

This guide will assist with the awarding process for Scholarships with an Internal Application (previous known as conditional applications). Detailed instructions for the reviewing process can be found in the Reviewing and Rubrics For Internal Applications Quick Start Guide.

1. First, select to *Award* on the left-hand navigation bar and click on *Award Views*.



2. If an award view has already been created for this scholarship, select that view by clicking on the corresponding *Pencil* icon. If not, create a new award view by pressing the *Add*+ button (detailed instructions can be found in the Creating Award Views Document).

My Award Views					Add +
Name	Number of Scholarships	Review Pool	SmartRank	Edit	Deactivate
Scholarship Name	28	No Pools	N/A	(M)	Ŵ
Scholarship Name	1	No Pools	FAKE	1	m

3. Once inside the *Award View*, a list of eligible students will be visible. *Column Manager* can be used to add additional information from the student's file to your view.

Pool: More Pools Manage Scholarships (1/219) Applicants Awarded Budget SmartRank: Select an item Image Scholarships (1/219) Image Schola	Name:	Jagu	ar Achievement Sci	holars	hip					To	tal	Total		Remaining
SmartRank: Select an item Image: Constraint of the second	Pool:						Manage Sch	olarship	os (1/219)	Appli	cants	Awarde	d	Budget
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Qu	estion SIS	
1	Search from an existing question	*
	Name	Delete
=	HIGH_SCHOOL_GPA	節
=	ACT_SUPER_SCORE	節
	SAT_CONVERTED_TEST_SCORE	Û

4. A pop-up widow will appear to allow you to search via Questions or SIS Data. Refer to the list of frequently used SIS Data Codes on the Scholarship Services JagSPOT knowledgebase.

Use the pop-up window to search for and add any columns you may find useful, such as:

- HIGH_SCHOOL_GPA
- ACT_SUPER_SCORE
- SAT_CONVERTED_TEST_SCORE
- 5. After identifying the students to be awarded, click on the *\$0.00 Award Amount* next to their name. This will pull up an awarding window.

udent Total: \$0	rtney .00 vard TRAINI	NG TEMPL	ATE-NOT REAL- OFF	Awarded 2122 \$0.00	In this window you will enter the dollar amount you are awarding t student into the corresponding av term. There is also a box for comments if you would like to ma
OF SCHO)LARSHIP SI	-RVICES OF	NLY -	Remaining Budget:	
OF SCHO (2122) Fall 202		RVICES ON	Comments	Remaining Budget: \$999,999.00	notations for the record.

6. Once you have allocated all of the awards in the award view, save your work and alert your fundholder that awards are ready for approval.