Reviewing Scholarship Applications in AwardSpring

Anita Brown and Steve Runion 2/5/2025

UNIVERSITY of **SOUTH FLORIDA**

Topics

- Scholarship Application Deadlines
- OFA Reporting Options and AwardSpring Data
- Review Groups
- Award and Deny decisions for students and distributing funds
- Notification of students of scholarship status (Awarded or Denied) via email
- AwardSpring Reminders
- Questions?

Scholarship Deadline Reminder and Update

- Scholarships in AwardSpring must adhere to the scholarship application deadlines.

- The deadlines are posted on the [Scholarship Administration web page](#).

SCHOLARSHIP DEADLINES

2025-26 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

AwardSpring Data refresh for OFA Report 127 *:

- **New Freshman:** February 4
- **New Transfer and Graduate Students:** March 18
- **Continuing Students & Renewals:** May 20

*Dates can be subject to change. Please continue to monitor this page.

UNIVERSITY of
SOUTH FLORIDA

OFA Reporting Options & AwardSpring Data

💾 **Report 127 – AwardSpring/Banner Data**

💾 **Banner Data Legend**

💾 **PowerBI Review and Best Practices**

Steve Runion
Associate Director of Scholarships and Operations

<u>Report 127 Data Review</u>

- Review Report 127 and how to navigate the report
- Scholarship vs. merit vs. Sch Need vs. Unmet Need
- Beginning with 2425 FAFSA Updates
    - FAFSA received flag (Y/N)
    - Student Aid Index (SAI) – how to use it to estimate **Unmet Need = COA – SAI**
    - Pell eligibility flags – *in progress*
    - First Generation in College (FGIC)
        - One student question for both parents
        - Student response is self-reported
        - Response rates higher than previous years

Banner Data Legend

- [Office of Financial Aid - Scholarship Administration – AwardSpring](#)

AwardSpring Banner Data Legend	Excel	N/A

- AwardSpring Banner Data Legend
  - Reference for Reviewers
  - Column definitions include Banner source data
  - UNMET_NEED vs. SCHL_NEED

- Helpful when using the Award/Deny tab in AwardSpring; data points can be used as filters

<u>PowerBI Review and Best Practices</u>

- Why Do I Need Banner access to see Power BI Workspaces?
  ### <u>End User FERPA Data Compliance</u>

- Schedule periodic log- in to Power BI Workspace
  - The data will refresh daily until…

  - Power BI automatically detects no activity in the last 90 calendar days, which will automatically pause the refresh schedule

- Need access?
  - Contact Anita Brown and Steve Runion
  - My USF->Email & Teams-> USF Office 365->Apps->Power BI->Workspaces

Scholarship Application Review in AwardSpring

Group of Scholarships for Review Groups

- Groups are created for scholarships **after** application deadlines

- Review your departmental gift agreements and scholarship application deadlines

- For example: Group scholarships with similar deadlines, criteria and additional requirements
  - Feb Need based, essay, letter of recommendation
  - Feb Merit, major restricted, essay

Setting up Review Groups in AwardSpring

- Go to Review on the left-hand navigation.
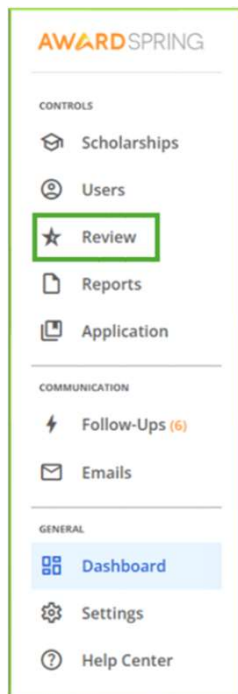
- Navigate to the Review tab and click on the 'Add New' button in the upper right-hand corner of the screen.
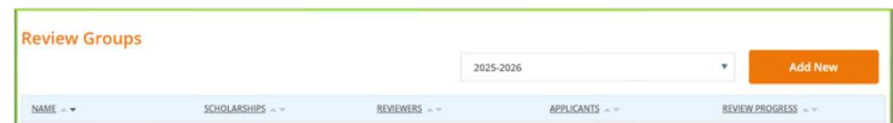
Review Groups - Details Page

On the **Review Groups Details** page, you must:

- Provide a name for the group.
- Instructions for Reviewers
- Select which scholarships should be included
  Note: Scholarships can only be in one group per cycle.

