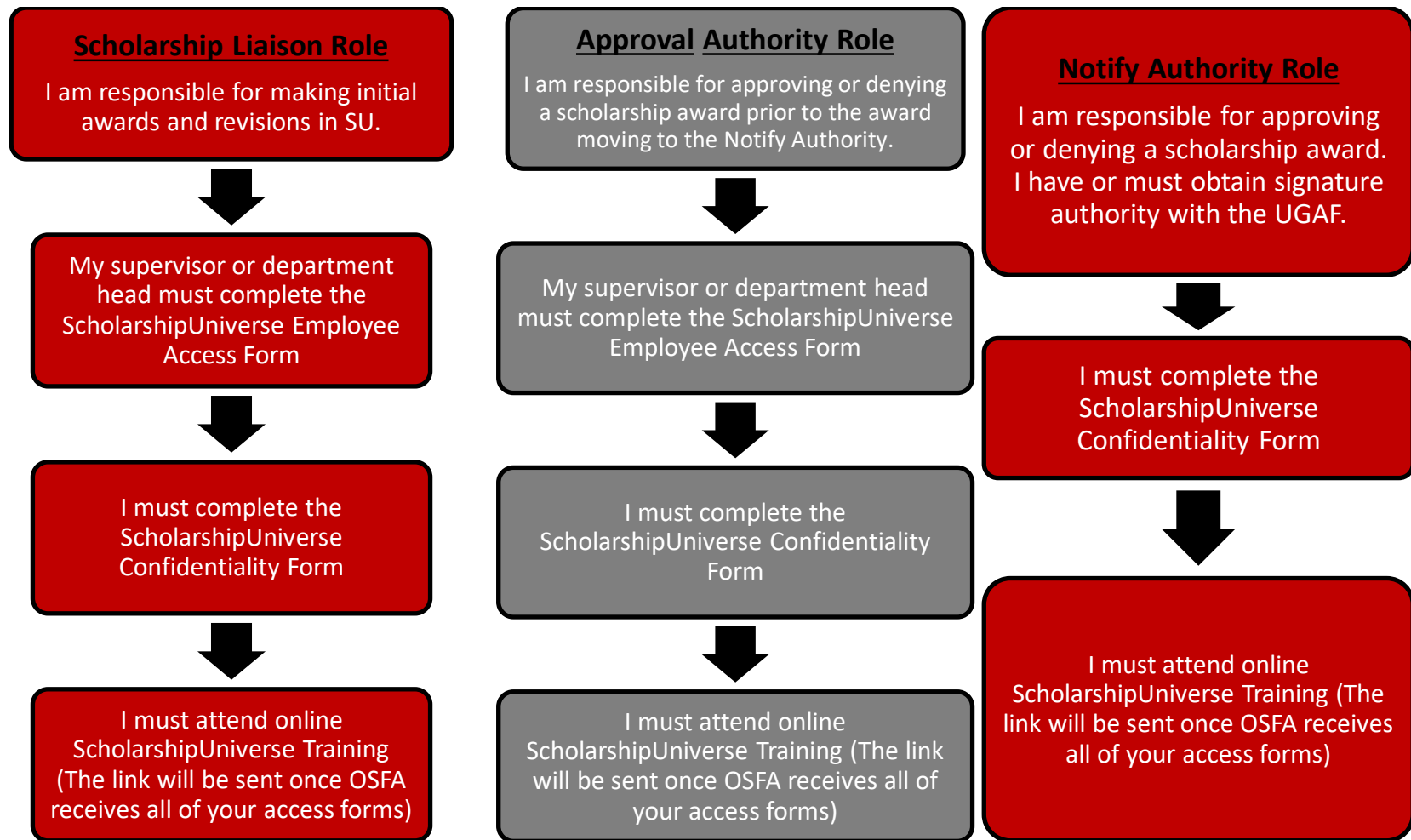
Form Name	Purpose
ScholarshipUniverse Employee Access Form	To gain access to ScholarshipUniverse, the supervisor, Notify Authority, or designee, must complete this form for the new user.
ScholarshipUniverse Confidentiality Agreement	All users must complete this form.
ScholarshipUniverse Employee Revoke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

Please Note: As of January 2023, departmental users will need to submit the UGAF Budget Request Form to add or adjust a budget for UGAF accounts. This form replaces the need to email UGAF directly.

Budget and New Fund Forms

Form	Purpose
UGAF Budget Request Form	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.
Fellowship or Stipend Account Budget Request Form	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 **ScholarshipUniverse 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
- **ScholarshipUniverse 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 completing the request in the ScholarshipUniverse System.

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, etc. For undergraduate students living on campus, the COA is approximately \$28,000 for the Fall/Spring academic year.

$$\text{UGA Cost of Attendance} - \text{Student Aid Index} = \text{Level of financial need}$$

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 2024-25 academic year, the student must complete the 2024-25 FAFSA for need eligibility to be determined.

If financial need is met by other scholarships and grants, the student will not have “remaining need”

Examples of How Need is Determined

Based on the Federal definition of Need, we take the Cost of Attendance (COA) minus the Estimate Family Contribution (EFC) = 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 federal need-based aid

A student completed the FAFSA, but due to a high EFC their need is 0. They do not qualify for need-based aid as determined by OSFA.

Cost of Attendance (COA)	\$28,142
Minus Estimated Family Contribution (EFC)	\$47,873
Equals Need	\$0

Example 2 – Qualifies for federal need-based aid

A student completed the FAFSA and has \$26,622 in Need. This student qualifies for need-based aid as determined by OSFA.

Cost of Attendance (COA)	\$28,142
Minus Estimated Family Contribution (EFC)	\$0
Equals Need	\$28,142

How will OSFA let me know which students have financial 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 Qualtrics 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 Qualtrics, 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 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 on October 1st each year. OSFA normally starts loading upcoming years FAFSAs in December. Students are encouraged to submit the FAFSA by early January, but some students will wait until July to complete the FAFSA. Need cannot be determined until OSFA has a complete FAFSA on file for the student.

Please note that due to the new FAFSA form launch for 2024-25, students were not able to access the FAFSA until January 2024. Due to widespread technical problems with the new form, many students are still struggling to fill it out. You may notice more students than usual marked as “no FAFSA on file; need cannot be determined” for 2024-25 need analysis requests.

What happens if I award a need-based scholarship to a student that doesn't qualify for a need-based award?

If the student has a current year FAFSA on file with OSFA, the data has been fed into ScholarshipUniverse. The system will notify the Scholarship Liaison or Approval Authority if the student is ineligible for a need-based 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

Admin Approval Cancel

How does a student know if they are eligible for a need-based scholarship as determined by OSFA?

If a student has a complete FAFSA and are eligible for Federal Aid, 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
Estimated Financial Need → EFN	27604

	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 2019¹ 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 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.

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

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 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) or Caitlin Lacey (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

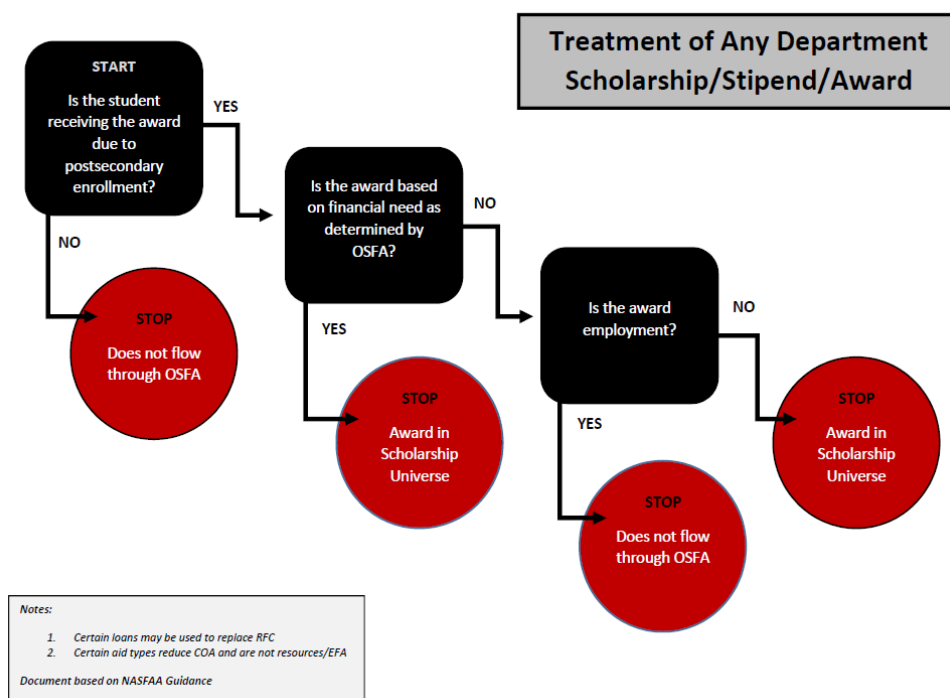
Scholarship Impact on Federal Financial Aid

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.

