

AwardSpring To-Do List

Due by November 15, 2024



Log into AwardSpring

1. Go to the [OFA Scholarship Administration webpage](#)
2. Click on the AwardSpring Administrative Login:
<https://usf.awardspring.com/SignIn>
3. Log into AwardSpring using your AwardSpring user ID (your email address) and password*.

*** AwardSpring access requires an accountable officer for scholarship(s) you will manage to request your access by sending an email to Anita Brown (anitabrown@usf.edu).**

To Do List for Scholarship Set-Up

Log into AwardSpring and review your scholarships

- Missing scholarships? – Contact a member of the Scholarship Team
- See a scholarship you are not offering for this year? Please contact the [Scholarship Team](#) if you cannot delete them from the system.

Create/review scholarships that you will be offering in this cycle

- New scholarships must be added by a member of the scholarship team.
- Allow up to 3-5 business days

Review all scholarship details

- Name and description are accurate
- Application End Date is correct for student type
- Scholarship value is accurate
- Department is correct

Qualifications and Additional Requirements

- Review for accuracy
- Remember that if you add a qualification then the answer must be updated
- Do not change the “Question for Student” field or add an answer to an existing question.
- Update Additional Requirements, remember to review text of essays closely
- Letter of Recommendations need to be reviewed (if applicable)

Changes to qualifications and additional requirements can have system wide impacts

AwardSpring Timeline Overview



AwardSpring **is open** for
Colleges/departments to
update scholarships



New questions and qualifications
requests due by
November 13 – Send to Anita



Last day to type scholarship
updates into AwardSpring
November 15



Scholarship Team will review
AwardSpring between
November 18 – December 6



All access to AwardSpring
restricted on December 2



AwardSpring ***scheduled*** to
open for students on
December 10

*USF will announce admissions
decisions for FTICs on
December 10*

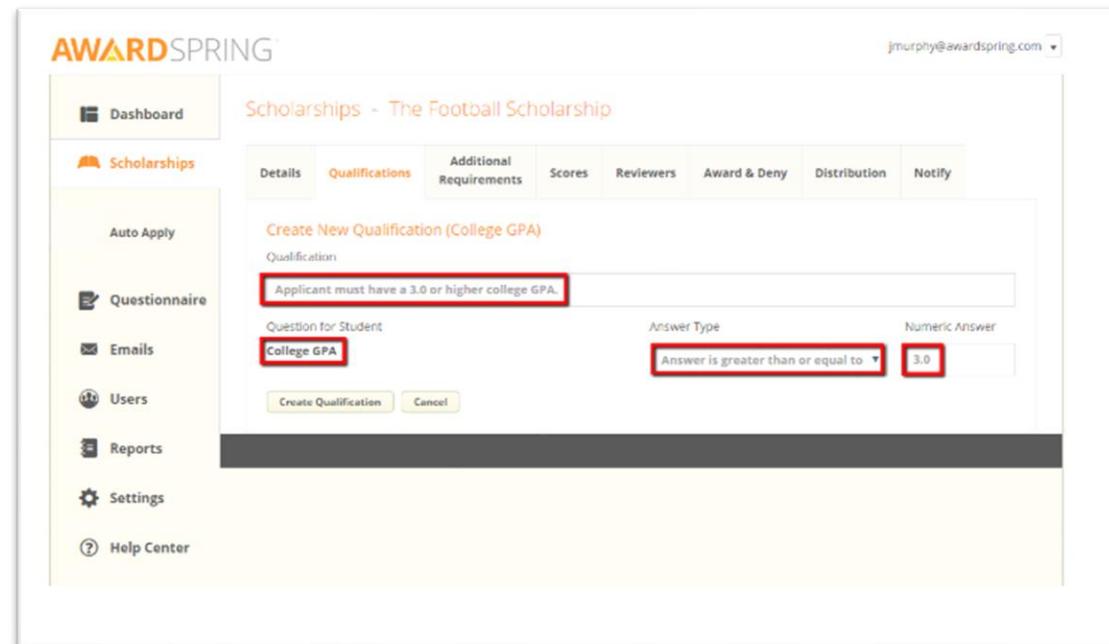
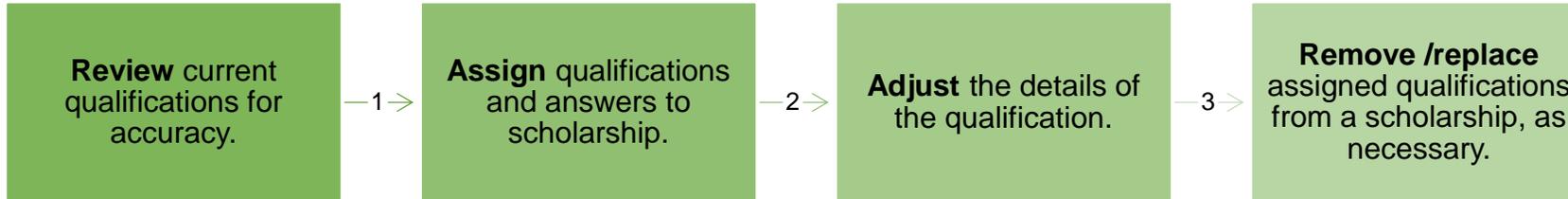
2025-2026 Scholarship Deadlines*