Click on the 'Save' button to save the Review Group.

After the Review Group is created, you will have additional options/tabs. These options will apply to all scholarships in the selected review group.

<u>Deleting a review group is only possible until the review process begins.</u>

Once scoring has begun, the review group will be unable to be removed.

Review Groups – Blinding

- The Blinding tab provides the ability to blind/hide specific data points and questions for scholarships included within the Review Group.

- If Blind Applicant Name and Email are selected, students will be assigned a random number during review process.
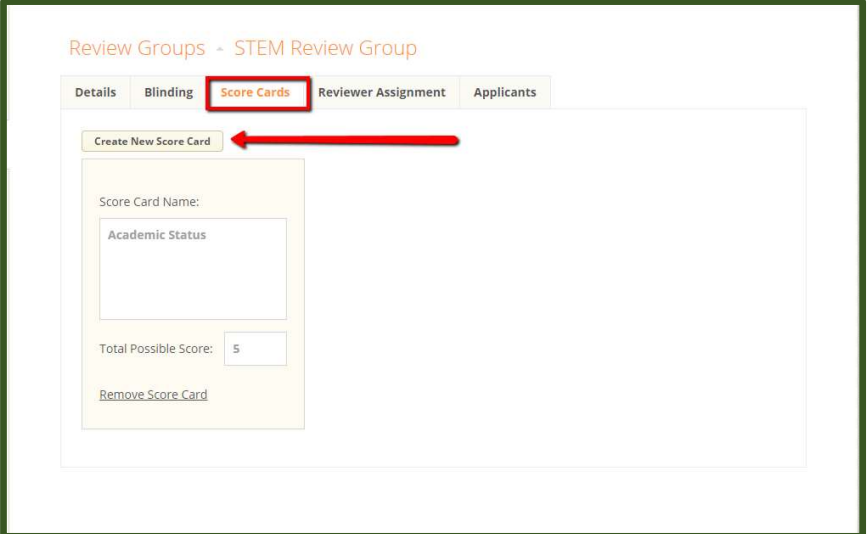
- Blinding can be undone PRIOR to beginning the review process.

Review Groups – Score Cards

- A score card MUST be created for reviewers to access applications for review.

- You need to use or establish a scoring rubric based on scholarship requirements.

- Click on 'Create Scorecard' to add a rubric.

- Enter the Scorecard title, total possible score and click **Save**.

- You can add as few or as many score cards as needed.

- Please review your Scholarship Details > Reviewer Instructions and ensure matches the score card.

- Information on this page is saved automatically, look for the Saved indicator.
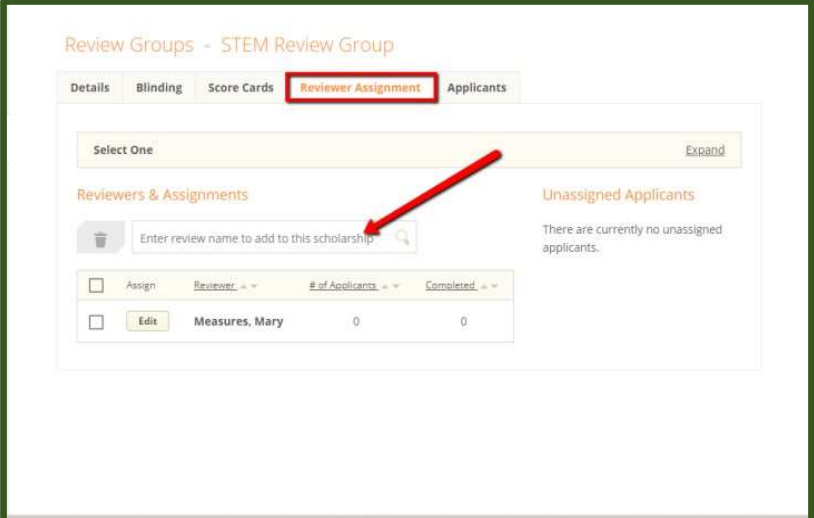
Review Groups – Reviewer Assignments

- Assign reviewers by using the search bar search by name.

- Select 'Expand' on the Reviewer Assignment 'Select One' header bar and choose how to distribute the applicants to the reviewers.

