

# **ECUAWard Scholarship User Guide**



**ECU**<sup>®</sup>

**UNIVERSITY  
SCHOLARSHIPS**

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## Scholarship Quick Reference

**Mid-June** – annual cycle management conducted with review of ECUAWard (AcademicWorks) system. Archive and clone processes generated by the Office of University Scholarships.

**July 1** - Financial Aid Office sends loans for origination for fall semester.

**July 10** - University Cashier originates the student fall billing statements.

**August 10** - Financial Aid Office begins to roll monies onto student accounts to 'hold' a student schedule. Actual disbursement comes three days prior to the beginning of classes.

**Months of August/September** – annual reminder of things to review in ECUAWard (AcademicWorks portal) will be sent to departments in preparation of opportunities going live in November. Time to review users, narratives, qualifiers, active opportunities list, etc. Annual AW refresher training will also be scheduled.

**September 1** – new scholarship opportunities open in ECUAWard (AcademicWorks portal) for students applying for admissions in the following academic year. Most of these opportunities are housed in the Office of University Scholarships and/or the Honors College and are earmarked for incoming freshmen.

**September 15** – Completed spring SIFs are due to the Financial Services contacts. This is for scholarships awarded to students new to the University for the spring. Any spring-only scholarships for current ECU students should have been submitted by the March 10<sup>th</sup> deadline.

**October 1** – SIFs for spring admits due in Financial Aid Office. (These forms must have been routed through the appropriate Financial Services contacts who will submit the information to the Financial Aid Office.)

**October 1** – Students/families can begin filing the annual Free Application for Federal Student Aid (FAFSA) @ <http://www.fafsa.ed.gov>

**November 1** – College/departmental scholarship opportunities open for existing students in ECUAWard (AcademicWorks portal).

**December 1** – Distribution of spendable fund balances to colleges/departments for annual departmental scholarship cycle – both endowed and unendowed accounts. (Additional spending distribution update for non-endowed funds will be distributed by January 15 annually). Spendable balances can be updated in ECUAWard (AcademicWorks portal).

**Month of January** – multiple end dates for the scholarship opportunities on ECUAWard (AcademicWorks portal) that opened on September 1 and November 1. Most will close on January 15.

**Month of February** – scholarship committees are meeting and making recipient selections.

**February 15** - Completed summer scholarship information forms (SIFs) are due to the Financial Services contacts.

**February 28** - Completed fall-spring SIFs are due to the Financial Services contacts. These reports can be generated via ECUAWard (AcademicWorks).

**March 10** - SIFs for fall-spring are due in Financial Aid. (These forms must have been routed through the appropriate Financial Services contacts, who will submit the information to the Financial Aid Office. This submission represents the vast majority of the scholarships awarded to ECU students.) Note that awards to incoming freshman will have processing priority in order to meet the deadlines for producing documents for Pirates Aboard event.

**Mid-March** - Financial Aid Office will send the first round of comprehensive award letters (grants/loans/scholarships offered) to incoming freshmen students.

**Late March – Early April** – Pirates Aboard event (admitted students’ day) – freshman yield event prior to May 1 national decision day.

**April 1** - SIFs for summer terms are due in Financial Aid Office. (These forms must have been routed through the appropriate Financial Service contacts before submission to Financial Aid Office.)

**May** – Financial Aid Office will be packaging aid for returning students and communicating the awards to students via Pirate Port.

**May 1** – ECU Enrollment deposit deadline – National Decision Day.

**Items** highlighted in GREEN relate to important dates relative to annual cycle of ECUAWard (AcademicWorks scholarship portal)

**Items** highlighted in YELLOW relate to important dates relative to submission of scholarship award information.

## What are some “need to know” terms for ECUAWard?

Active Range: when an application is open for students to apply to or their general application can be auto-matched to an opportunity

Apply-to: an opportunity that has more specific questions or a supplemental portion, students must complete additional material, such as a conditional application or supplemental questions, applicants can apply to the opportunity manually even if they are not recommended by Academic Works

Archive: when an opportunity is deactivated, opportunities cannot be deleted but they can be achieved, an opportunity that is archived cannot be undone but if an opportunity is cloned then the information will be duplicated to use for a new opportunity

Archive Date: when all awarding to recipients has been completed and you are ready to move all information about your opportunities into your archives during cycle management, this date will be used if an administrator wishes to access information about an archived opportunity from a previous cycle

Auto-Match: when a student’s general application matches the criteria of an opportunity their application is put into the bucket for that opportunity, students can apply manually to an opportunity even if they are not auto-matched or have not been recommended to apply

Available Funds: total amount of funding to award recipients in the current cycle, this information is not visible to students, can vary, funds do not have to be an exact amount if one is not available

Begin Review Period: first day that reviewers are notified via email that they have applications to review, first day reviewers can view applicants inside the reviewer portal

Category: status of an applicant’s application, opportunity administrators may assign applicants to a category but only system administrators can change certain aspects of these categories

Clone: when an opportunity is archived during cycle management, the information is duplicated to use for the new scholarship cycle, the general information will copy to the new opportunity but specific pieces of information will not be copied over to the new opportunity

Conditional Application: an optional supplemental application for specific/ targeted students, applicants are given a conditional application based on any information they provided from their general application or imported data, reviewers who have been assigned conditional applications will be able to view the information associated with them, there can only be one conditional application per opportunity, if a conditional application is set-up only applicants that have completed the conditional opportunity can be considered for the application, conditional applications can be created by the opportunity administrator

Conditional Score: weighted average of all submitted reviews for an applicant's conditional application, all scores are normalized to a 100-point scale (in case reviewers use different scoring rubrics)

Cycle: period in which opportunities are posted, reviewed, and awarded

Cycle Management: time after the end of an award period after all the awards have been disbursed, Academic Works undergoes this process via the system administrator once a year, all of the previous information is archived, the general information for an opportunity remains the same, this is the period in which any large updates take place

