

AwardSpring Administrative Training

University of South Florida - Office of Financial Aid (OFA)

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Topics

AwardSpring Administrative Timeline Overview & Access

Student Data Integration from Banner to AwardSpring

New Banner Functionality and Reporting Tools

AwardSpring Access and Navigation

Reviewing scholarship set up

AwardSpring Application Review

Questions?



AwardSpring Administrative Timeline Overview



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.*

AwardSpring Access and Navigation

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).**

AwardSpring Main Menu

- Select “Scholarships” on the menu.
- Your access should be restricted to only scholarships that belong to your unit.
- Please review your scholarships closely to ensure all your scholarships are listed.
- Contact a member of the [Scholarship Team](#) if you have any issues.

Student Data Integration from Banner to AwardSpring

PowerBI & Reporting

Steve Runion

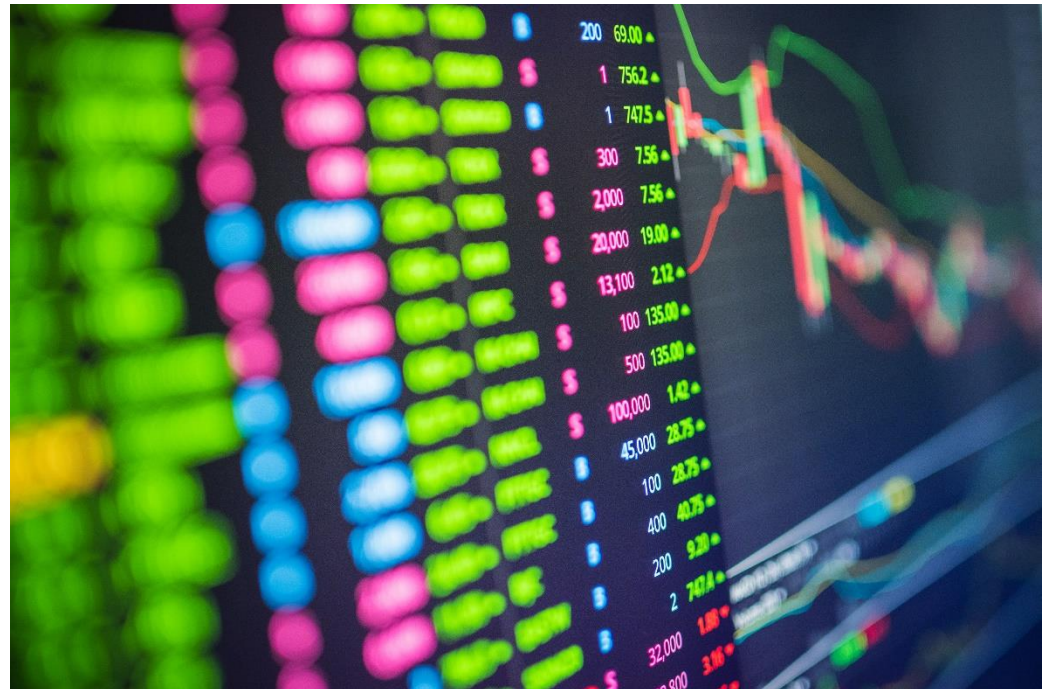
Associate Director of Scholarships and Operations

srunion@usf.edu

Caroline Polanco

Assistant Director of Operations

carolinep@usf.edu



Banner Integration and AwardSpring



Student Banner data will be integrated into AwardSpring nightly after 1am.



Students ***will not be*** asked questions on the general application if the answer comes from Banner.



Automatic matching and un-matching will occur through *each* scholarship application deadline.



Some fields allow filtering and/or prioritization in AwardSpring.



Assists with ensuring applicant pool meets gift agreement criteria

Banner Data and AwardSpring Qualification Examples

- **Current GPA** - GPA is based on student type (New student /FTIC - High School, Continuing student – USF only, Transfer student – Transfer GPA).