- The assignment methods:
  - All – Every reviewer reviews each application
  - Randomly – System randomly and equally assigns applicants.
  - Manually – Scholarship Administrator manually assign applicants and number of reviewers.

- Review the number of applications to ensure assigned correctly.

- Use the Review Committee Access Request Form (approved by Accountable Officer) to request access for your NEW USF review committee members.

Note: Reviewers not assigned correctly? Remove reviewers and begin process again. DO NOT reassign RCMs once scoring has started.

Review Groups – Applicants

- The 'Applicants' tab lists all applicants applied to scholarships within the selected Review Group and their score.

- The tab also gives you the ability to deny an applicant to all scholarships within the review group.

- Be careful if multiple scholarships are in a group, applicant will be DENIED from all scholarships in the group.

Award and Deny, Distribution, and Notifying Students in AwardSpring

Award & Deny Filters and Columns

- Review student data on Award & Deny tab by adding filters and columns.

- This option can be used to remove/deny students from the applicant pool
  - Select Deny by student name
  - Ex. GPA qualification was not assigned, but you want to consider anyone with 3.0 or higher

- Banner Data Legend available on Scholarship Administration page.

Award & Deny – Awarding Decisions

- Use the **Award & Deny tab** to update student scholarship status:
  - Select arrow beside Action for multiple decisions.
    - Award – Eligible/awarded students.
    - Deny – Ineligible/denied students.
  - AwardSpring will notify you when all funds have been spent.

- Payment request are still required and must be submitted via the Scholarship Email Inbox.

  Need help? **Contact a member of the scholarship team!**

Details	Qualifications	Additional Requirements	Review	Award & Deny	Distribution	Notify

Award & Deny Applicants
2 Applicants   Filter (0) ▼

▲ ACTION ↕	APPLICANT NA... ↕	PROFILE STUDE... ↕	AMOUNT AWA... ↕	▼ CURRENT GPA ↕	▼ WILL YOU COM... ↕	▼ SAI ↕	▼ WHAT IS YOUR ... ↕ +
Award Deny 💬					Y		Hospitality Management
Award Deny 💬					Y		Hospitality Management

Distribution of Scholarship Funds

- Use the Distribution tab to publish awarding decisions:

- Ensure amounts are awarded correctly.

- AwardSpring can distribute amounts evenly.

- Select **Publish Award Statuses**

- Students will be able to see updates in AwardSpring – Awarded or Denied

- Payment request are still required and must be submitted via the scholarship email address.

Notifying Students via Email in AwardSpring

- You should use the Notify tab in AwardSpring to communicate with applicants the status of their application – Awarded or Denied.

- Notices will be sent after the scholarship review is completed.

- Emails are sent to students' USF email address.

- Email notices are default messages from the system.

- This step is required to finish the application review in AwardSpring.

AwardSpring Emails

Award Email Notice

Award Template   Denial Template

Award Email Template
Subject

Scholarship Award Notice

Message

Insert Variable ▾ **B** *I* U ≡ ≡ ≡ ≡ ≔ ≔ 🔗 📋

Hello {{StudentFirstName}}!

Congratulations on being awarded the following scholarship(s):

      {{ScholarshipTitle}}

Please continue to monitor OASIS for any updates to your student account.

Sincerely,

Office of Financial Aid

Denial Email Notice

Award Template   Denial Template

Denial Email Template
Subject

Scholarship Application Update

Message

Insert Variable ▾ **B** *I* U ≡ ≡ ≡ ≡ ≔ ≔ 🔗 📋

Hello {{StudentFirstName}},

This is to inform you that we received notification from the {{ScholarshipTitle}} awarding committee that, while your application was given full consideration, you were not selected as a recipient during this scholarship cycle. The number of applications often exceeds the dollars available, so not all applicants can be funded.

Please frequently access your USF email account for any financial aid opportunities that may be available in the future.

Sincerely,

Office of Financial Aid

AwardSpring Reminders and Reports

Review Student Application – Admin View

- Select specific scholarship
- On the Award & Deny tab, select the student by clicking their name. Note: You can filter alphabetically.
- Scroll to see the student's responses.

Scores and Reviewers Assigned – Review Begins

- After logging in, reviewers will see a 'Groups' navigation tab and a list of the review group(s) they have been assigned to.