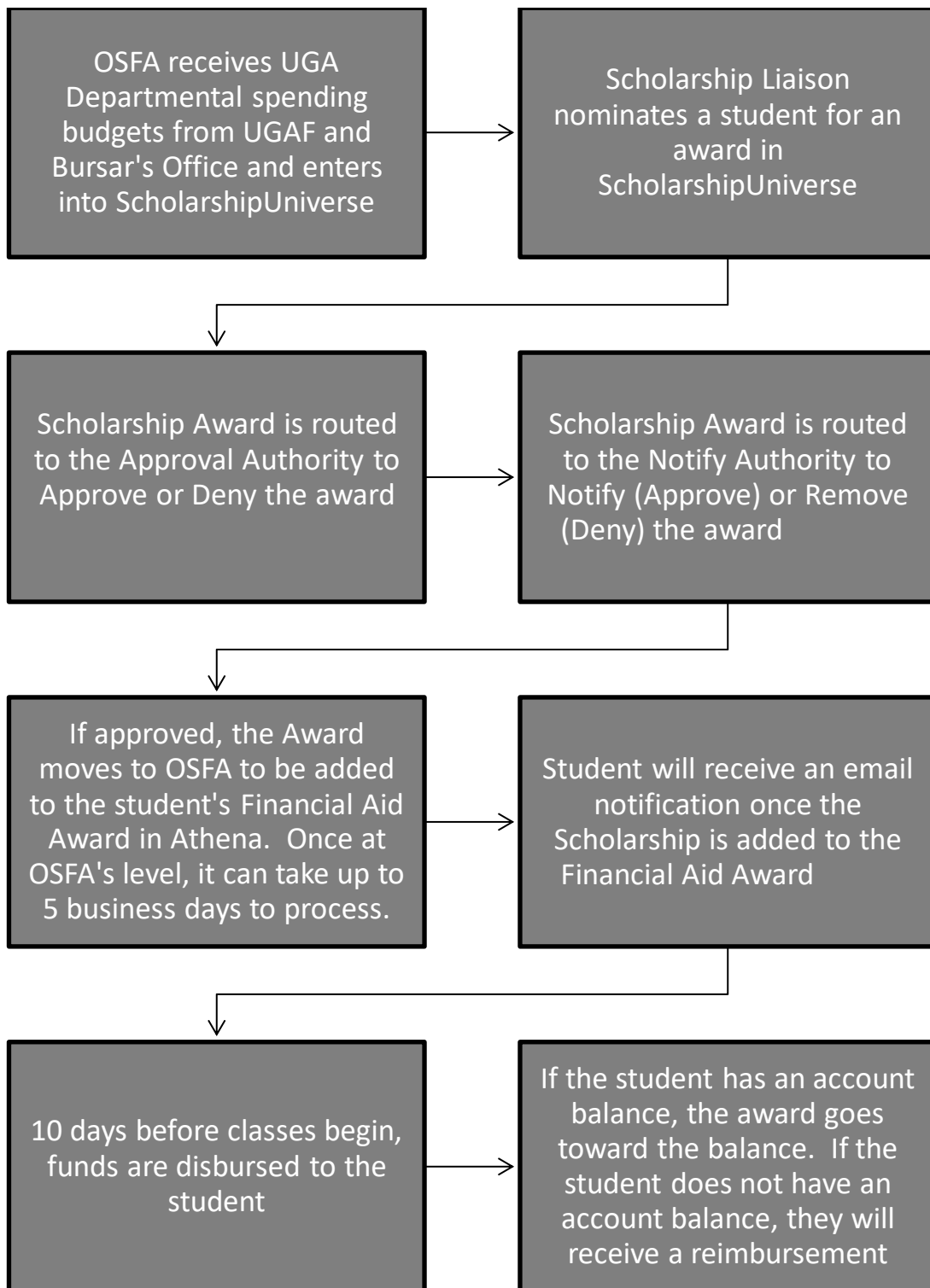
Does a Scholarship/Stipend account/Award need to be processed through OSFA?



Contact OSFA if you have any questions.

ScholarshipUniverse Scholarship Awarding Workflow

2024

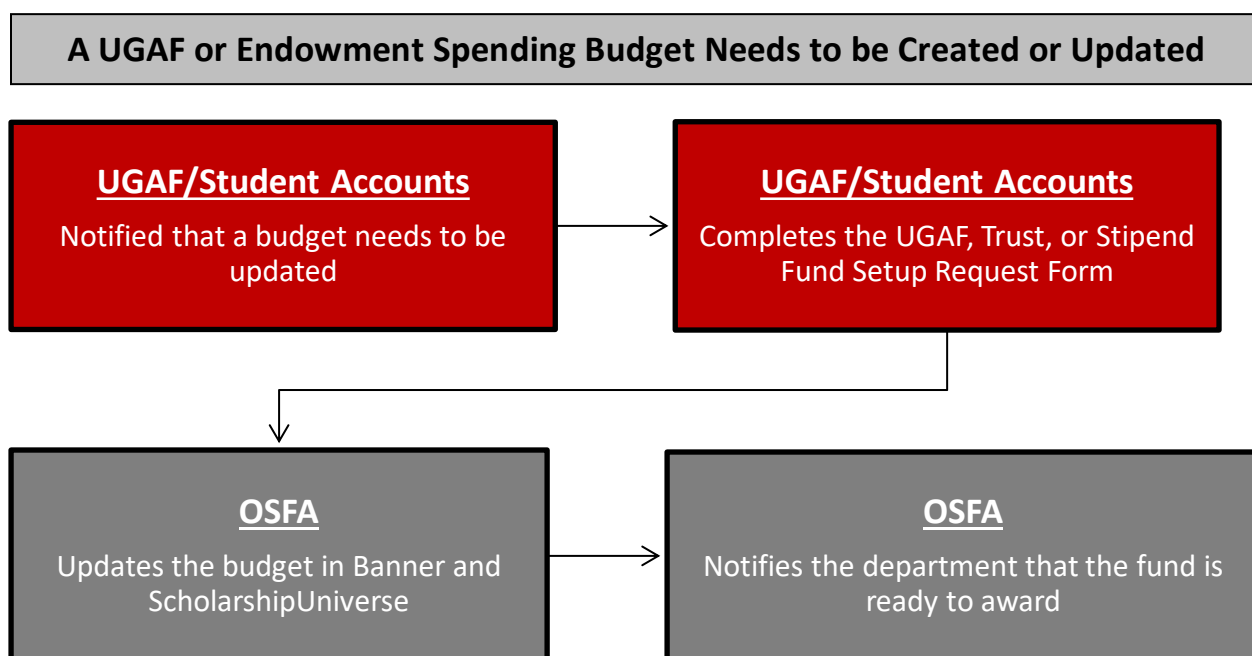


Spending Budgets in ScholarshipUniverse

Before a fund can be awarded in ScholarshipUniverse, 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 ScholarshipUniverse 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/>.

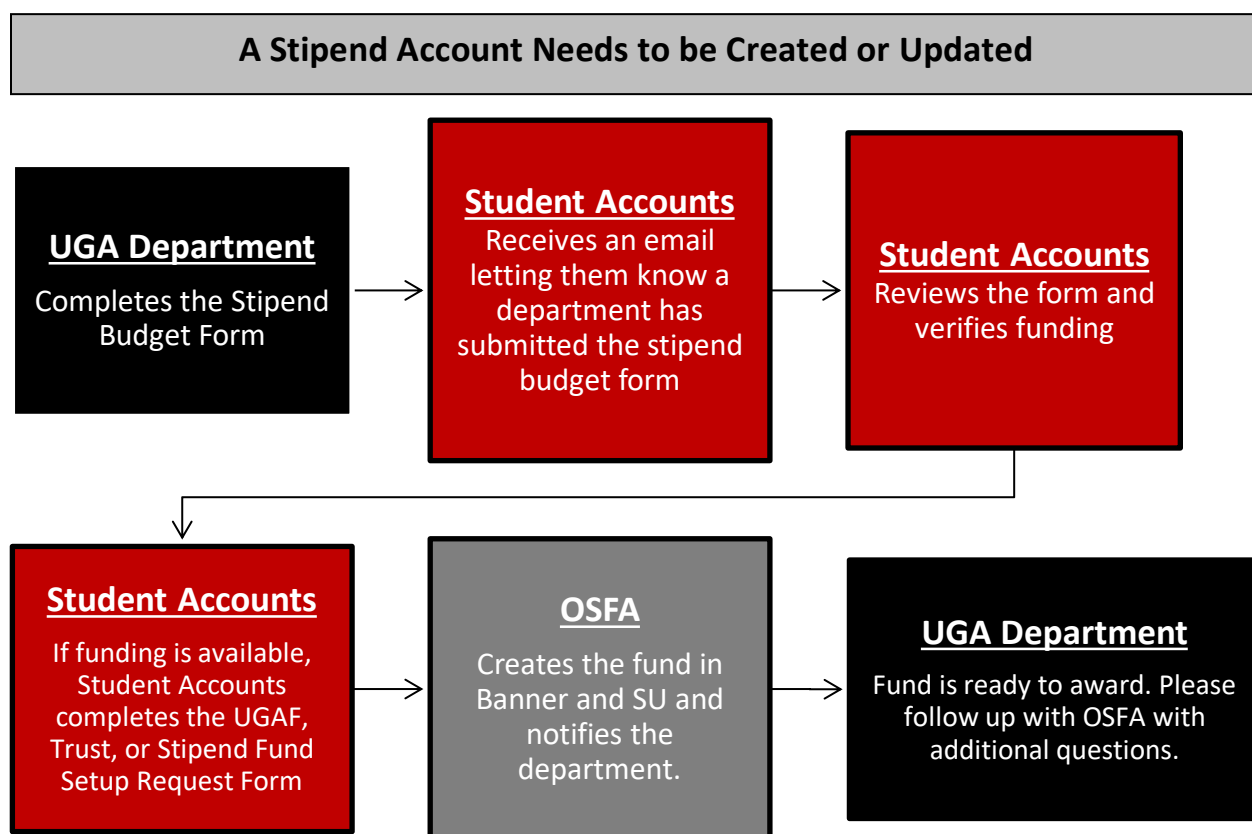
- If you have questions/concerns about a UGAF account, please reach out to David Manley at dmanley@uga.edu.
- For Trust accounts, please reach out to Judy Scott, Sr. Financial Accountant (329 accounts only) at jrscott@uga.edu, or to Brandi Jones, Sr. Financial Accountant; (344 accounts only) at baycock@uga.edu.