Dashboard: overall picture, this is the first page administrators see when logged into Academic Works, this page shows the number of applications completed, the funds awarded vs. the funds remaining to be awarded, and the submission rates for apply-to vs. auto-matched applications

Details: opportunity- specific information, tab available on every opportunity, contains the description of the scholarship, the dates students can apply, the funding amounts, scope/ department, if there are specific donors, and the visibility of the opportunity, the details tab is found within the portfolio by clicking on a specific opportunity and at the top of the page under the general applications tab

Donors: subsection under the users tab at the top of the page, contains information about donors, can be updated by the Academic Works help desk or the system administrator

Encumbered Applications: if a candidate has already been offered an award

Encumbered Funds: how much the encumbered applicant has been offered

End Date: deadline for student applications, this is the final day that new applications can be submitted to an opportunity, last day the application can be updated by the applicant, administrators are advised against making changes, data imports will continue to update

End Review Period: the date after all reviews are frozen, reviewers cannot submit or update their work, but reviewers can view applications and any frozen reviews after the end review period

External Opportunity: any scholarships, grants, fellowships, or internships, not associated or funded through the university, students may access links to external opportunities but cannot apply to them through Academic Works, no matching or application occurs

Force Apply: used when there are not any qualified applicants for an opportunity, only administrators may force apply applicants

General Application: a set of questions all applicants must fill out, this appears on the home screen for students when they first login to Academic Works, only the system administrator can make changes

General Score: weighted average of all submitted reviews for an applicant's general application, all scores are normalized to a 100-point scale

Grid: how the information for applications is displayed, contains answers to an applicant's general application and any additional supplemental information or conditional applications, the information in the grid can be adjusted similarly as to how an excel sheet is adjusted, the grid can be exported as a Microsoft excel file

Imported Data: information uploaded from Banner by a standing job with ITCS

Opportunity: the scholarship, fellowship, or grant being offered to the students, includes: the deadlines for an opportunity, supplemental questions, criteria an applicant must meet to be eligible, the total number of applicants submitted, reviewer information and evaluation forms, and communications after the opportunity has been awarded

Opportunity Administrator: can make adjustments to opportunities and portfolios but cannot make system changes, cannot alter the general application, can create new portfolios and opportunities, can add additional questions and qualifications, have access to all applications within an opportunity.

Opportunity Score: weighted average of all submitted reviews for a given application within an opportunity, (all scores have been normalized to a 100-point scale), this score does not include information provided by the general application scores

Portfolio: filing cabinet of all of the information related to a specific scholarship opportunity

Post-Acceptance: used to track and monitor the disbursement of funds and the receipt of thank you letters

Qualifications: additional tab found on the portfolios page by clicking the time frame or season of an opportunity, contains the criteria applicants must meet to be auto-matched or suggested to an apply-to opportunity, opportunity administrators can add additional qualifications to any opportunity within their scope

Qualification Points: found on the grid when viewing an applicant or all applicants, applicants are given a score of zero if they do not meet the criteria, applicants are given a score of one if they meet all of the criteria, points generally are not awarded above one but can be depending on the set-up of an opportunity

Reviewer: individual that reviews and scores applications, has access to the general applications for assigned applicants, but does not have access to personal information, typically faculty, can be a donor or a staff member, a reviewer can view the description of an opportunity, they can view any opportunity specific application questions and responses, a reviewer can temporarily save and update their work on evaluations, a reviewer can review their evaluations for any applicants they have been

assigned but they must submit answers and scores of an applications by a set date (also called a reviewing period)

Reviewer Chair: head of a reviewing committee, has the same abilities as a reviewer, they can give additional assignments to reviewers, they can see all of the reviewing activity, a chair can view more detailed information about each opportunity that they are assigned, a chair can see a grid of all the applicants within any opportunity assigned to their group

Reviewer Period: the set amount of time a review has to complete their evaluations of their assigned applicants

Reviewer Score: weighted average of all scores provided for the applicant, can include other scores (opportunity, conditional, and general), all scores are normalized to a 100 point scale

Reviews Tab: found within the portfolio by clicking on the time frame or season, contains reviewer groups and a list of all reviewers within each scope

Scope: area of focus or interest – scopes may include responsible party name and department

Start Date: when applicants can begin automatically matching to opportunities or begin applying to them, this date is only visible when the opportunities open

Supplemental Questions: any question not included in the general application that is a part of an apply-to opportunity, questions types can vary, opportunity administrators can create supplemental questions only on apply-to applications

System Administrator: responsible for the Academic Works system at large, can be technical support, can make any changes to the system or any scopes within the system. Melonie Bryan is the overall system administrator for ECU. The system administrator has unlimited access to applications and all components associated with them, can make award offers to an applicant, can change communication templates, can change the names or visibility of application categories, can create award periods for scholarships, can create donor profile pages

Total Awards: the number of individual awards available for the current cycle

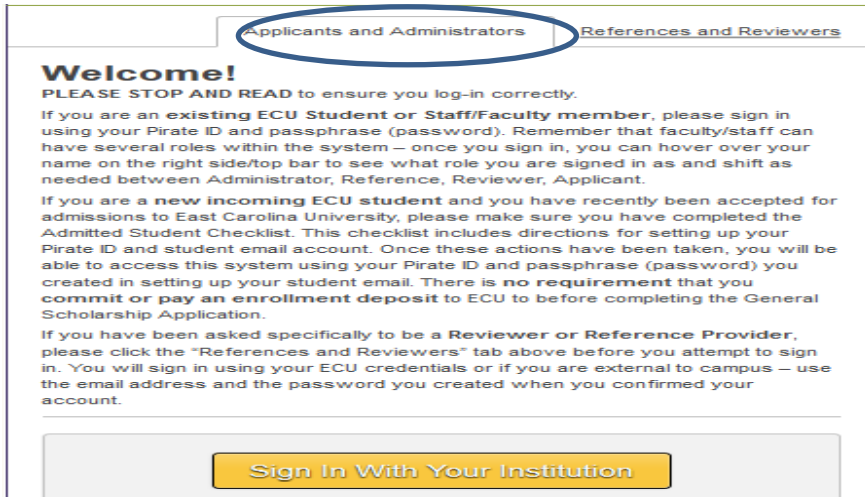
Visibility: how an opportunity is displayed to applicants, three types of visibility: always visible (the opportunity remains searchable and visible even if students cannot apply), visible when open (available only when the opportunity is open for applications), always hidden (funding amounts are not visible but still allows for applicants)