Student Type	Application Deadline*	Office of Financial Aid Payment Request Deadline
New Freshman	January 31	February 14
New Transfer and Graduate Students	March 14	April 4
Continuing Students & Renewals	May 16	June 6

In February 2025, we will host the AwardSpring Scholarship Application Review Training.

**Dates can be subject to change.*

Review/Assign/Add Qualifications



Review/Assign/Add Scholarship Qualifications

- Enter keywords for the Add Qualification search box. Example: GPA or major
- Click the correct qualification to add to scholarship.
- You must review and edit the qualification details to ensure they are correct.
- Save any changes.

[Contact a member of the Scholarship Team for assistance.](#)

Qualification Groups

- Qualification groups are used to specify alternate sets of qualifications for scholarship.
- An applicant must meet all qualifications in at least one group to qualify to a scholarship.
- Scholarships are limited to a maximum of a 4 Qualification Groups

Scholarships - AwardSpring Support Training Scholarship

Details **Qualifications** Additional Requirements Review Award & Deny Distribution Notify

Qualifications for this Scholarship

Qualifications (sometimes called criteria) determine which applicants can apply to a scholarship. Applicants cannot apply until they meet all qualifications. For scholarships with Qualification Groups, an applicant must meet all of the qualifications in at least one group in order to apply to the scholarship.

Qualification Group 1

- ⋮ Applicant is a biology major. [Expand](#)
- ⋮ Applicant must be on Tampa. [Expand](#)
- ⋮ Applicant must be in the College of Arts and Sciences. [Expand](#)
- ⋮ Please indicate your planned enrollment status: [Expand](#)
- ⋮ Applicant must be a junior or senior. [Expand](#)
- ⋮ Applicant must have a 3.0 GPA. [Expand](#)

+ Add Qualification

Qualification Group 2

- ⋮ Applicant must be an accounting major. [Expand](#)
- ⋮ Applicant must have at least a 3.0 GPA [Expand](#)

+ Add Qualification

[? Add Qualification Group](#)

Things to Remember if you use Qualification Groups

- If qualification groups are added, then students must meet the qualifications of one group to be eligible to apply.
- Listed below are some qualifications you will need to add to each group if required for your scholarship:
 - ❖ GPA
 - ❖ Campus (if applicable)
 - ❖ College/department
 - ❖ Major
 - ❖ Correct student standing
 - ❖ Student type (UG or GR)

AwardSpring Common Qualifications

Search Question in AwardSpring	Criteria = Qualification	Available Answers	Comments
Please indicate your enrollment status:	Full time enrollment	Full time/part time	Use if your scholarship requires full time enrollment or at least part time. You can only select one option
What degree are you pursuing?	Degree	Bachelor of Arts, Bachelor of Science, BS in Information Technology etc.	Use if scholarship requires a specific degree
What is your primary major?	Major	Majors in Banner	Use this to assign specific majors.
Which college will you be attending?	Specific USF college	Colleges in Banner	Use for funding that is specific to your college.
Current GPA	GPA	Range available	New student/FTIC – HS GPA Continuing students – USF GPA Transfer students – GPA available in Banner Graduate Students –GPA available in Banner
Please select the option that most closely describes your current student type.	Student type – New Student, Continuing student, transfer, etc.	New student, transfer, graduate, etc.	Use if you have a scholarship that is for a specific student type.
What is your class standing?	Class standing – Freshman, sophomore, junior, 1 st year GR.	New Student Freshman Sophomore Junior Senior Grad Year 1 Grad Year 2	Use if you have a scholarship specific for a certain class level – Example – continuing students – junior or seniors only (be mindful soph can apply if they will be juniors in coming year.)