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 ScholarshipUniverse 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, or Elena Williams, Assistant Manager, at elenanw@uga.edu.

A New Fund Needs to Be Added to ScholarshipUniverse

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

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

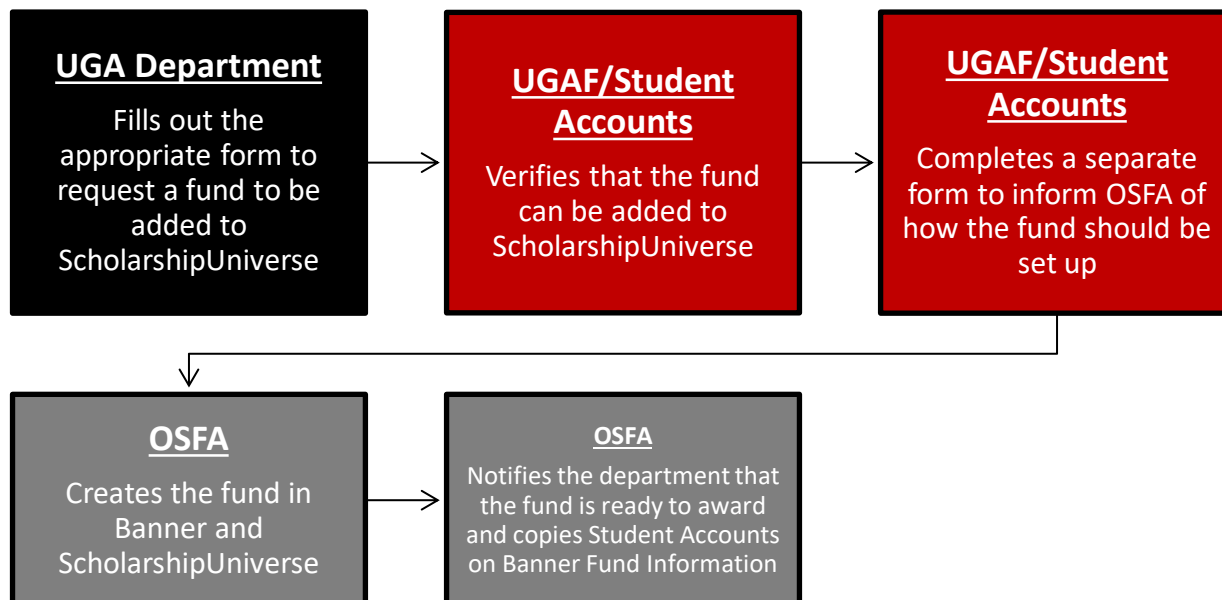
For **Trust accounts**, please reach out to Judy Scott, Sr. Financial Accountant (329 accounts only) at jrscott@uga.edu, or to Brandi Jones, Sr. Financial Accountant; (344 accounts only) at baycock@uga.edu.

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

ScholarshipUniverse 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 ScholarshipUniverse, 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 ScholarshipUniverse.
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

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

Email Notifications

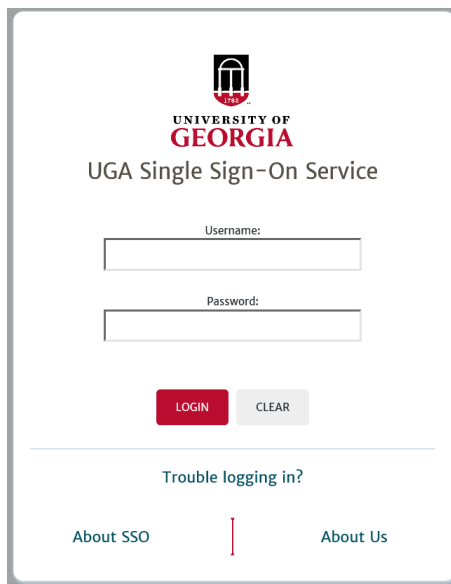
Scholarship Liaison – will receive an email each day letting them know how many scholarships have remaining spending budgets. This does not mean that you need to take action. This email is to let you know funds are still available in the account.

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

Logging into ScholarshipUniverse

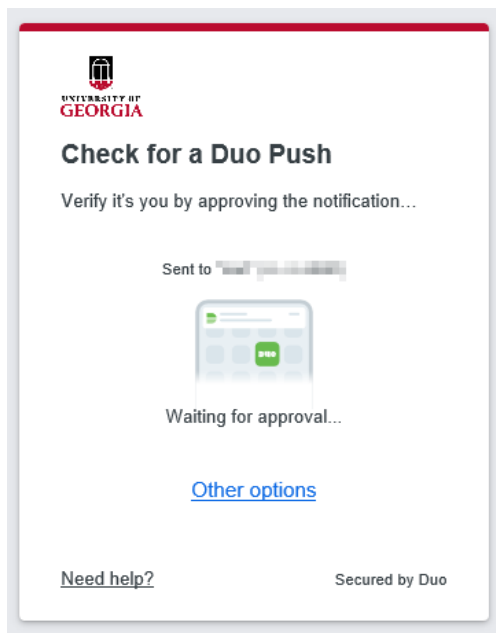
<https://uga.scholarshipuniverse.com>

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 login screen for the University of Georgia Single Sign-On Service. It features the UGA logo at the top, followed by the text "UNIVERSITY OF GEORGIA" and "UGA Single Sign-On Service". Below this are two input fields: "Username:" and "Password:". Under the password field are two buttons: "LOGIN" (red) and "CLEAR" (grey). At the bottom, there is a link "Trouble logging in?" and two links: "About SSO" and "About Us" separated by a vertical red line.

Next you must complete the secondary authentication (Duo).



The Duo Push authentication screen. It features the UGA logo at the top, followed by the text "UNIVERSITY OF GEORGIA" and "Check for a Duo Push". Below this is the instruction "Verify it's you by approving the notification...". A message "Sent to [redacted]" is shown above a graphic of a smartphone displaying a Duo push notification. Below the graphic is the text "Waiting for approval...". At the bottom, there is a link "Other options" and two links: "Need help?" and "Secured by Duo".

The ScholarshipUniverse Dashboard will open. The tiles that you have access to will appear below.



Scholarship Liaison Role

The Scholarship Liaison role is used to award or revise a scholarship or stipend account amount. The first step in the process is to create an award view.

Please review all of your accounts to ensure they are in ScholarshipUniverse 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 ScholarshipUniverse” section.

Creating Award Views (Scholarship Liaison Role)

An Award View is used to group or filter scholarship accounts by award year. *This must be created before you can nominate a student for an award. This is for your use only to organize your scholarships. Think of this as if it's a folder on your computer (the Award View) and the files that are under that folder (the accounts for a specific aid year that fund this scholarship).*

For example, we have multiple ‘families’ of scholarships that either draw from the same funding, have the same need criteria, or other commonalities. I might make a view called “Georgia Commitment Scholarships” and only include the scholarships that fall in this category.

On the other hand, if I want to keep the funds separate and award from one account at a time, I would make an award view for each account. **Award Views** can be updated at any time.

Don't forget!! Scholarship Liaisons will need to create (or update) Award Views for **2024-25 funds**. Please be sure that you are selecting the 24-25 Award Year to make an award for Fall 2024, Spring 2025, or Summer 2025 (screenshots under #6 below). **To differentiate between award years, it is highly recommended to add the aid year to your Award View name.** Please see the example below.

My Award Views

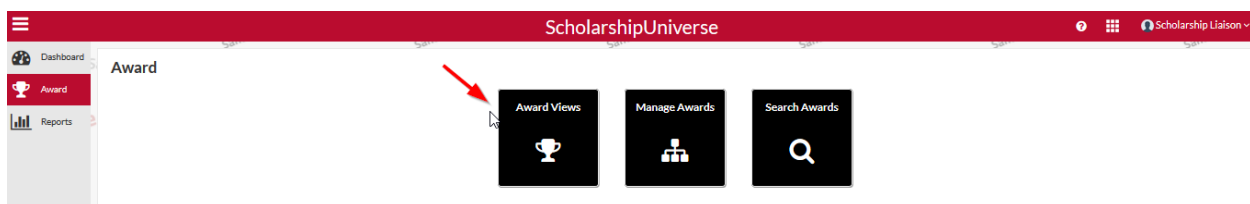
Active Inactive Add the Award Year to each Award View Name

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)

1. The user will log in to **ScholarshipUniverse** (<https://uga.scholarshipuniverse.com>)
2. The **Dashboard** will appear. Select the **Award** tab on the left side.