Visible Award Amount: the amount of an award that applicants can see, by default visible award amount equals available funds divided by total awards, can be a number or can be entered as varies or unspecified

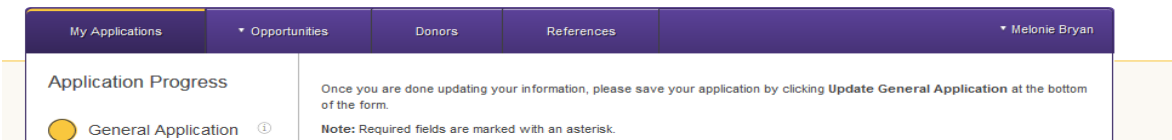


## How do I change my role in ECUAWard?

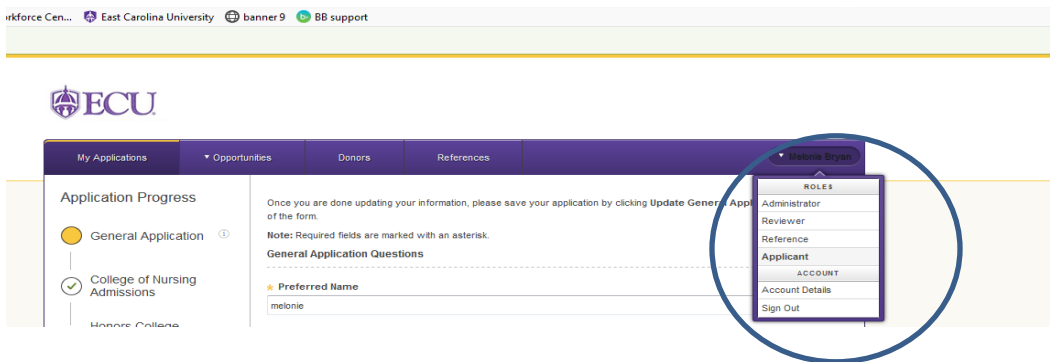
If you have been asked to review applications via ECUAWard by an invitation from the system, it is sometimes easier to go into the portal via the single sign on screen under the Applicants/Administrators tab.



From there, you will be taken to this screen – which puts you in the role of an applicant.



From here, hover over your name so that the multiple roles you can serve appear:



Change your role to REVIEWER and you will be carried to the actual applications you need to view:

Opportunities	Melonie Bryan
<a href="#">The Dr. Katherine Bray Strickland Endowed Scholarship</a> Summer 2018	Reviews 01/18/2019 - 02/15/2019 Assigned Reviews: <b>0 of 39 Completed</b>
<a href="#">The Greenville Utilities Commission (GUC) Scholarship</a> Summer 2018	Reviews 01/16/2019 - 02/15/2019 Assigned Reviews: <b>5 of 5 Completed</b>
<a href="#">General Application</a> Current	Reviews began 01/19/2019 7042 Applications to Chair • 531 Reviews to Chair Assigned Reviews: <b>0 of 50 Completed</b>

## What is the difference between an Auto-Match and an Apply-To Opportunity?

An auto-match only needs the student to complete the General Scholarship application and the system “matches” them into the bucket if they meet the qualifications.

An apply-to presents on the student’s dashboard for further review. If they are interested in applying, they answer the additional questions that are asked (beyond the General Scholarship application questions) and apply into the opportunity. Note anyone can apply – they don’t have to be qualified. However, if the qualifiers are set appropriately, the unqualified applications never move over to the committees for review as committee members only see qualified applicants to review.

The screenshots below show you the difference in what a student sees when in the portal and looking at our opportunities.

### AUTO-MATCH Scholarship Opportunity

**The Baxter R. Ridenhour Scholarship**

This scholarship is awarded to an incoming freshman from Durham and/or Orange counties that graduated from a high school in those counties with a projected GPA of 3.0, a demonstrated desire for a college education and demonstrated financial need. Handicapped students shall receive priority.

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**Award**  
\$2,000

**Deadline**  
01/15/2021

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You will be automatically considered based on your completed General Application.

### APPLY-TO Scholarship Opportunity

**The Battalion Chief Luther Alan Walters Public Service Scholarship**

This scholarship is open to students who have a parent that is a Firefighter. The first preference is for the son/daughter of a Raleigh Firefighter. Second preference is for the son/daughter of a Wake or Johnston County Firefighter. Third preference is for the son/daughter of a North Carolina Firefighter.

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**Donor**  
[Dr. Jeremy Lee Walters and Battalion Chief Luther Alan Walters](#)

**Award**  
\$1,000

**Deadline**  
01/15/2021

**Supplemental Questions**

1. Do you have a parent that works for a North Carolina fire department?
2. If yes, please answer the following additional questions.
  - o What is the name of the Fire Department where your parent serves and where is it located? Please give the name of Department, and the town and county in which the department is located.
  - o What is your parent's name and what is their position with the Fire Department?

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[Apply](#)

## How do I look at the Opportunities I have access to?

(1) Log-in to ECUAWard with ECU Credentials @ <https://ecu.academicworks.com> or via Pirate Port.

(2) Opportunity tab in top row leads to Portfolios tab in 2nd row which leads to drop down box with Opportunities which should be selected.