- **Select the option that most closely describes your current student type.**

- New Student
- Continuing Student
- Undergraduate Transfer
- Graduate/Professional

- **What is your class standing? Freshman, soph, etc.?**

- If you need juniors, you *must* include sophomores who are rising juniors.

- **What is your primary degree?**

Degree/Major/Concentration as listed in SGASTDN – Ensure that this is correct based on any updates.

AwardSpring Common Qualifications			
Search Question in AwardSpring	Criteria = Qualification	Available Answers	Comments
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 grade level – Example – continuing students – junior or seniors only (be mindful soph can apply if they will be juniors in coming year.)
How many credit hours have you earned at USF?	Earned credit hour requirement	Range	Use if students must have earned a min number of credit hours at USF.
Did you graduate from a Florida public high school?	FL High School Requirement	Y/N	N/A

Banner Data and AwardSpring Qualifications

You can find the full AwardSpring Banner Data Legend on the [Scholarship Administration webpage](#).

AwardSpring and Banner Data Descriptions			
AwardSpring Application Question/Qualification	AwardSpring Filter	Values	Notes
What will your age be on January 31st.	AGE	Numeric	As of January 1st
Date of Birth	DOB	YYYY-MM-DD	New students contact Admissions; Continuing students contact Registrar;
Are you a Florida Resident?	FL_RESID	Y or N	Based on current effective Registration Term
Residency Status	RESID_DESC	Florida Resident Florida Resident - Spect Cat Florida Resident (Pending) Non - Florida Resident (USA) Non-Resident Alien (Non USA)	Based on current effective Registration Term Florida Resident - Spec Category is a Temporary Florida Resident of Tuition Purposes BLANK needs to updated by Registrar
Are you a single parent?	SNGL_PAR	Y or BLANK = Don't know	
Country	COUNTRY_DESC	BLANK = Don't Know	At the time of admission
Current GPA	GPA	-1 = Don't know	Based on current effective Registration Term
Email	EMAIL	Assigned upon activation	Student is required to activate USF email address or cannot login to AwardSpring
First Name	FIRSTNAME		From Banner
Have you earned the Global Citizen Award or are you pursuing the Global Citizen Award? Please select one:	GCP	I am pursuing the Global Citizen Award I have earned the Global Citizen Award	Updated by GCP per student per term via University Registrar (SGASADD); Effective term Spring to support Summer Awarding

Reporting Reminders – Power BI



- PowerBI is the OFA preferred reporting tool.
- Access to Power BI: My USF->Email & Teams-> USF Office 365->Apps->Power BI->Workspaces
 - Fund Code Monitoring (FCM) – all funds, scholarship name, fund code, all disbursement requirements, account information (FNDN or FAST)
 - Fund Code Reconciliation (FCR) – Paid vs. Unpaid, student enrollment status, and account information (FNDN or FAST)
 - Scheduled to update daily (M-F)
 - Don't see your College listed or need access? **Contact Anita Brown and Steve Runion**

Active Power BI Workspaces:

- OFA - Arts and Sciences
- OFA - Behavioral and Community Sciences
- OFA - Business
- OFA - Education
- OFA - Engineering
- OFA - Foundation
- OFA - Graduate Studies
- OFA - Honors
- OFA - Marine Science
- OFA - Medicine
- OFA - Nursing
- OFA - Public Health
- OFA - Student Success
- OFA - Tampa Library
- OFA - The Arts
- OFA - Undergraduate Studies
- OFA - USF World
- OFA - USFP
- OFA - USFS

Reminder: Enhanced Scholarship Administration in Banner

- Requires
 - Approval from the USF Foundation Scholarship Office
 - Completion of FERPA training in GEMS
 - Completion of Banner, BDM, and Degree Works Access Request
- Allows decentralized data entry in Banner
 - Input of ***initial*** scholarship awards
 - Export spreadsheet from Banner pages to support awarding/payment reconciliation
 - Thank You Letter (TYL) receipt tracking
 - Terms & Conditions (T&C) tracking
- Miscellaneous
 - Export spreadsheets award vs. payment by fund by year by term by student
 - View awards. vs. payments by student by fund across all aid years & terms
- Need more information, see Scholarship Administration > [Reports](#)