Full List on
Scholarship
Administration
web page >
[AwardSpring](#)

Review Process for Scholarship Qualifications

- Click qualification that needs to be reviewed or edited.
- Update the **Qualification Name**, students can see this information.
- **DO NOT EDIT/UPDATE the following fields:**
 - **Question for Student**
 - **Answer fields (e.g., Yes, No, Biology)**
 - **Enter another answer**
- Select the correct answer for the question.
 - **Note:** There is an implied “and” between questions
 - **There is an implied "or” between answers/responses**
- Review each section related to a scholarship before saving and exiting.

The screenshot shows a list of qualifications at the top, each with an 'Expand' or 'Collapse' button. The qualifications are:

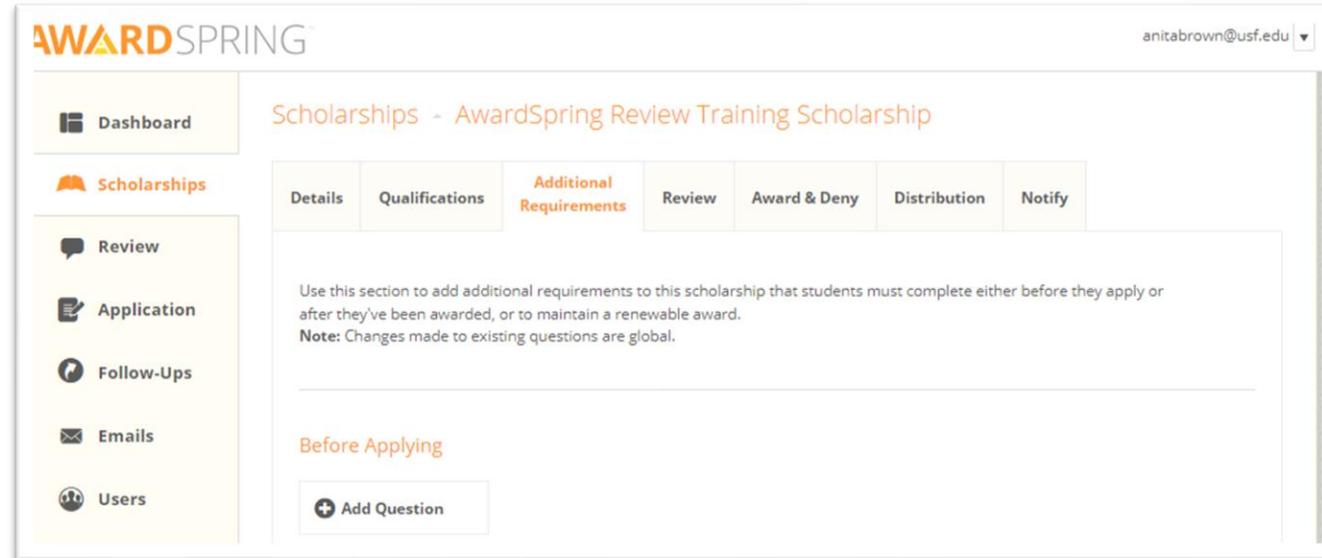
- Applicant must file the FAFSA. (Expand)
- Applicant must have earned a minimum of 12 credits hours at USF. (Expand)
- Applicant must be an Undergraduate Student. (Expand)
- Applicant must be a DNP Nursing Student. (Collapse)

The 'Applicant must be a DNP Nursing Student' qualification is expanded, showing the following details:

- Qualification:** Applicant must be a DNP Nursing Student.
- Question for Student:** Are you a DNP or PhD Nursing Student?
- Answer must be the following:**
 - DNP
 - PhD
 - Neither
- Enter another answer:** (with an 'Add' button)
- Buttons:** Save, Remove Qualification

This screenshot is identical to the one above, but with the 'DNP' radio button selected, indicated by a red circle around the selection icon.