The screenshot shows the ECUAWard dashboard with a navigation menu open. The menu is open to the 'Opportunity' section, and the 'Opportunities' option is highlighted. The dashboard displays several cards with counts:

- 1,100 Opps with <5 apps
- 9 BANK NAME Apps - 20-21 cycle
- 0 Users w/o email
- 1,388 Honors College Apps - Fall 2020
- 1,365 Honors College Apps - Eastern 2019
- 1,158 Honors Apps - Fall 2018

(3) On Opportunities page – all opportunities you have access to will populate.

Award Management Site Opportunity Stewardship

### Opportunities

View	ID	Type	Opportunity S...	Name	Description	Start At	Begin R...	End Revi...	End At
<input type="checkbox"/>		All	All						
<input type="checkbox"/>	18315	Auto-Match	Published	The Eastern North Carolina Foundation Sc...	This scholarship is...	08/01/2020	01/18/2021	02/05/2021	01/15/2021
<input type="checkbox"/>	17937	Auto-Match	Published	The Lillian Jenkins Scholarship	This scholarship is...	08/01/2020	01/18/2021	02/05/2021	01/15/2021
<input type="checkbox"/>	16666	Auto-Match	Not Started	The Andrews Scholarship	This scholarship is...				
<input type="checkbox"/>	16201	Auto-Match	Published	The Lillie Tucker Probey Scholarship	This scholarship is...	08/01/2020	01/18/2021	02/05/2021	01/15/2021

(4) View the Archived – **No** to see the most current version of the scholarship. The archived sections reflect prior cycles of data relative to that particular opportunity.

Award Management Site Opportunity Stewardship

Opportunities

Complete View

View	ID	Type	Opportunity S...	Name	Description	Start At	Begin R...	End Revl...	End At	Internal ...	Post-Acepta...	Archived?	Archive
<input type="checkbox"/>	18	Auto-Match	Archived	The Lillie Tucker Pr...	This scholarship is...	10/06/2014	02/01/2015	02/21/2015	01/30/2015	01/30/2015		Yes	07/16/2
<input type="checkbox"/>	1088	Auto-Match	Archived	The Lillie Tucker Pr...	This scholarship is...	09/01/2015	02/02/2016	02/21/2016	01/31/2016	01/31/2016		Yes	06/20/2
<input type="checkbox"/>	4622	Auto-Match	Archived	The Lillie Tucker Pr...	This scholarship is...	09/01/2016	02/01/2017	02/17/2017	01/31/2017	01/31/2017		Yes	06/07/2
<input type="checkbox"/>	7218	Auto-Match	Archived	The Lillie Tucker Pr...	This scholarship is...	09/01/2017	01/24/2018	02/14/2018	01/15/2018	01/15/2018		Yes	06/27/2
<input type="checkbox"/>	11083	Auto-Match	Archived	The Lillie Tucker Pr...	This scholarship is...	08/01/2018	01/21/2019	02/15/2019	01/15/2019	01/15/2019	05/31/2019	Yes	06/21/2
<input type="checkbox"/>	13088	Auto-Match	Archived	The Lillie Tucker Pr...	This scholarship is...	08/01/2019	01/22/2020	02/14/2020	01/15/2020	01/15/2020		Yes	06/22/2
<input type="checkbox"/>	16201	Auto-Match	Published	The Lillie Tucker Pr...	This scholarship is...	08/01/2020	01/18/2021	02/05/2021	01/15/2021	01/15/2021	05/15/2021	No	

(5) Details / Questions / Qualifications/Applications/Communications can be seen by simply clicking on the tabs. Details show the general information about the scholarship. Questions are the additional questions asked if this opportunity is an “apply-to” opportunity. Qualifications shows logic used to put correct students in the bucket. Applications will show you the students that have or are in the process of completing applications for this opportunity. Communications tab includes the offer letter language and any special instructions the students need to follow to accept should they be awarded.

Award Management Site Opportunity Stewardship

The Lillie Tucker Probey Scholarship  
 Summer 2020 | Published, Ends in 114 days | Imports stop in 114 days

Basic Information

**Name** The Lillie Tucker Probey Scholarship

**Fund Code** 2E2354 512108

**Auxiliary Fund Code** S354  
 For accounting purposes, et al.

**Project ID** None Given

**Donor** None Given

**Scopes** Institutional Trust Funds (Michelle Yeager), OUS - Faculty Senate, OUS - University Scholarships

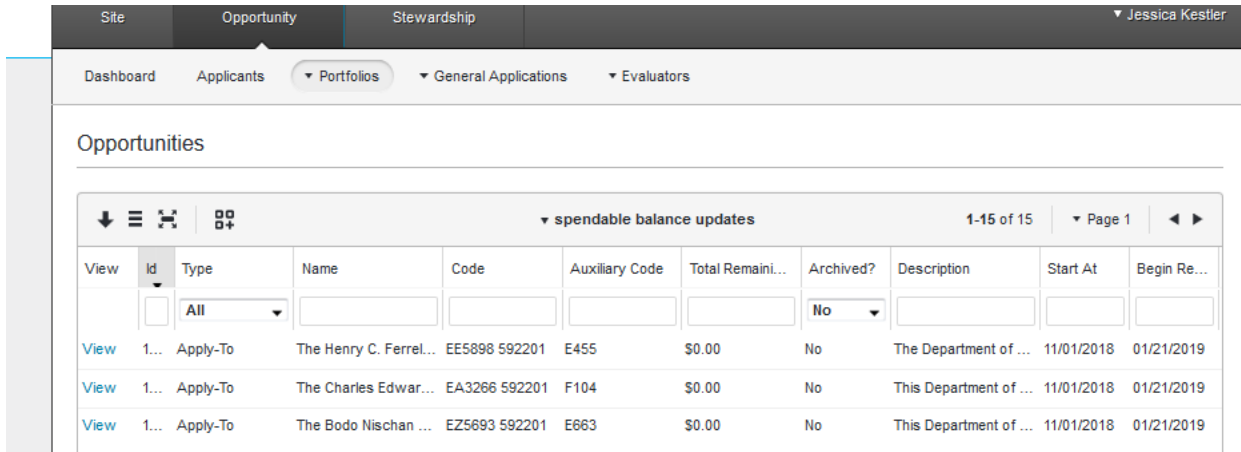
**Visibility** Always Visible

Details Questions Qualification

**NOTE: An (P) at the end of the name means this award is funded out of a POOL account and an (R) means it is a renewable award.**