- Clicking on a selected group will then display the list of applicants assigned to the review in the selected group.

- Press Save before scoring another student.

- Click Next to move to another student.

- Here is a helpful video from AwardSpring > What Do Reviewers see?
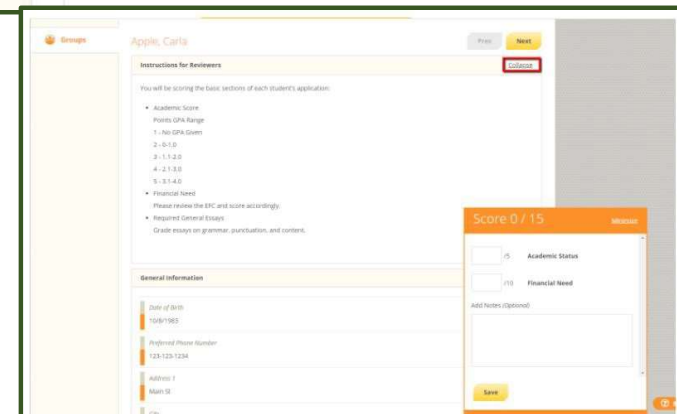
Student Application Sections & Banner Data

The following sections are on the Student Application and can be seen by reviewers:

- **General Information:** Contact and demographic information
- **Academic Information (Banner Imported)**
- **University Wide: Student reported and Banner Data -** General scholarship questions (FAFSA, citizenship, study abroad interest, etc.).
- **Campus/College specific: Banner Imported and Student Reported** Campus/college/departmental scholarship questions
- **Office Use Only:** Banner data (e.g., various GPAs, test scores, unmet need, etc.)
- **Additional Requirements:** Essays, follow up questions, and additional documentation. Must be assigned to scholarship.
- **Letters of Recommendation:** Submitted via AwardSpring on behalf of the student.

Retrieve Banner Data using REPORT127

- Access REPORT127 via the [Scholarship Administration Reports](#)

- A username and password are needed to access the Scholarship Administrative Reports.

- Listed below are the parameters for retrieving AwardSpring Banner information via REPORT127:

  - Aid Year: (Use Application Aid Year)

  - Term Code: Fall, spring, summer

  - Scholarship Type: (Select your College/Department/Unit)

  - Scholarship Name – Any or by scholarship

  - Do not see your unit? [Contact member of scholarship team](#) for assistance

OFA Reports

PowerBI is the preferred method for OFA reporting. Need access? Contact Anita Brown and Steve Runion

OFA Reports are still available.

REPORT56 – Reconcile all funds assigned to the user for a term.

REPORT87 - Financial Aid by Campus by College - An unduplicated count of all students paid a scholarship, grant, loan or work study for the aid year.

Report 212 New Student General Scholarship Information via UID Load - Lists general scholarship information for new students who signed a scholarship application.

Need something? Send an email with your request to the Scholarship Team

Banner Data Legend

- Located on the [Scholarship Administration page](#).

- Provides data points imported into AwardSpring via the integration and REPORT127 data.

AwardSpring Integration Data	Question/Qualification in AwardSpring/Filtering	AwardSpring Section	Filtering?	Values	Notes
UID	Student ID	Office Review	Yes	U0000000-U99999999	BANNER->MIMS
LASTNAME	Last Name	General Information	Yes	60 characters	Comes from Admission Applications/Recruitment
FIRSTNAME	First Name	General Information	Yes	60 characters	Comes from Admission Applications/Recruitment
NETID	Username	General Information	Yes	Assigned upon activation	Student is required to activate or cannot login to Awar
EMAIL	Email	General Information	Yes	Assigned upon activation	Student is required to activate or cannot login to Awar MIM/MFA; applied students are also given a usf.edu e
AGE	What will your age be on January 31st, 2021?	General Information	Yes	Numeric	Calculation uses As of January 1st each year
DOB	Date of Birth	General Information	Yes	YYYY-MM-DD	New students Contact Admissions; Continuing students
MARTL	What is your current Marital Status?	General Information	Yes	Single, Married/Remarried/Domestic Partner, Divorced, Widowed, No Domestic Partner, Preffer not to answer	FASFA or BLANK; Will deliver blank if FAFSA indicates # Divorced/Widowed/No Domestic Partner
COUNTRY_DESC	Country	General Information	Yes	BLANK = Don't Know	At the time of admission;
INTNTLSTDNT	Are you an International Student?	University Wide Questions	Yes	Yes/No	At the time of admission;
CITZEN_CODE	Are you a U.S. Citizen?	University Wide Questions	Yes	Yes, No or BLANK;	At the time of admission; or updated by student via Int Permanent Residen or Naturalized Citizen;
CITZEN_DESC	Please indicate your citizenship status below:	University Wide Questions	Yes	Citizen (USA) Foreign National PermResident/ Asylee/ Refugee (blank)	At the time of admission; or updated by student via Int Permanent Residen or Naturalized Citizen;

