ADDING A FELLOWSHIP AWARD

The following instruction guide will walk you through the process of adding a fellowship award to a student's account. If you are already submitting scholarships to Student Financial Affairs, then no additional training or security roles are required. If not, you must complete *SFA100: Reporting College and Department Scholarships* through myTraining. Once you have completed training you may request the follow security roles from your DSA: **UF_FA_EXT_EXT_AWD_UPT** and **UF_FA_PP_SFA_INSTITUT_SCHOLAR**. Both roles are required to perform this function.

NAVIGATION

Use the following navigation to navigate to the Add External Awards to Student Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Financial Aid**
5. Click **Awards**
6. Click **External Awards**
7. Click **Add External Awards to Student**

SEARCHING FOR STUDENTS

Locate the student to which you wish to add a new scholarship.

1. Enter **UFLOR** as **Academic Institution**.
2. Enter the appropriate **Aid Year**.
   o The aid year is the last year of the academic year. For example, if you are considering awarding a fellowship for the Fall, Spring or Summer 2020-2021 academic year, you would enter 2021 as the aid year.
   o You can use the magnifying glass to locate the appropriate aid year, if desired.
3. Enter the student's **UFID** in the **ID** field.
4. Click the **Search** button.

ADDING FELLOWSHIP AWARD DETAILS

Details of the new fellowship award are inserted in the Award Detail section. If the award is to be offered unevenly or if you are adding additional terms to an award, each term must be accounted for in the Disbursements table.

1. Insert the **General Graduate Fellowship (Item Type: 934000000790)** into the **Item Type** field.
2. Enter the **total amount** of the fellowship in the **Amount** field.

3. Always enter '**AY**' as the **Disbursement Plan**.
   o AY stands for Academic Year.
4. Enter the appropriate **Split Code**.
   o The split code determines how the fellowship is distributed across terms.
   o For example, if you want the award to be distributed evenly across the fall and spring terms of the academic year, enter 'FS'. If you want the award distributed evenly across the fall, spring and summer, enter 'AY'.

ADDING UNEQUAL FELLOWSHIP DISTRIBUTIONS

There may be times when you need to enter a fellowship and have it distributed in unequal amounts. For example, $700.00 in the fall, and $300.00 in the spring. Unequal distributions must be entered in the Disbursement table.

1. Enter the appropriate data in the **Item Type**, **Amount**, **Disbursement Plan** and **Split Codes** fields.

   The first row of the Disbursements table will display the term when the fellowship will begin.
   The split code chosen will determine how many terms are involved in the fellowship.

2. In the first row, enter "1" the Disb Nbr field.
3. Enter "01" in the Disbt ID field.
4. Enter the amount to be distributed in the Scheduled Award field.
5. Click the magnifying glass in the Term field and choose the appropriate term for the first distribution.
6. Click the "plus sign" to add a new row in the Disbursement table.
7. Enter "2" in the Disb Nbr field.
8. Enter "02" in the Disbt ID field.
9. Enter the amount to be distributed in the Scheduled Award field.
10. Click the magnifying glass in the Term field and choose the appropriate term for the second distribution.
11. Continue if needed.

NOTE: When entering uneven distributions, always double-check that they add up to the total award amount.

NOTE: Always enter your award amount in the **Scheduled Award** field. Do NOT enter into the **Disbursed Amount** field.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
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