## How do I view applications at the Opportunity Level using Qualifiers?

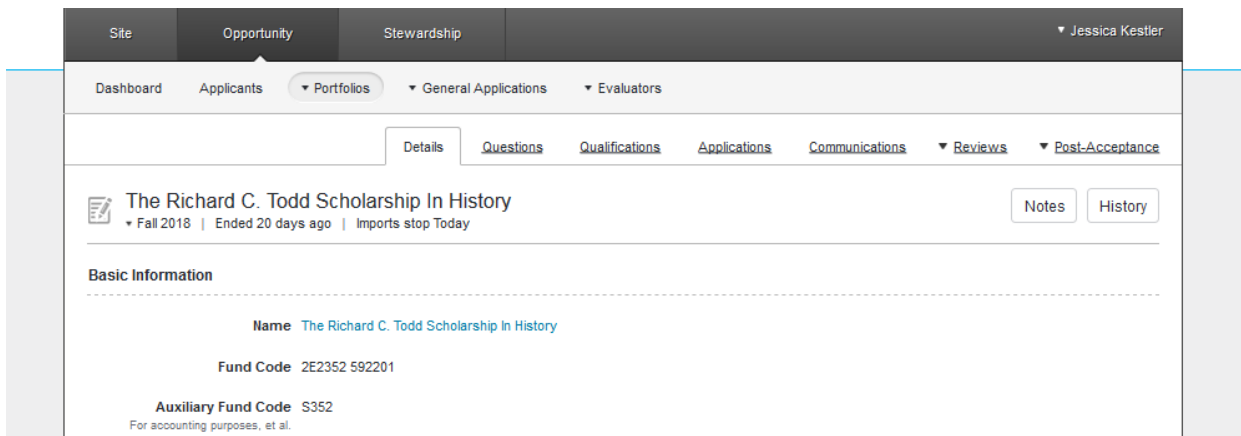
Select any of the opportunities you have access to and click on view.



The screenshot shows a web application interface with a top navigation bar containing 'Site', 'Opportunity', and 'Stewardship'. Below this is a secondary navigation bar with 'Dashboard', 'Applicants', 'Portfolios', 'General Applications', and 'Evaluators'. The main content area is titled 'Opportunities' and features a table with columns: View, Id, Type, Name, Code, Auxiliary Code, Total Remaini..., Archived?, Description, Start At, and Begin Re... The table contains three rows of data, each with a 'View' link and a 'No' dropdown menu.

View	Id	Type	Name	Code	Auxiliary Code	Total Remaini...	Archived?	Description	Start At	Begin Re...
<a href="#">View</a>	1...	Apply-To	The Henry C. Ferrel...	EE5898 592201	E455	\$0.00	No	The Department of ...	11/01/2018	01/21/2019
<a href="#">View</a>	1...	Apply-To	The Charles Edwar...	EA3266 592201	F104	\$0.00	No	This Department of ...	11/01/2018	01/21/2019
<a href="#">View</a>	1...	Apply-To	The Bodo Nischan ...	EZ5693 592201	E663	\$0.00	No	This Department of ...	11/01/2018	01/21/2019

This is what will appear once you are in the opportunity.



The screenshot shows the details page for an opportunity. The top navigation bar is the same as in the previous screenshot. Below it is a secondary navigation bar with 'Details', 'Questions', 'Qualifications', 'Applications', 'Communications', 'Reviews', and 'Post-Acceptance'. The main content area is titled 'The Richard C. Todd Scholarship In History' and includes a sub-header 'Fall 2018 | Ended 20 days ago | Imports stop Today'. There are 'Notes' and 'History' buttons. Below this is a section titled 'Basic Information' with the following details:

- Name:** The Richard C. Todd Scholarship In History
- Fund Code:** 2E2352 592201
- Auxiliary Fund Code:** S352  
For accounting purposes, et al.

Click on Applications to go into the pool and see the students. Note that you can scroll vertically and horizontally to see students and data fields. Note just to the right of the screenshot is a column that says "Qualification Points". 1 or higher = meets preset qualifiers. 0 = not qualified.

The screenshot shows a web interface for managing applications. At the top, there are navigation tabs: Site, Opportunity, Stewardship, and a user profile for Jessica Kestler. Below this is a secondary navigation bar with Dashboard, Applicants, Portfolios, General Applications, and Evaluators. The main content area has tabs for Details, Questions, Qualifications, Applications (selected), Communications, Reviews, and Post-Acceptance. The title of the opportunity is 'The Richard C. Todd Scholarship In History', with sub-info: 'Fall 2018 | Ended 20 days ago | Imports stop Today'. There are 'Notes' and 'History' buttons. A search bar prompts 'Begin typing to search by name, email address, or user ID...'. Below is a table with columns: Id, View, Category, Category..., Applied On, Primary Email, Email Aliases, Name, Opportu..., Reviewe..., Award Period, Amount..., and Qua. The table shows three rows of applicants. The first row is for Jared Wollenschlager, the second for Mitchell Kadolph, and the third for Dylan Courtney. The 'Qua' column shows values 1, 1, and 1 respectively.