Reviewing Scholarship Set Up in AwardSpring

TIME FOR
REVIEW

Scholarship Search

- **Search-** Search for specific scholarship(s) by entering search qualifications and clicking search.
 - **Scholarship Name-** Search a scholarship name by entering the full name or the first few characters in the field.
 - **Department –** Type in your college or department to view scholarships assigned to your department.
- **Filter by Award Cycle-** Narrow the search field by selecting the award cycle.
- **View by –** Application end date, review end date, award end date
- **Display/Edit-** Click on the scholarship to display the scholarship in edit mode.

Explanation of Scholarships General Section

- **Details**- Basic details of the scholarship.
- **Qualifications** - Specific eligibility requirements for the scholarship, used to match applicants with scholarships.
 - **Reminder: Qualification Groups** - For scholarships with Qualification Groups, an applicant must meet all the qualifications in at least one group to apply to the scholarship.
- **Additional Requirements** - Review members can access and score key areas (if used).
- **Review** - Review groups will collect all applicants to this scholarship and any other scholarships in that group. More details coming!
- **Award and Deny**- Can be used to monitor students eligible for the scholarship.

Scholarship General Section (cont.)

- **Title of Scholarship (required):** The advertised title of your scholarship. This is public facing so do not enter any internal information.
- **Fund ID = FNDN/E&G/Fin Aid Fund Code:** Internal fund ID used by your department. Applicants will not see this information
- **Description (required):** An overview of the scholarship and/or any further clarifying information. **USE THE GIFT AGREEMENT.**
- **Dates - Award Cycle (required):** The cycle that the scholarship will be offered. Dates are established by the Office of Financial Aid (OFA). Select from the dropdown.
- **Edit Scholarship Dates:** If a particular scholarship has a different Go Live Date or Application deadline, then click “Edit Scholarship Dates” to adjust. You will need to use the OFA Scholarship Deadlines as a guide regarding the student type.

Scholarship General Section (cont.)

- **Scholarship Value** - Total \$ amount and # of awards for this awarding cycle.
 - **Lifetime Award Amount** : Amount each awardee will be awarded. This field populates automatically based on the information you input for Scholarship Value (Total Scholarship Value divided by Total Number of Awards) and **is the only public-facing value.**
 - **# of Payments per Award**: Used for the renewable payments by indicating more than one payment.
 - **Renewable Payment Schedule Note**: For renewable awards only. The 1st payment occurs in this award cycle, which means, future payments are Renewable Payments and occur based on the Renewable Payments Schedule indicated here.
 - **Amount per Payment**: Amount given in each payment. This field will auto-populate (Amount per Award divided by # of Payments per Award).
- **Department** – College/department/unit that the scholarship is assigned to and will match AwardSpring user ID of unit representative.
- **Internal Notes** - Additional information about the scholarship. The information here is not public facing.