Additional Requirements: Before Applying



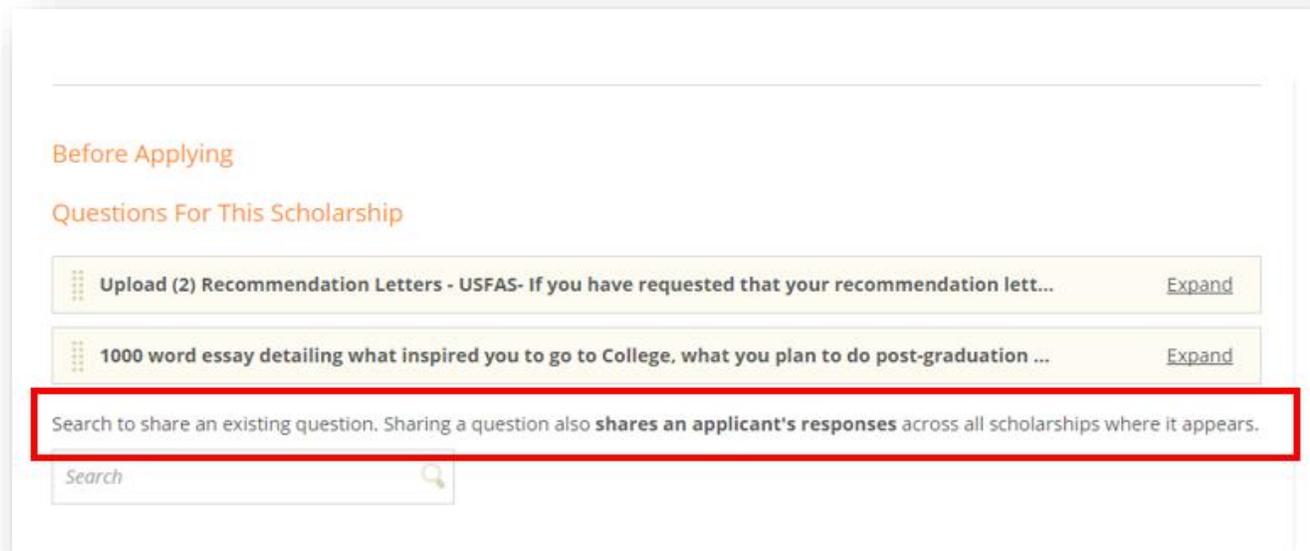
- Additional Requirements are configured at the scholarship level and are supplemental questions, essays, and/or documents qualified applicants can provide before they can apply.
- You only need to use the: **Before Applying** section.
- Questions you add to the **Before Applying** section must be completed by an applicant after the student qualifies for a scholarship, but before he/she can apply to it.

Reusing Additional Requirements in AwardSpring

Search to reuse an existing requirement: Additional Requirements questions can be reused across scholarships. In cases where multiple scholarships have the same additional requirement, simply search for the existing question to add it to a scholarship.

Please contact a member of the Scholarship Team if you need a specific requirement created.

DO NOT EDIT EXISTING ADDITIONAL REQUIREMENTS



The screenshot shows a section titled "Before Applying" with a sub-heading "Questions For This Scholarship". Below this, there are two rows of requirement cards. The first card is titled "Upload (2) Recommendation Letters - USFAS- If you have requested that your recommendation lett..." and has an "Expand" link. The second card is titled "1000 word essay detailing what inspired you to go to College, what you plan to do post-graduation ..." and also has an "Expand" link. Below these cards is a search bar with the text "Search to share an existing question. Sharing a question also shares an applicant's responses across all scholarships where it appears." and a "Search" button with a magnifying glass icon.

Requested Documents vs. Scholarship Essay additional Requirements

Requested Documents – Upload Documents

- Resumes or personal statements
- Recommendation Letters
- Documents must be uploaded into AwardSpring by student
- Text can be adjusted for each scholarship
- During scholarship review process, the document will have to be reviewed within AwardSpring

Scholarship Essay

- Option should be used for essays or personal statement
- Scholarship essays use a text box with word limit for student to use.
- The scholarship essay prompt can be adjusted for each scholarship
- During scholarship review process, the essay will have to be reviewed within AwardSpring

***Please be consistent in the use of Scholarship Essays vs. Requested documents.**

Setting up Scholarships to Allow Recommendation Letter

Go to Scholarships:

- Select correct scholarship
- Select the Additional Requirements tab
- Using the search bar – Letter of Recommendation
- This is a shared requirement, so contact the Scholarship Team if you need a specific type of recommendation letter
- Reminder: You should only share additional requirements if it is standard across all your scholarships.