Id	View	Category	Category...	Applied On	Primary Email	Email Aliases	Name	Opportu...	Reviewe...	Award Period	Amount ...	Qua
3...	<a href="#">View</a>	Submitted	01/15/2019	01/15/2019	wollenschlage...	wollenschlage...	Jared Wollens...			All	\$0.00	1
3...	<a href="#">View</a>	Submitted	01/13/2019	01/13/2019	kadolp18@...	kadolp18@...	Mitchell Kadolph				\$0.00	1
3...	<a href="#">View</a>	Submitted	01/15/2019	01/04/2019	courtneyd15@...	courtneyd15@...	Dylan Courtney	90.0	90.0		\$0.00	1

From this list of applicants, if you select view to the left of the student, it opens the students file so you can see qualified/non-qualified information.

The screenshot shows the individual profile for Jared Wollenschlager. The navigation bar is the same as in the previous screenshot. The main content area has tabs for Application and Reviews. The breadcrumb trail is: THE RICHARD C. TODD SCHOLARSHIP IN HISTORY > FALL 2018 > APPLICATIONS > JARED WOLLENSCHLAGER. The title is 'Jared Wollenschlager' with a 'Submitted' status and 'Notes' and 'History' buttons. A green box indicates 'Qualified in 1 of 2 qualification groups' with a 'Show Qualifications' link. Below this is a section for 'Applicant Provided Information' and another for 'General Application'.

If you click on “show qualifications” it gives you the logic on the student.

The screenshot shows a web application interface for reviewing scholarship applications. At the top, there is a navigation bar with 'Site', 'Opportunity', and 'Stewardship' tabs, and a user profile for 'Jessica Kestler'. Below this is a breadcrumb trail: 'Dashboard > Applicants > Portfolios > General Applications > Evaluators'. The main content area is titled 'Application' and 'Reviews' for 'THE RICHARD C. TODD SCHOLARSHIP IN HISTORY > FALL 2018 > APPLICATIONS > JARED WOLLENSCHLAGER'. The applicant's name 'Jared Wollenschlager' is displayed with a 'Submitted' status and buttons for 'Notes' and 'History'. The 'Qualification Groups' section shows two groups of rules. The first group, which the student is 'Qualified' for, includes rules for 'Classification' (Freshman, Sophomore, Junior or Senior), 'GPA (Undergrad)' (greater than or equal to 3.0), 'Level of Financial Need' (High, Medium High, Moderate or Low), and 'Major 2' (must include History). The second group, which the student is 'Not Qualified' for, includes rules for 'Classification' (Freshman, Sophomore, Junior or Senior), 'GPA (Undergrad)' (greater than or equal to 3.0), 'Level of Financial Need' (High, Medium High, Moderate or Low), and 'Major 1' (must include History). A right-hand sidebar contains a 'Hide Qualifications' button and a 'General Application' section with fields for 'Preferred Name' (Jared) and 'Last Name' (Wollenschlager). Below this, there is a section for 'For incoming students' with a list of options: 'Chancellor's List (fresh)', 'Residential Scholars Pr', and 'Maj 1 Academic'.

## What are some tips for reviewing applications?

- (1) **Understand** – make sure everyone understands the process of each committee – note there are 140+ scholarship review committees across campus with different needs, number of committee members, customized rubrics, etc.
- (2) **Customize** - Each committee may need a different (custom) rubric – customization is possible and often necessary. Number of factors, weights, scales can all be adjusted to fit the needs of the committee.
- (3) **Safeguard** - Keep student data secure. Make the printing of student applications a LAST resort and review through the portal.
- (4) **Training** – Set committee expectations on the front end. Make sure committee members know when reviews need to be completed, how the rubric works, and that any questions can be sent to [scholarships@ecu.edu](mailto:scholarships@ecu.edu) if issues arise. Also, reviewer training from the scholarship office is available to help committees complete their work.

### Quick Reviewing Videos prepared by Blackbaud / AcademicWorks:

<https://www.youtube.com/watch?v=eb7ChNMod18>

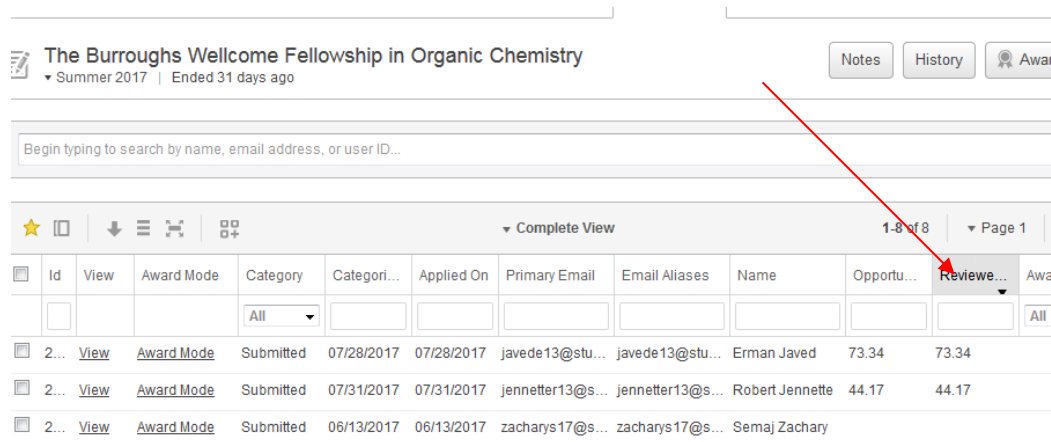
or

<https://vimeo.com/229756556/d73a8f230a>



## How do I make an initial offer for a scholarship?

1. Navigate to the scholarship/opportunity you want to offer  
*Opportunity > Portfolios*
2. Click the active opportunity you are working on  
(Not the past opportunities that have been archived)
3. Click the 'Applications' tab at the top  
You will see the students that were matched to the opportunity based on the qualifications that were set  
If scored within the system, you can "click" on the score column to sort from low to high and a second "click" sorts from high to low.