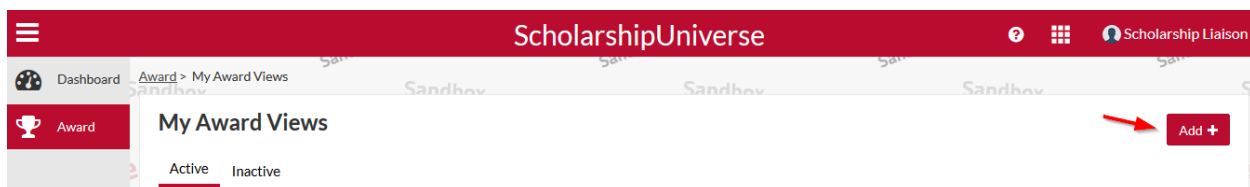


3. The Award Screen will appear, select **Award Views**



4. My **Award Views** will appear.

To create an Award View, click Add +



- Enter the Name that you want to call this 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	Contains 2425	1	1

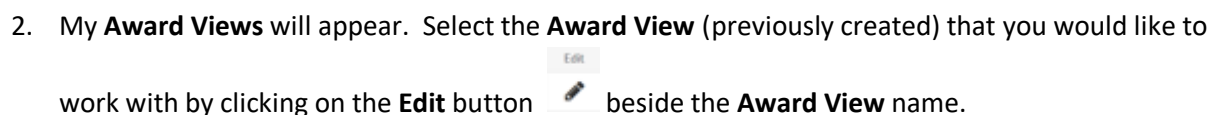
Use checkbox to select a given fund or funds. Use box at top to select all.

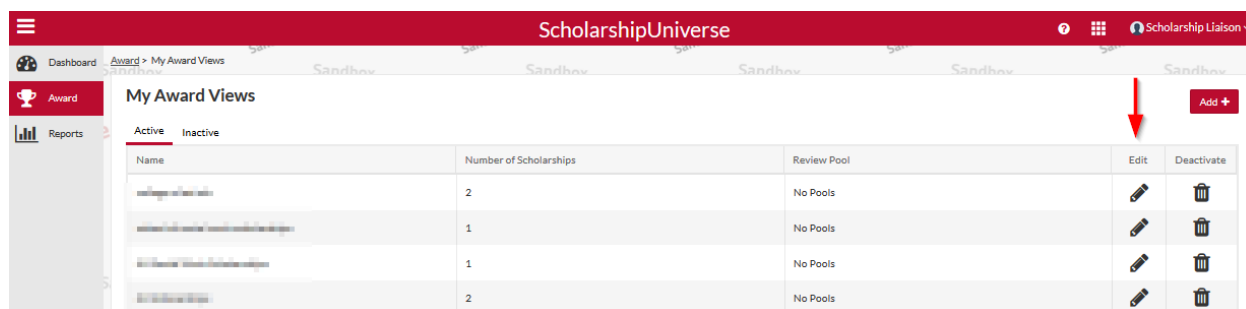
Filter

Cancel Ok

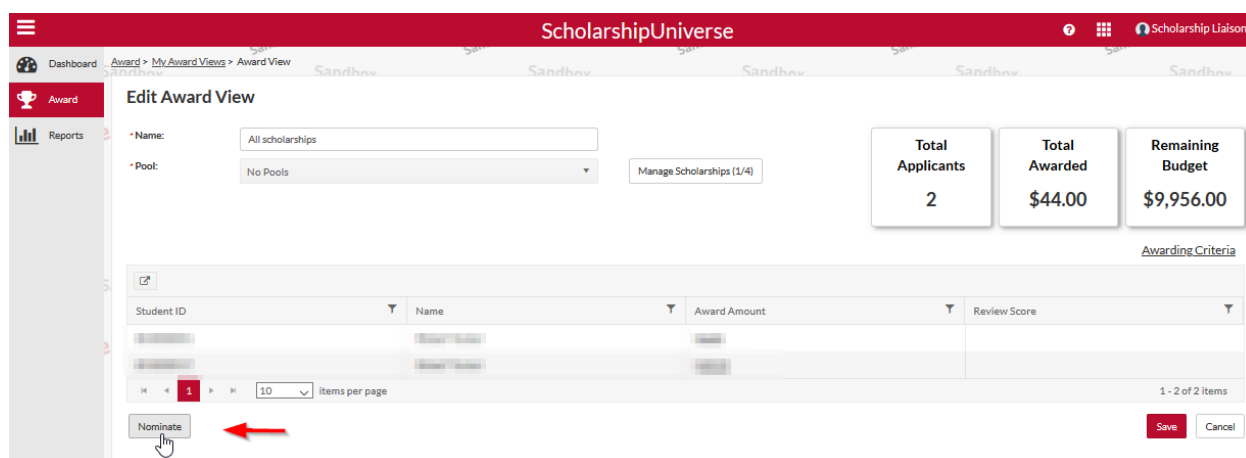
9. Repeat steps 4 - 7 to create additional **Award Views** as needed to organize your scholarships.

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

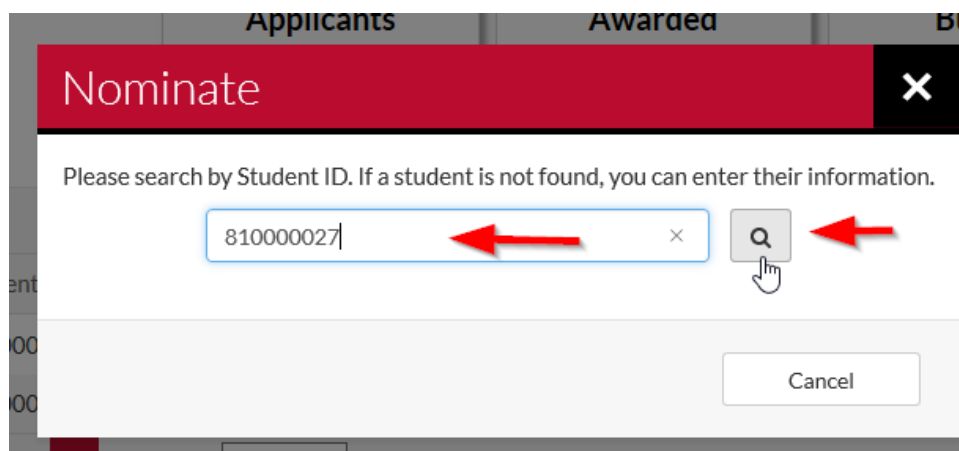




3. **Edit Award View** will appear. To award a new student, select **Nominate** in the bottom left hand corner.



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



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

<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	

1 Selected

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

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.

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.

ScholarshipUniverse

Award > My Award Views > Award View

Edit Award View

* Name:

* Pool: Manage Scholarships (2/4)

Total Applicants
7

Total Awarded
\$106.50

Remaining Budget
\$1,999,893.50

Awarding Criteria

Student ID	Name	Award Amount	Review Score
810000001	Student's Name	\$0.00	
810000002	Student's Name	\$0.00	
810000003	Student's Name	\$0.00	
810000004	Student's Name	\$0.00	
810000005	Student's Name	\$0.00	
810000027	Student's Name	\$0.00	
810000028	Student's Name	\$0.00	

1-7 of 7 items

Nominate

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:

SmartRank:

Manage Scholarships (486/2296)

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

Click here to filter by Student ID

Click here to filter by Student Name

Click on the dollar amount to make changes

Awarding Criteria Donor Specification

Student ID	Name	Award Amount	Award Status	Review Score
00000001	Student Name	\$0.00		
00000002	Student Name	\$0.00		
00000003	Student Name	\$0.00		
00000004	Student Name	\$0.00		
00000005	Student Name	\$0.00		
00000006	Student Name	\$0.00		
00000007	Student Name	\$0.00		
00000008	Student Name	\$0.00		
00000009	Student Name	\$0.00		
00000010	Student Name	\$0.00		
00000011	Student Name	\$0.00		
00000012	Student Name	\$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

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.**
- Enter the dollar amounts per term.

Terms

202408 = Fall 2024

202502 = Spring 2025

202505 = Summer 2025

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
✕

Student Total: \$2,000.00

**Awarded
2021**
\$800.00

**Awarded
2122**
\$0.00

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

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

Cancel
Save

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

Edit Award View

Name: (21-22) 9209000 - Osher Reentry Scholarship Fund

Pool: No Pools

SmartRank: Select an item...

Manage Scholarships (1/2164)

Total Applicants	Total Awarded	Remaining Budget
5004	\$9,000.00	\$41,000.00

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

Student ID	Name	Award Amount	Award Status	Review Score
		\$2,000.00	Ready to Post	
		\$2,000.00	Pending Approval	
		\$2,000.00	Ready to Post	
		\$1,000.00	Ready to Post	
		\$1,000.00	Ready to Post	
		\$1,000.00	Ready to Post	
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		

1 - 10 of 5004 items

Nominate

Save Cancel

10. Select **Save**. If you are adding an award amount for multiple students, you can select save after you have added the \$ amount for all students.
11. Your steps are complete.
12. Repeat steps 3 - 9 to create additional Awards for students in this **Award View**.
13. Once the Liaison has nominated a student for an award, the Approval Authority then Notify Authority will receive an email notification that they have Awards to approve/deny.

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

UGAF accounts will have the Fund Purpose in ScholarshipUniverse. To ensure the fund is being awarded based on the donor's specifications, please review the fund purpose by selecting **Donor Specification**. The fund purpose can also be found in FAME.

Edit Award View

Name: (21-22) 9209000 - Osher Reentry Scholarship Fund

Pool: No Pools

SmartRank: Select an item...