New Payment Request Form Format

Payment Request Form – Fall/Spring

https://tup-ofa.forest.usf.edu/finaid/scholarships/payment_request_fasp/2526

Payment Request Form – Summer

https://tup-ofa.forest.usf.edu/finaid/scholarships/payment_request_su/2425

Fall/Spring Example				
First Name	**Last Name**	**UID**	**Fall**	**Spring**
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00
Rocky	Bull	U12345678	$1,000.00	$2,056.00

Summer Example			
First Name	**Last Name**	**UID**	**Summer**
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00
Rocky	Bull	U12345678	$1,000.00

Summary and Reminders

- Reviewer (RCM) access created after training.

- Steps for the scholarship application review process via Review Groups: create instructions for your reviewers, create a scoring template, assign reviewers to the group, and monitor the progress for review.

- Remember the scholarship application deadlines and review your scholarship application progress prior to the deadline (i.e. via the Award & Deny tab).

- Update application award statuses, publish decisions, and use the Notify tab.

DO NOT DELETE OR make any edits in AwardSpring WITHOUT SPEAKING TO A SCHOLARSHIP TEAM MEMBER!

RESOURCES
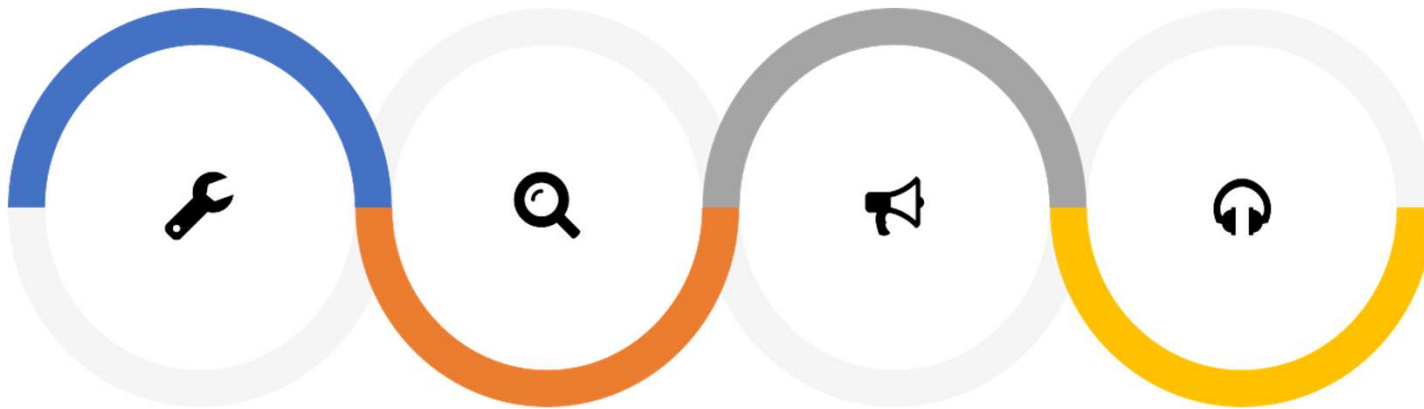
[Scholarship Administration web page](#)

Deadlines, Administrative Guides, Forms, and Reports

[OFA Web Page](#)

COA, FAFSA information, Important Dates, and Forms

[Scholarship Team](#)

Ask a member of the Scholarship Team

[OFA Presentations](#)

Scholarship Administrative Guides

QUESTIONS?

CONTACT A MEMBER OF THE SCHOLARSHIP TEAM

www.usf.edu/financial-aid/