The Burroughs Wellcome Fellowship in Organic Chemistry  
▼ Summer 2017 | Ended 31 days ago

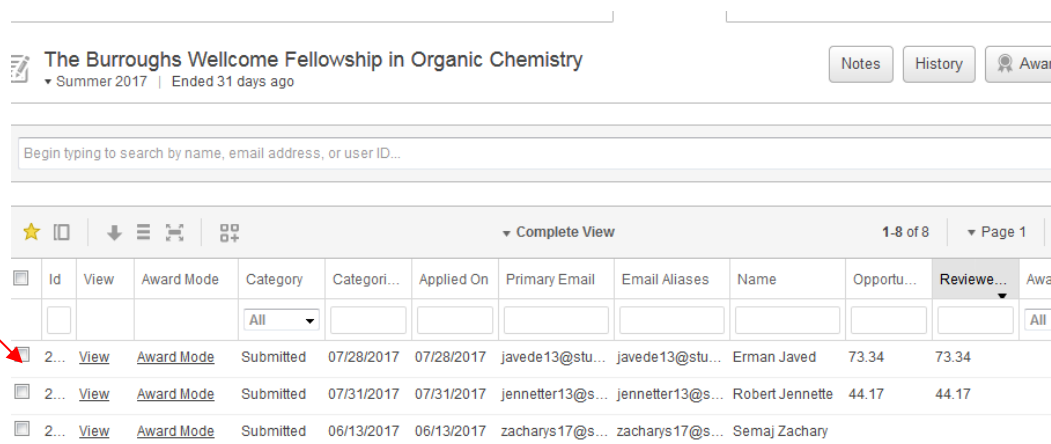
Notes History Awar

Begin typing to search by name, email address, or user ID...

★ □ ↓ ≡ ☰ Complete View 1-8 of 8 Page 1

<input type="checkbox"/>	Id	View	Award Mode	Category	Categori...	Applied On	Primary Email	Email Aliases	Name	Opportu...	Reviewe...	Awa
<input type="checkbox"/>				All								All
<input type="checkbox"/>	2...	<a href="#">View</a>	<a href="#">Award Mode</a>	Submitted	07/28/2017	07/28/2017	javede13@stu...	javede13@stu...	Erman Javed	73.34	73.34	
<input type="checkbox"/>	2...	<a href="#">View</a>	<a href="#">Award Mode</a>	Submitted	07/31/2017	07/31/2017	jennetter13@s...	jennetter13@s...	Robert Jennette	44.17	44.17	
<input type="checkbox"/>	2...	<a href="#">View</a>	<a href="#">Award Mode</a>	Submitted	06/13/2017	06/13/2017	zacharys17@s...	zacharys17@s...	Semaj Zachary			

4. Click the check box to the left of the student's name you want to award  
You can award to multiple students at once as long as the offer amount is the same for all selected students



The Burroughs Wellcome Fellowship in Organic Chemistry  
▼ Summer 2017 | Ended 31 days ago

Notes History Awar

Begin typing to search by name, email address, or user ID...

★ □ ↓ ≡ ☰ Complete View 1-8 of 8 Page 1

<input type="checkbox"/>	Id	View	Award Mode	Category	Categori...	Applied On	Primary Email	Email Aliases	Name	Opportu...	Reviewe...	Awa
<input type="checkbox"/>				All								All
<input type="checkbox"/>	2...	<a href="#">View</a>	<a href="#">Award Mode</a>	Submitted	07/28/2017	07/28/2017	javede13@stu...	javede13@stu...	Erman Javed	73.34	73.34	
<input type="checkbox"/>	2...	<a href="#">View</a>	<a href="#">Award Mode</a>	Submitted	07/31/2017	07/31/2017	jennetter13@s...	jennetter13@s...	Robert Jennette	44.17	44.17	
<input type="checkbox"/>	2...	<a href="#">View</a>	<a href="#">Award Mode</a>	Submitted	06/13/2017	06/13/2017	zacharys17@s...	zacharys17@s...	Semaj Zachary			

5. Click 'Act on Selected' at the bottom left corner of the screen
6. Click 'Categorize'

7. Fill in the following 3 boxes:

a. Category=Selected/Offered

- i. If you **select** the student, the funds will encumber which allows the department to continue making selections and tracking actions but the student will not receive a notification nor can the student see the action yet (this is the ECU recommended “best practice”). Select is a custom category in the selection list.
- ii. If you **offer** the scholarship, the system will immediately create the notice email (but not send it) and the student can see their selection if they happen will receive an email notification from the system

b. Amount= The amount that you wish to award the student

- i. Enter full dollar amounts (Ex. 1000.00)

c. Award Period

- i. AY 20XX-20XX= Full year, funds will be split half in the fall and half in the spring semesters
- ii. Fall 20XX= Amount awarded only in the Fall semester
- iii. Spring 20XX= Amount awarded only in the Spring semester

Initial Opportunity Fund Information		Award Information	
Opportunity Amount	\$0.00	Opportunity Awards	0
Committed Amount	(\$0.00)	Committed Awards	(0)
Total Remaining Amount	\$0.00	Total Remaining Awards	0

- Selected
- Applicant Declined
- Offered
- Accepted
- Custom
- Selected
- Admin Declined
- Finalist

8. Click ‘Categorize’ and continue with your award process.

- a. If you **Selected** the students, they will sit in selected status until you are ready to release the notifications. Selected students can be moved to Offer status in mass when the department is ready to generate and release notifications
- b. Once in ‘Offered’ status, the notification is generated and sits in the communications queue (*site>communications>user messages*) until action is taken to release the notices.
- c. **WHEN IN DOUBT**, please contact the Office of University Scholarships.