Manage Scholarships (1/2432)

Total Applicants	Total Awarded	Remaining Budget
5013	\$14,100.00	\$144,794.00

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

Award amount
Award status

Donor Specifications

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").

Close

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

Select Awarded

Status

Term

Select Posted Da

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

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

Award Applicant

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

202108: \$ 500.00
Award Status: Ready to Post

Determination Date: 6/3/2021

Comments...

202202: \$ 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...

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.

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

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

3. Once the Liaison has revised a student Award, the Approval and/or Notify Authority will receive an email notification that they have Awards to approve/deny.

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.

1. 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.

The screenshot displays the 'Edit Award View' page in the Scholarship Universe system. The page header includes the 'Scholarship Universe' logo and a 'Scholarship Liaison' role indicator. The main content area features a table with columns for Student ID, Name, Award Amount, and Review Score. The table lists several students, with the row for ID 810000027 highlighted. A red arrow points to the 'Award Amount' cell for this student, which currently shows '\$1,000.00'. To the right of the table, there are three summary boxes: 'Total Applicants' (9), 'Total Awarded' (\$1,081.50), and 'Remaining Budget' (\$1,998,918.50). At the bottom of the table, there are pagination controls showing '1 - 9 of 9 items' and buttons for 'Nominat', 'Save', and 'Cancel'.

4. 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**.

Award Applicant
✕



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

202108:	<input style="width: 100%;" type="text" value="\$ 500.00"/>	Determination Date:	<input style="width: 100%;" type="text" value="6/3/2021"/>	
	Award Status: Ready to Post			<div style="border: 1px solid #ccc; height: 40px; background-color: #f0f0f0; margin-top: 5px;"></div>
202202:	<input style="width: 100%;" type="text" value="\$ 500.00"/>	Determination Date:	<input style="width: 100%;" type="text" value="6/3/2021"/>	<div style="border: 1px solid #ccc; height: 40px; background-color: #f0f0f0; margin-top: 5px;"></div>
	Award Status: Ready to Post			
202205:	<input style="width: 100%;" type="text" value="\$ 0.00"/>	Determination Date:	<input style="width: 100%;" type="text" value="month/day/year"/>	<div style="border: 1px solid #ccc; height: 40px; background-color: #f0f0f0; margin-top: 5px;"></div>
	Award Status: Ready to Post			

5. 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**.

Notify Student of Adjustment ✕

Please select if you would like to notify the student of the adjustments made to their award.

Send Notification to Student?

☐ NO

Reason for Adjustment

Leave a message for your records, if needed.

Cancel Save

- Once the Liaison has revised a student Award, the Approval Authority and/or Notify Authority will receive an email notification that they have Awards to approve/deny.

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, please see the procedures under “**Searching by Scholarship Name**”. You can revise one student or multiple students in this view.*

- 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
		9206200 - Georgia Success Award (43GSU2)	\$5,000.00

7. 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**.

Award Applicant

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

202108: \$ 500.00

Award Status: Ready to Post

202202: \$ 500.00

Award Status: Ready to Post

202205: \$ 0.00

Award Status: Ready to Post

Determination Date: 6/3/2021

Comments...

Determination Date: 6/3/2021

Comments...

Determination Date: month/day/year

Comments...

Override

Cancel

Save

40

- If you cancel the whole award amount, the **Status** will update to **Removed**. The award amount should reflect \$0. Please note that your Approval and Notify authorities will have to approve the \$0.00 award for the cancellation to post. The cancelled funds will be added back to your budget to award another student.

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) when a cancellation has been entered, so that they may prepare the funds for repayment.

Student ID	Student Name	Scholarship	Award Amount	Award Year	Term	Status	Awarded Date
		2040235 - Need-Based Scholarships Access (43ACC2)	\$0.00	2122	202108 ; 202202 ; 202205	Removed	03/25/2021

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.

Award Applicant
✕

Varinderh Salanki
awarded

Student Total: \$3,700.00

Awarded
2023
\$7,400.00

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
✕

Vanleah Solanki
PHOTO

Student Total: \$7,400.00

7557400 - Dream Big Scholarship Endowment
(2223)
Total Awarded: \$7,400.00
Remaining Budget: \$0.00

202208:	\$ 3,700.00	▲▼	Determination Date: 3/31/2022 <small>📅</small>	<div style="border: 1px solid #ccc; height: 40px; padding: 5px;">Comments...</div>
Award Status: Posted				
202302:	\$ 3,700.00	▲▼	Determination Date: 3/31/2022 <small>📅</small>	<div style="border: 1px solid #ccc; height: 40px; padding: 5px;">Comments...</div>
Award Status: Posted				
202305:	\$ 0.00	▲▼	Determination Date: month/day/year <small>📅</small>	<div style="border: 1px solid #ccc; height: 40px; padding: 5px;">Comments...</div>
Award Status: Posted				

Awarded
total
\$7,400.00

Look at "Total Awarded"

↙

Cancel
Save

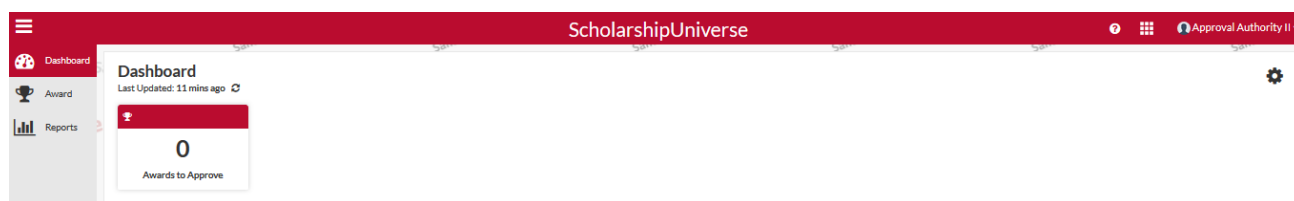
This is extremely important to note. **If you zero out the Fall dollar amount, you are telling Scholarship Universe to cancel it.** You do not need to worry that the student will receive a “double award.” The system knows that \$3700 has already been paid out for Fall and will only pay out the new entry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

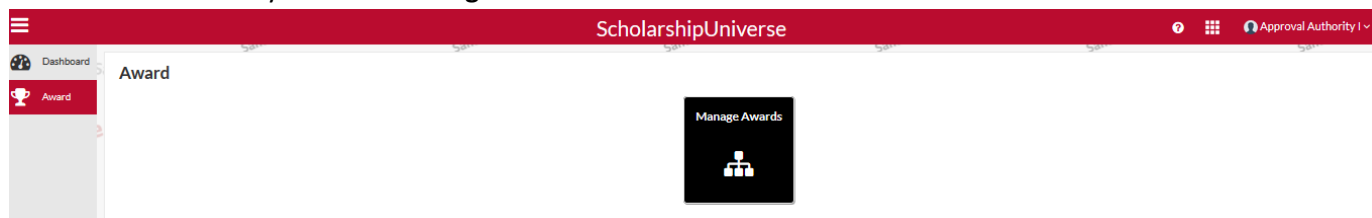
Approval Authority Role

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.

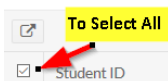
1. The Approval Authority will receive an email notifying them that they have an Award to Approve or Deny.
2. The user will log in to **ScholarshipUniverse** (<https://uga.scholarshipuniverse.com>)
3. The Dashboard will appear and will reflect the number of records to Approve or Deny. Click on the **Awards 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 [Unapprove Award](#) [Rescind Student Action](#) [Revoke Award Request](#) [Cancel](#) [Completed](#)

All Pools: All Organizations: 2122 All Fund Codes: 

All Scholarships: All Departments: All Tags: 

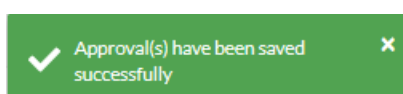
Search StudentID: Search Name:

☐  **To Select All**


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

[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**.

Confirm Removal 

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

[Cancel](#) [Confirm](#)

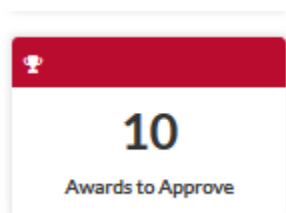
8. Once **Approve** or **Deny** is selected, the Approval Authority can no longer see the student in the Manage Awards cue. The Award then moves to the Notify Authority who will receive an email notifying them that they have an Award to Approve or Deny.

Blocked Awards and Need-Based Scholarships in ScholarshipUniverse

Financial Need should be determined *prior* to a request being submitted in ScholarshipUniverse. See 'Need-Based Scholarship Accounts' section for additional information.

If a student has a current year FAFSA on file with UGA, ScholarshipUniverse 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.



2. 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.

Manage Awards

Approve **Finalize Awards** Resolving Disputed Awards Resolving Disputed Awards 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"/>			\$1,000.00	9147300 - Georgia Athletic Association Access Fund for Need-Based Scholarships	2122	OVPI	Student Financial Aid	Tags
<input type="checkbox"/>			\$2,000.00	9209000 - Other Reentry Scholarship Fund	2122	OVPI	Student Financial Aid	Tags
				9147300 - Georgia Athletic Association				

To Select Students Individually

Approve Deny

3. If the scholarship goes through, the student qualified for a need-based scholarship. There's no further action that you need to take.
4. 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.**

Approval Blocked

There is an issue with approving the selected student(s). The following student(s) from your selection were last given an award by you. Another user must approve them.