Creating a New Scholarship

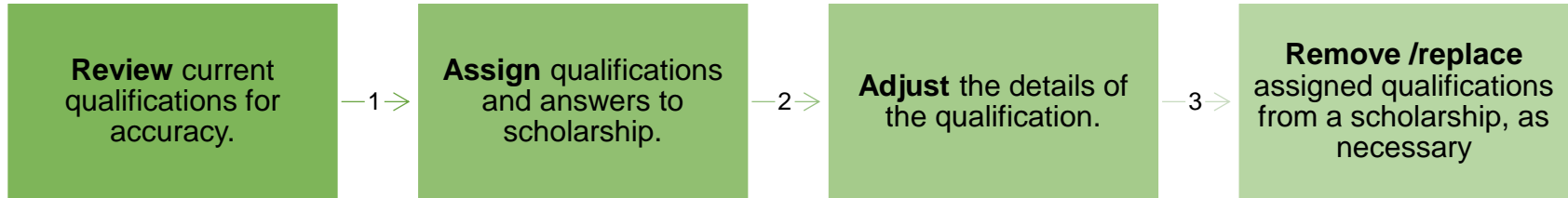
- New scholarships will have to be created by a member of the scholarship team.
 - Submit your request via email and provide as much information as possible regarding the scholarship.
- Scholarships can be created to accommodate multiple applicant/student types (i.e., new, continuing, and/or graduate).
- Ensure **Application End Date** is correct based on student type.
- Add qualifications and answers based on fund purpose and donor agreement. Review for accuracy.
- Add Additional Requirements as needed.

Definition of Qualifications

- Qualifications are configured at the scholarship level and serve to properly match applicants with scholarships for which they are eligible.
- Qualifications can be re-used an unlimited number of times across any number of scholarships.
- To configure Qualifications, select your scholarship from the search and click on the Qualifications tab for each scholarship.

Do not create new qualifications without speaking to a member of the Scholarship Team.

Review/Assign/Add Qualifications



The screenshot shows the AWARDSPRING interface for managing scholarships. The main heading is "Scholarships - The Football Scholarship". The "Qualifications" tab is active, showing a form to "Create New Qualification (College GPA)".

The form fields are:

- Qualification:** Applicant must have a 3.0 or higher college GPA.
- Question for Student:** College GPA
- Answer Type:** Answer is greater than or equal to
- Numeric Answer:** 3.0

Buttons for "Create Qualification" and "Cancel" are visible at the bottom of the form.

Review/Assign/Add Scholarship Qualifications (cont.)

- Enter the question asked on the student application or keywords for the scholarship. 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.](#)

OneUSF Updates

- You must review to ensure that your college/departments degree type, major, and campus designations are selected for your scholarships
- OneUSF
 - Consolidation
 - Integrated Curricula
 - New College, Major & Degree Codes
- Scholarship qualifications
 - Pre-Consolidation – until current students graduate or change degree catalogue

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

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

Fund Criteria = Qualification	Search Question in AwardSpring	Available Answers	Comments
Age	What will your age be as of January 1...?	Date Range	Use if you have an age requirement or minimum.
Enrollment requirement	Please indicate your enrollment status:	Full time/part time	Use if your scholarship requires full time enrollment or at least part time. If students can be full time or part time, then do not use. Please note that if use FT or PT, then only students who select that same answer will be able to apply for your scholarship.
Degree	What degree are you pursuing?	Bachelor of Arts, Bachelor of Science, BS in Information Technology etc.	Use if scholarship requires a specific degree to be awarded.
Major	What is your primary major?	Majors in Banner	Use this to assign specific majors.
Campus specific	Please indicate your home campus (select one):	Tampa Sarasota-Manatee St. Petersburg	Use if your funding is campus specific.
Specific USF college	Which college will you be attending?	Colleges in Banner	Use for funding that is specific to your college
GPA	Current GPA	Range available	New student/FTIC – HS GPA
			Continuing students – USF GPA
			Transfer students – GPA available in Banner
			Graduate Students –GPA available in Banner
Student type – New Student, Continuing student, transfer, etc.	Please select the option that most closely describes your current student type.	New student, transfer, graduate, etc.	Use if you have a scholarship that is for a specific student type.