Students You Awarded:

Student ID	Student Name
[REDACTED]	[REDACTED]

1 10 items per page 1 - 1 of 1 items

Never Select Override Override Cancel

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

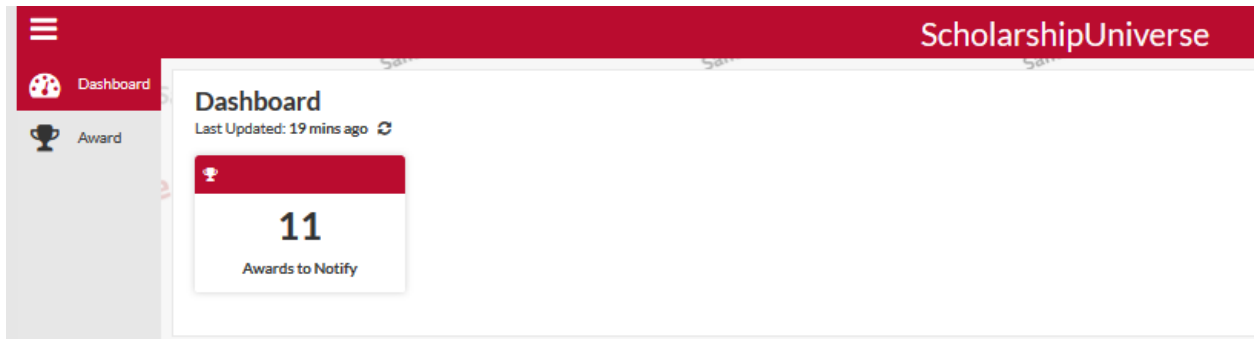
When reviewing your fund agreements, you will notice that some funds are set up with financial need as a hard requirement. They will use language such as “recipients should have financial need as determined by the Office of Student Financial Aid (OSFA).” Other funds are set up such that financial need 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 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.

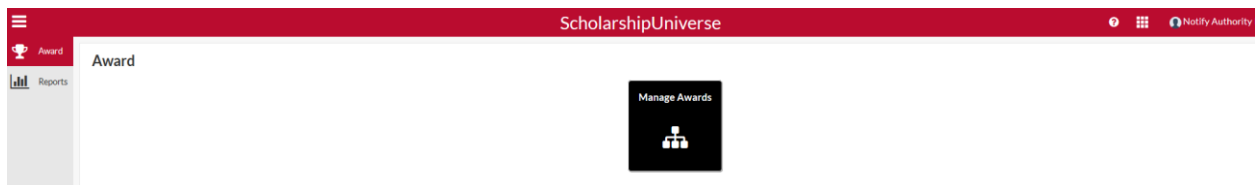
Notify Authority Role

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).

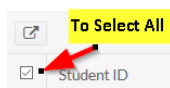
1. The Notify Authority will receive an email notifying them that they have an award to Notify or Remove (Remove is rarely used as it will cancel the full aid year award).
2. The user will log in to **ScholarshipUniverse** (<https://uga.scholarshipuniverse.com>)
3. The Dashboard will appear and will reflect the number of records to Notify or Remove. Click on the **Awards to Notify** tile or select **Award** on the left side.



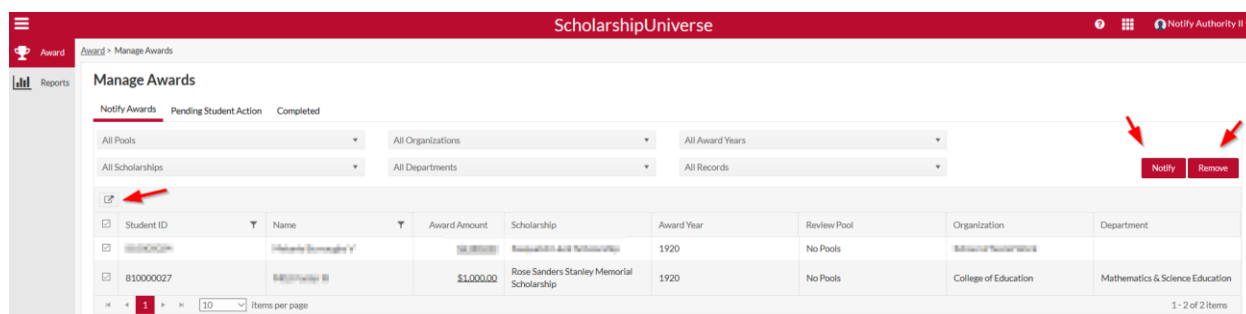
4. The **Manage Awards** screen will appear, select **Manage Awards**



- 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

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

Cancel

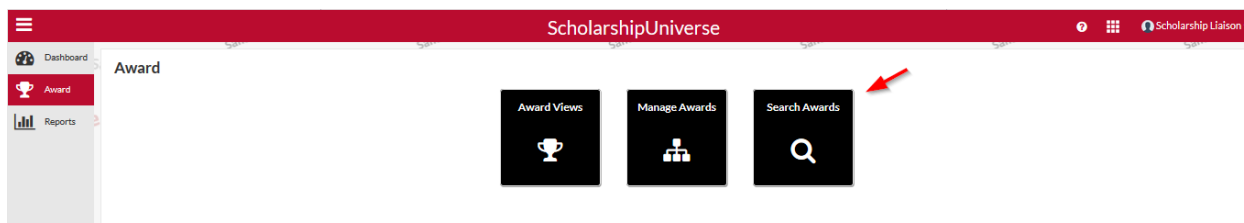
Confirm

- The Notify step is now complete.

9. OSFA will receive the scholarship notification and will add it to the student's award in Athena.



Searching by Scholarship Account Number

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




2. 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 - Annestad Family Foundation  Award Year: 2021  2122

Status: Select Awarded Date... From: month/day/year To: month/day/year

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
No records available.										

10 items per page 0 - 0 of 0 items


3. 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 - Annestad Family Foundation 2021 X

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

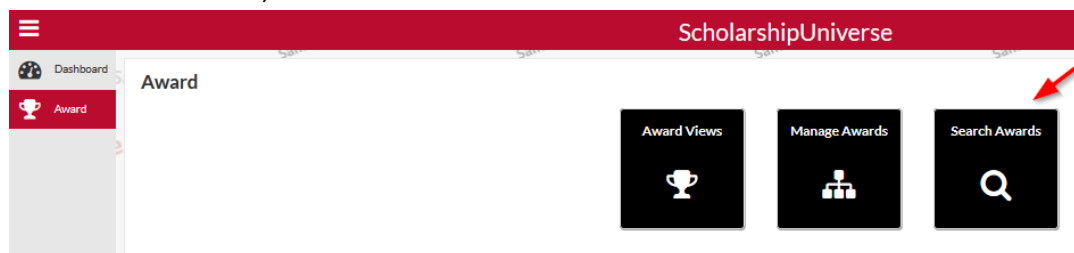
Select Posted Date... From: month/day/year To: month/day/year

 Search

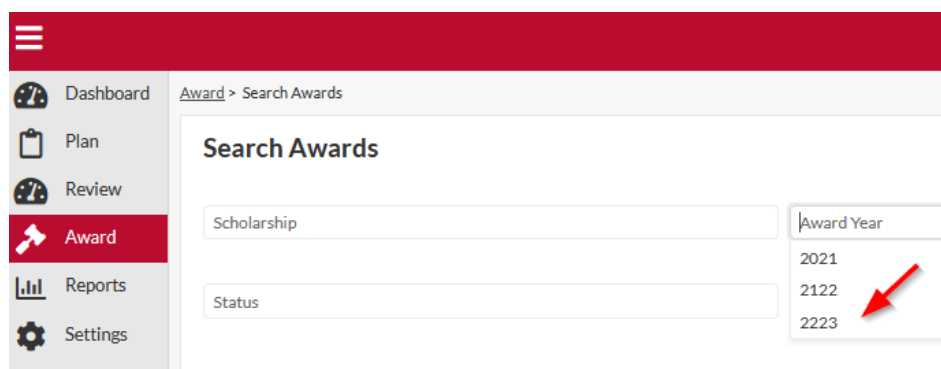
Student ID	Student Name	Scholarship	Award Amount	Award Year	Term	Status	Awarded Date	Posted Date	Comments	History
		9205200 - Annestad Family Foundation	\$5,000.00	2021	202105 ; 202102 ; 202008	Posted	04/17/2020	04/27/2020		
		9205200 - Annestad Family Foundation	\$5,000.00	2021	202008 ; 202102 ; 202105	Posted	04/17/2020	04/27/2020		
		9205200 - Annestad Family Foundation	\$5,000.00	2021	202105 ; 202102 ; 202008	Posted	04/12/2020	04/14/2020		
		9205200 - Annestad Family Foundation	\$5,000.00	2021	202105 ; 202102 ; 202008	Posted	05/20/2020	06/02/2020		
		9205200 - Annestad Family Foundation	\$5,000.00	2021	202105 ; 202102 ; 202008	Posted	06/20/2020	06/24/2020		
		9205200 - Annestad 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
		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.