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)

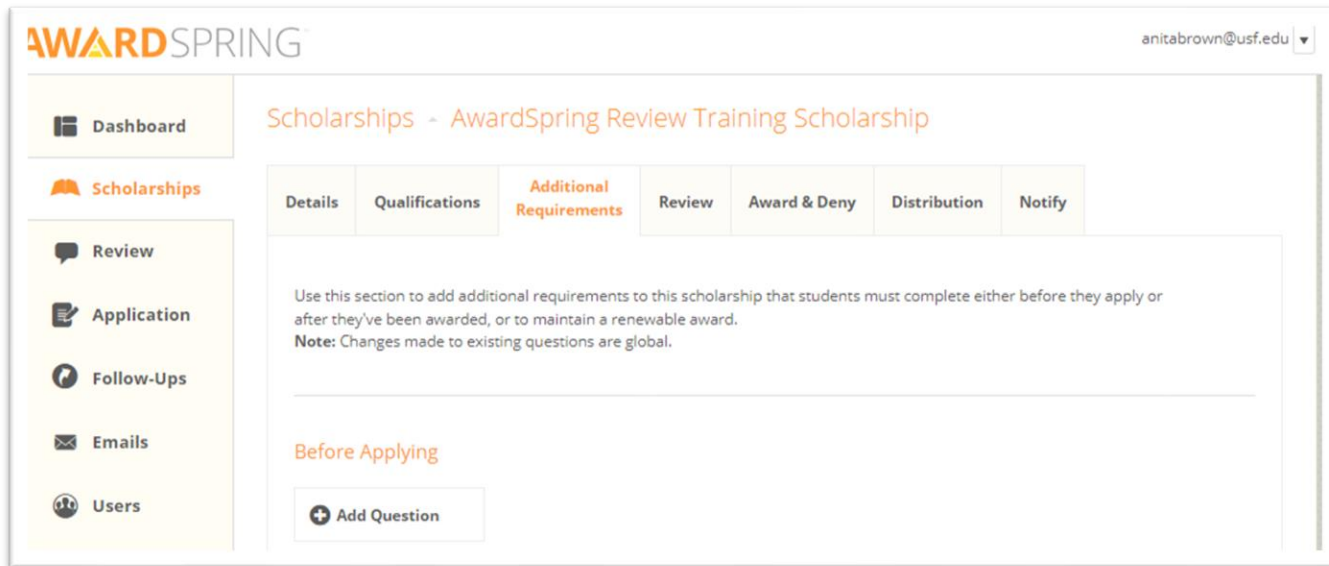
The 'Applicant must be a DNP Nursing Student' qualification is expanded, showing the following fields:

- 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 for 'Save' and 'Remove Qualification' are visible at the bottom.

This screenshot shows the same 'Applicant must be a DNP Nursing Student' qualification, but now the 'DNP' radio button is selected, indicated by a red circle. The other fields and buttons remain the same as in the previous screenshot.

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.

Explanation of Additional Requirement Options

File upload - Additional requirement question to which applicants upload a document that you specify. If a document is added as required, students must submit the document before they can move forward with the application.

Create a new question requesting a file upload: Additional requirement question to which applicants upload a document that you specify.

Create a New Question (File Upload Answer)

Question for Student

Upload record of your community service hours.

Optional

Create Question Cancel

Applicant view:

Upload record of your community service hours.

Upload File

Create a new question with an essay answer - Additional requirement question to which applicants provide a short answer, such as an essay. You select the maximum number of words applicants can submit.

Create a New Question (Essay Answer)

Question for Student

e.g. Describe an event that changed your values.

Maximum Word Count

Enter a number greater than 0

Optional

Create Question Cancel

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 the 'Before Applying' section of the AwardSpring interface. Under the heading 'Questions For This Scholarship', there is a list of existing requirements. The first requirement is 'Upload (2) Recommendation Letters - USFAS- If you have requested that your recommendation lett...' with an 'Expand' link. The second requirement is '1000 word essay detailing what inspired you to go to College, what you plan to do post-graduation ...' with an 'Expand' link. Below the list is a search bar with the placeholder text 'Search' and a magnifying glass icon. A red box highlights the search bar and the text below it: 'Search to share an existing question. Sharing a question also shares an applicant's responses across all scholarships where it appears.'