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
		7194800 - Agricultural Economics Endowment	\$1,200.00	2021	202008 ; 202102 ; 202105	Pending Approval	06/03/2020			

1 - 1 of 1 items

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

- To search for a specific student, use the procedures under 'Searching for a Student 81#'
- Once you have located the student and the scholarship record you wish to view, click on the

History icon




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
		7562000 - Ash Family Scholarship Fund I	\$3,500.00	2021	202008 ; 202102 ; 202105	Ready to Post	04/15/2020			

- 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

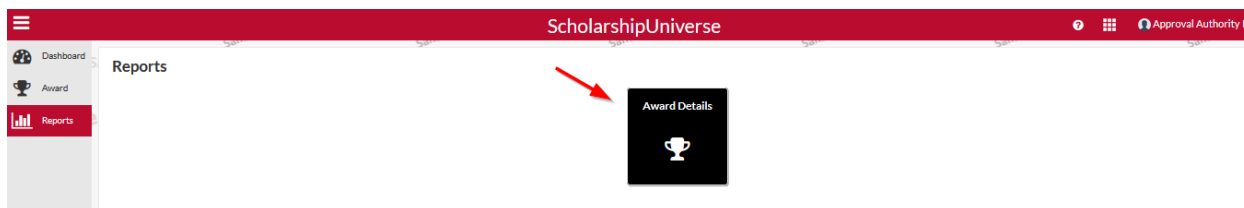
Scholarship Award History				
Student Name [REDACTED]		Student Id: [REDACTED]	Scholarship Name [REDACTED]	
Award Status	Amount	Adjusted Amount	User	Updated Date
+ Posted	\$121.00	\$121.00	OSFA User	6/3/2021 8:14:44 PM
+ Ready to Post	\$121.00	\$121.00	Name of the Notify Authority	6/3/2021 4:13:18 PM
+ 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
<div> <div>1</div> <div>10</div> <div>items per page</div> </div>				1 - 4 of 4 items

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'.

- Under reports, select the "Award Details" report



- 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
 ✕

Cycles

Award Status

Organizations
 ✕

Departments
 ✕

Scholarships

Donors

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

Request Submitted
✕

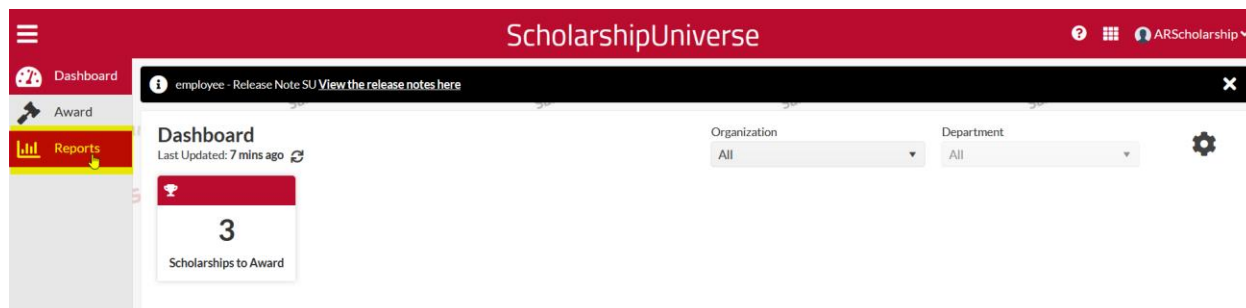
Your request has been submitted successfully! We will send you an email when it completes. Please be patient as the reports can take up to 30 minutes to arrive by email.

- You will receive an email from **UGA – Scholarship Universe** 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.

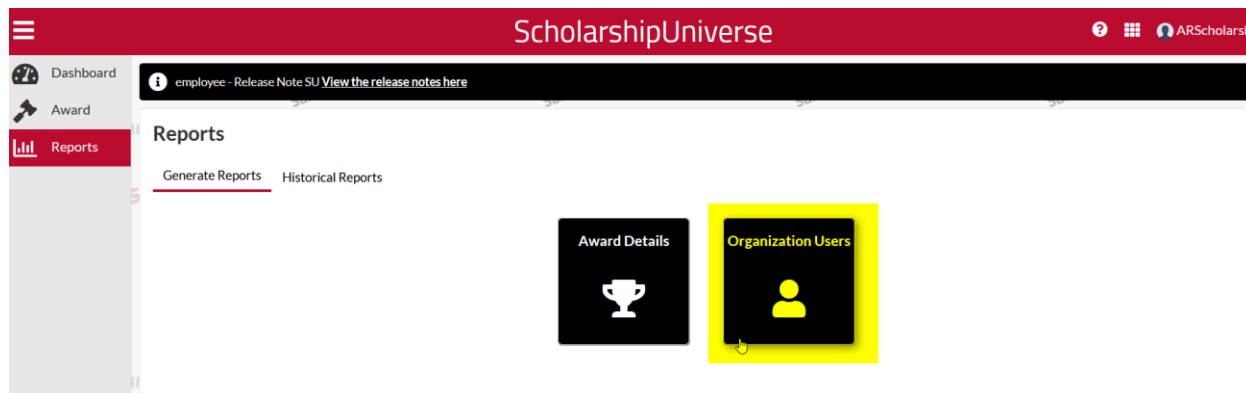
The ticket export you had requested for AwardDetailsReport_20200513.csv is complete. You can download the file from [here](https://uga-pm.campuslogic.com/api/export/download?token=jLDbaFxfqPTT%26BdAL2bDbmjw%3D%3D%7C%7C%7CMt%2FmcEUK9I187R1Q9sJpvFCDFKC4ZW1rChxz4woSum3CEAQVMSd4DIM9Hjgm3n7DX3YtqrdEGELOpORGxIHvRVS6pPzvYYB8sDM0RwxLJqL8B4a%2B2czFm%2B94aAgLcSA7QTVZX83cYHbJicK3H3z2YB1dnf6GzgjzHUuY2C2TeuvNKsIGLKf3Tdn9KdMsZr8FL%2FfhQkLs%2BxzDNyXoXmYsUR1StRtQYS%2B7Kmxgtr7vSEL4J02TfI6haptYLFd9HYi3YCXYS26nvianY701mYbHuw%3D%3D). 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=jLDbaFxfqPTT%26BdAL2bDbmjw%3D%3D%7C%7C%7CMt%2FmcEUK9I187R1Q9sJpvFCDFKC4ZW1rChxz4woSum3CEAQVMSd4DIM9Hjgm3n7DX3YtqrdEGELOpORGxIHvRVS6pPzvYYB8sDM0RwxLJqL8B4a%2B2czFm%2B94aAgLcSA7QTVZX83cYHbJicK3H3z2YB1dnf6GzgjzHUuY2C2TeuvNKsIGLKf3Tdn9KdMsZr8FL%2FfhQkLs%2BxzDNyXoXmYsUR1StRtQYS%2B7Kmxgtr7vSEL4J02TfI6haptYLFd9HYi3YCXYS26nvianY701mYbHuw%3D%3D>

Report – Organization Users

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



- **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

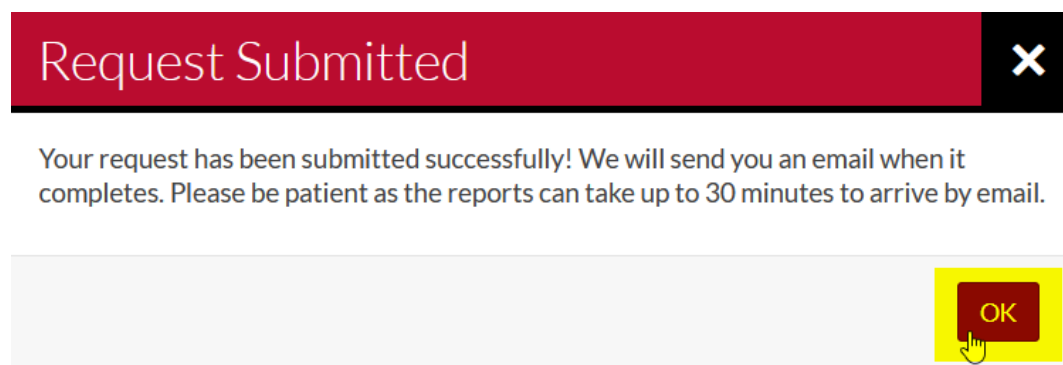
Cancel

Examples:

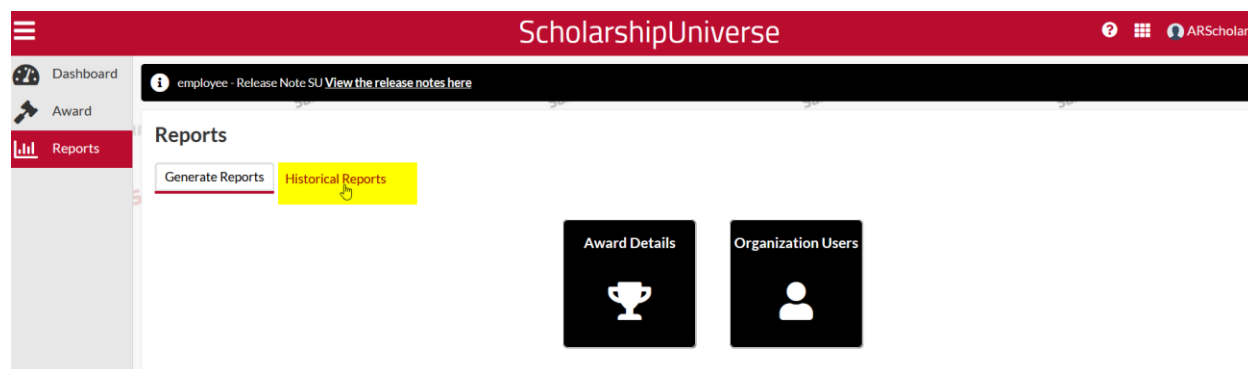
- If I want to see all users for the English Department, I would select “Franklin College of Arts and Sciences” as the Organization, and “English” as the Department.
- If I want to see all users for Franklin College, I would select “Franklin College of Arts and Sciences” as the Organization, and leave 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.

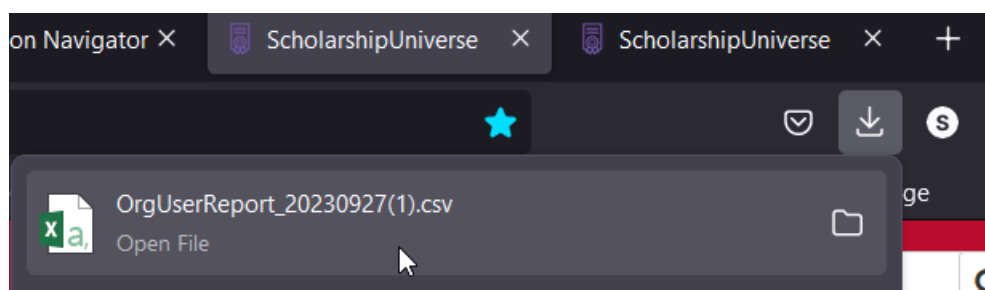
Reports

Generate Reports Historical Reports

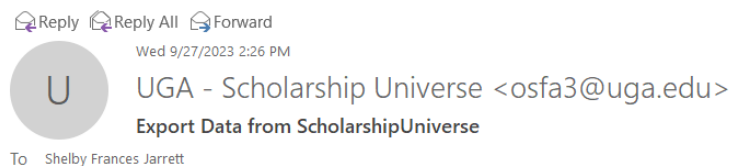
The following reports have been previously requested or automatically generated and are available to View/Download.

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.



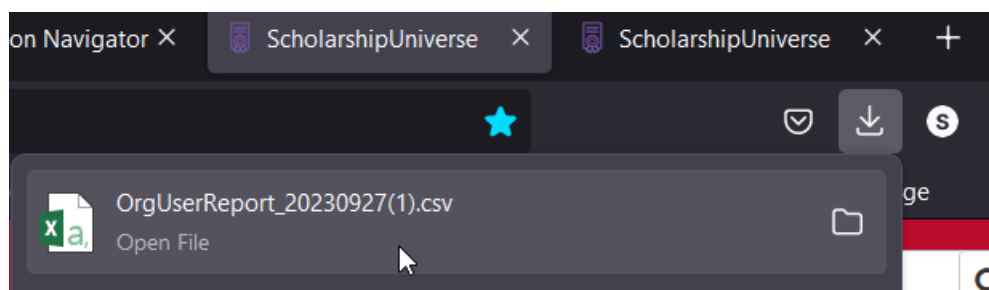
Hi Shelby Jarrett,

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>

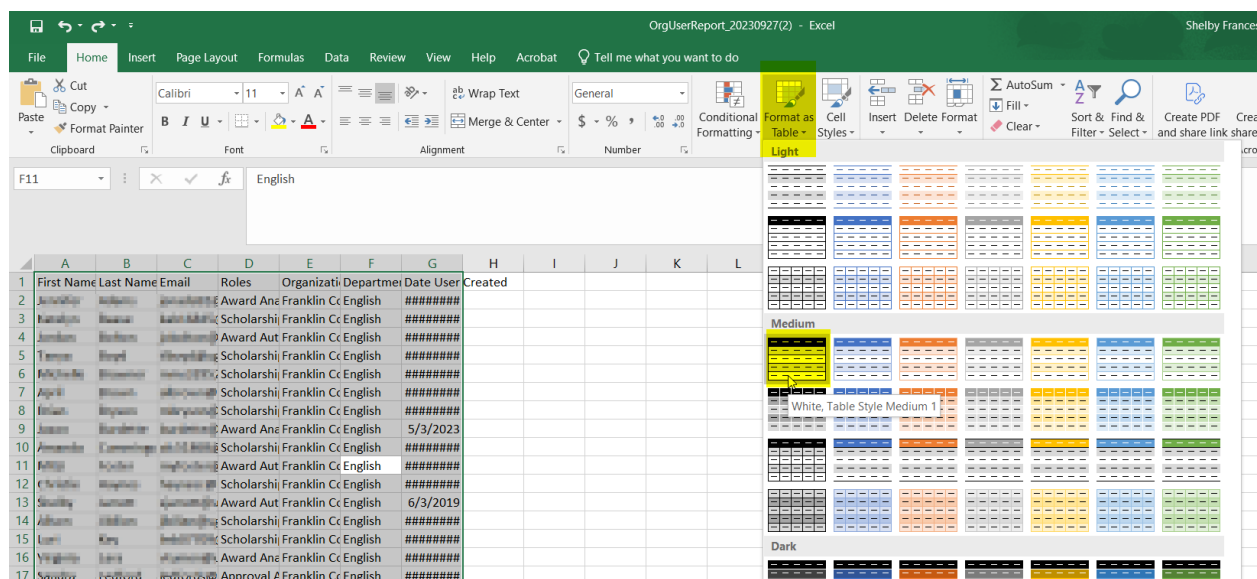
Please note that the links will expire after 14 days.

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

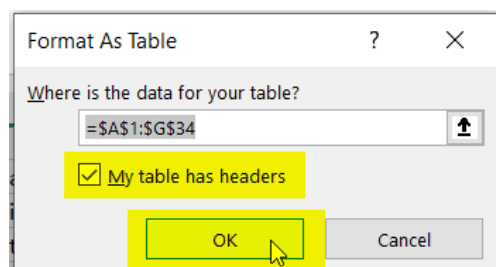


Viewing/Editing the Report in Excel

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@franklin.edu	Award Analyst, Approval Authority, Scholarship Viewer	Franklin College of Arts and Sciences	English	9/17/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	4/19/2023
Amelia	Adams	ameliad@franklin.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	1/17/2019
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/10/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/17/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	7/17/2020
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	9/18/2023
Amelia	Adams	ameliad@franklin.edu	Award Analyst, Scholarship Viewer	Franklin College of Arts and Sciences	English	5/3/2023
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	8/27/2020
Amelia	Adams	ameliad@franklin.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	12/11/2018
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	10/28/2021
Amelia	Adams	ameliad@franklin.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	6/3/2019
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/10/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	1/13/2023
Amelia	Adams	ameliad@franklin.edu	Award Analyst, Scholarship Viewer	Franklin College of Arts and Sciences	English	10/14/2022
Amelia	Adams	ameliad@franklin.edu	Approval Authority	Franklin College of Arts and Sciences	English	10/12/2021
Amelia	Adams	ameliad@franklin.edu	Notifier Authority	Franklin College of Arts and Sciences	English	1/14/2022
Amelia	Adams	ameliad@franklin.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@franklin.edu	Award Analyst, Approval Authority, Scholarship Viewer	Franklin College of Arts and Sciences	English	9/17/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	4/19/2023
Amelia	Adams	ameliad@franklin.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	1/17/2019
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/10/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/17/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	7/17/2020
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	9/18/2023
Amelia	Adams	ameliad@franklin.edu	Award Analyst, Scholarship Viewer	Franklin College of Arts and Sciences	English	5/3/2023
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	8/27/2020
Amelia	Adams	ameliad@franklin.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	12/11/2018
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	10/28/2021
Amelia	Adams	ameliad@franklin.edu	Award Authenticator, Admin	Franklin College of Arts and Sciences	English	6/3/2019
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	11/10/2021
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	1/13/2023
Amelia	Adams	ameliad@franklin.edu	Award Analyst, Scholarship Viewer	Franklin College of Arts and Sciences	English	10/14/2022
Amelia	Adams	ameliad@franklin.edu	Approval Authority	Franklin College of Arts and Sciences	English	10/12/2021
Amelia	Adams	ameliad@franklin.edu	Notifier Authority	Franklin College of Arts and Sciences	English	1/14/2022
Amelia	Adams	ameliad@franklin.edu	Award Analyst	Franklin College of Arts and Sciences	English	10/7/2020
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	8/25/2020
Amelia	Adams	ameliad@franklin.edu	Notifier Authority	Franklin College of Arts and Sciences	English	7/17/2020
Amelia	Adams	ameliad@franklin.edu	Scholarship Liaison	Franklin College of Arts and Sciences	English	9/30/2020
Amelia	Adams	ameliad@franklin.edu	Scholarship 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 2024) 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

Mitzi	Foster	OSFA
Shelby	Jarrett	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 ScholarshipUniverse. Who do I contact?
Answer: See the User Guide section 'A New Fund Needs to be Added to ScholarshipUniverse'

- 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 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 'Revising a Scholarship Award' and '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 ScholarshipUniverse 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. 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.

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:

SmartRank:

Student ID	Name
12345678901234567890	Student Name
12345678901234567890	Student Name
12345678901234567890	Student Name
12345678901234567890	Student Name
12345678901234567890	Student Name
12345678901234567890	Student Name
12345678901234567890	Student Name
12345678901234567890	Student Name

Contains ▼

enter 81# here

And ▼

Contains ▼

Clear Filter

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

Edit Award View

• Name:

• Pool: Manage Sch

SmartRank: ✎ +

Student ID	Name	Award Amount
12345678901234567890	Student Name	<u>\$0.00</u>

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Nominate