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.**

Recommendation Letters in AwardSpring

- AwardSpring has a standard feature that allows students to request recommendation letters via a system email that will be sent to the recommender.
- You can assign the requirement to **each individual scholarship** in order to have the student submit requirement.
- The recommender can respond to the email request and submit their recommendation letter directly to the AwardSpring system.
- Students will be able to track their recommendation letter request in AwardSpring via their AwardSpring account.
 - **Students cannot submit their applications until the Recommendation Letter is listed as “Completed”.**
- Students ***will not*** be able to view the recommendation letter that is sent on their behalf.

Enter the information for your recommender below.

Requested on Oct 16, 2017
Anita Brown
 anitabrown@usf.edu
 Status: Completed *Submitted on: Oct 16, 2017*

You must have a member of the USF Faculty submit a recommendation letter on your behalf.

Recipient First Name

Recipient Last Name

Recipient Email

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.

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

The background of the slide is a close-up photograph of a notebook. The notebook has lined pages with horizontal lines and some numbers (18, 30, 19, 30) visible. A silver, textured ballpoint pen is positioned diagonally across the lower right portion of the notebook. On the left side, the black spine of the notebook is visible. A white rectangular text box is overlaid on the left side of the notebook, containing the title text.

**AwardSpring
Application
Review –
Student View**

AwardSpring Application Process

- Students must have an active net ID and USF email address to apply.
- Student's applying for scholarship through AwardSpring start by entering in their personal information, and then completing the "Application".
- The application has a skip logic feature to help move students through the application.

AwardSpring Application Process (cont.)

- Opening questions are university wide with no specific college or department requirement.
- Questions specific to the college/department appear in a later section, and Banner data is used to match students to their college.





Review Student Scholarship Application

- Use this view to see a student's scholarship application
- Select – Students
- Search USF email address or first and last name
- Select the student to view their account – Scholarships (applied for) and the Applications

Student View of Scholarship Application

University of South Florida
▼

MENU

-  Dashboard
-  Scholarships
-  Donors
-  Application

Scholarships - AwardSpring Support Training Scholarship - Application Review



Overview

This scholarship is a test, applications will not be accepted! this scholarship is a test, applications will not be accepted! this scholarship is a test, applications will not be accepted! this scholarship is a test, applications will not be accepted! this scholarship is a test, applications will not be accepted! this scholarship is a test, applications will not be accepted! This scholarship is a test.

Qualifications





- ✓ Applicant must be from Hillsborough, Pasco or Sarasota county.
- ✓ Applicant must complete a FAFSA.
- ✓ Applicant must be attending the Tampa campus.
- ✓ Applicant must be a biology or chemistry major.
- ✓ Applicant has a concentration.
- ✓ Applicant is in a specific USF College.

Quick Facts

-  Apply by Jun 23, 2023
-  \$500.00

MENU
▼

MENU

-  Dashboard
-  Scholarships
-  Donors
-  Application

Scholarships - AwardSpring Qualls Group Scholarship

Overview

THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP! THIS IS A TEST SCHOLARSHIP!

Qualifications

Applicants must meet **all** of the qualifications in at least **one** of the following groups

- ✓ Applicant is in the College of Arts and Sciences.
- ✓ Applicant must have a minimum 3.0 GPA.
- ✓ Applicant must be a continuing student.
- ✓ Applicant must be a sophomore or junior.



OR

- ✓ Applicant must be a Freshman (New or Transfer)
- ✓ Applicant is in the College of Arts and Sciences
- ✓ Applicant must have a minimum 3.0 GPA.
- ✓ Applicant must be a new student.

OR

- ✓ Applicant is in the College of Arts and Sciences.
- ✓ Applicant is an undergraduate transfer student.
- ✓ Applicant must be a sophomore or junior.
- ✓ Applicant must have a minimum 3.0 GPA.

Quick Facts

-  Apply by Jul 07, 2023
-  \$1,000.00

Thank you for attending!