## How do I create a Scholarship Information Form (SIF) in ECUAWard?

From your dashboard - Opportunity/Portfolios/Encumbered Funds – Selected Archived? = NO to pull the awards for the current scholarship cycle.

The screenshot shows the 'Encumbered Funds' section of the ECUAWard interface. The view is set to 'Complete View' and displays a table with 11 columns: Id, Portfolio Name, End At, Fund Code, Auxiliary Fun..., Award Period, Available Funds, Category, Categorized At, Archived?, and Amount. The table contains 6 rows of data. A dropdown menu for 'Award Period' is open, showing 'All' as the selected option.

Id	Portfolio Name	End At	Fund Code	Auxiliary Fun...	Award Period	Available Funds	Category	Categorized At	Archived?	Am...
1...	The S.M. Hank...	02/10/2017	EE4125 580501	E212	Fall 2017	\$0.00	Accepted	03/03/2017	No	\$600
1...	The John C. Ra...	02/10/2017	EE4129 580501	E213	Fall 2017	\$0.00	Accepted	03/03/2017	No	\$300
1...	The Geography...	01/31/2017	ET4123 591501	E529	Fall 2017	\$0.00	Accepted	03/06/2017	No	\$750
1...	The Urban Plan...	02/10/2017	EE3695 591501	F146	Fall 2017/Sprin...	\$0.00	Accepted	03/04/2017	No	\$2,0...
1...	The Geography...	01/31/2017	ET4123 591501	E529	Fall 2017	\$0.00	Accepted	03/05/2017	No	\$750
9...	The Urban Plan...	02/10/2016	EE3695 591501	F146		\$0.00	Offered	03/02/2016	Yes	\$2,0...

From this screen, hover on Complete View and select SIF Information. Once the view changes, click on the down arrow as shown below to generate report. It will be emailed to your inbox.

The screenshot shows the 'Encumbered Funds' section of the ECUAWard interface, now in 'SIF Information' view. A tooltip 'Download report: SIF information' is visible over a download icon in the toolbar. The table below has 10 columns: Portfolio Name, Fund Code, Auxiliary Fun..., Last Name (i..., First Name (i..., Student ID (B..., Award Period, Amount, US Citizen Inf..., and Scopes. The table contains 5 rows of data. A red box labeled 'Rectangle 57' highlights the download icon.

Portfolio Name	Fund Code	Auxiliary Fun...	Last Name (i...	First Name (i...	Student ID (B...	Award Period	Amount	US Citizen Inf...	Scopes
The Geography...	ET4123 591501	E529	Jarrett	Christopher	B00927835@e...	Fall 2017	\$750.00	Y	Burrell Mo
The Geography...	ET4123 591501	E529	Musarra	Nicholas	B00965285@e...	Fall 2017	\$750.00	Y	Burrell Mo
The John C. Ra...	EE4129 580501	E213	Long	Kellen	B00901220@e...	Fall 2017	\$300.00	Y	Burrell Mo
The S.M. Hank...	EE4125 580501	E212	Long	Kellen	B00901220@e...	Fall 2017	\$600.00	Y	Burrell Mo
The Urban Plan...	EE3695 591501	F146	Musarra	Nicholas	B00965285@e...	Fall 2017/Sprin...	\$2,000.00	Y	Burrell Mo

When you get the email, simply click on the link within the message to open the excel file that is the starting point for creating your SIF. This will be the RAW data for your SIF that you will need to create your final SIF. You will add additional columns to since not all the data that the Foundation folks need is housed in ECUAWard.

**Helpful Hints**

- (1) To remove the @ecu.edu from the Banner ID column – use the find and replace function. Find @ecu.edu and Replace (leave blank).
- (2) If you used the award periods correctly – you can tell which ones need to pay out in Fall versus Fall/Spring based on applicant graduation dates.
- (3) If you have fund /detail code data that is missing – let’s update so it will be in place for next cycle.
- (4) You can create a mathematical function for the Fall/Spring columns and then hide the total award data.

The Header should look like this and reflects all of the columns needed to forward for processing.

A	B	C	D	E	F	G	I	J	K	L	M	N	O		
Academic Year 2017-2018				Scholarship Information Form								Prepared by: AcademicWorks - INSERT YOUR NAME			
Portfolio Name	Fund Manager	Fund Code	Detail Code	Last Name (imported)	First Name (imported)	Student ID (Banner ID)	Enrollment - if FT leave blank - otherwise show 3/4, 1/2 or <1/2	Award Period	Fall 2016	Spring 2017	Citizen	Notes			
Pull from AW	Insert a column	AW	AW	AW	AW	AW	Insert this column		Insert this column	Insert this column					
						Find/Replace "@ecu.edu"									

A finished SIF should look like this:

A	B	C	D	E	F	G	H	I	K	L	M	N			
Academic Year 2017-2018				Scholarship Information Form								Prepared by: Academic Works - M Bryan			
Portfolio Name	Fund Manager	Fund Code	Detail Code	Last Name (imported)	First Name (imported)	Student ID (Banner ID)	Enrollment	Award Period	Fall 2017	Spring 2018	US Citizen	Notes			
The Archie T. Smith Scholarship	Robert Edwards	EZ4288-592401	E614	Bryan	Melone	8001122xx		Fall 2017/Spring 2018	\$250.00	\$250.00	Y				
The Archie T. Smith Scholarship	Robert Edwards	EZ4288-592401	E614	Pirate	PeeDee	8001122xx		Fall 2017	\$250.00		Y				
The Archie T. Smith Scholarship	Robert Edwards	EZ4288-592401	E614	Plank	Walkthe	8001122xx		Fall 2017	\$1,000.00		Y				
The Avtar Singh Scholarship	Robert Edwards	EZ5792-592401	E665	Parent	Happy	8001122xx		Fall 2017/Spring 2018	\$250.00	\$250.00	Y				
The Avtar Singh Scholarship	Robert Edwards	EZ5792-592401	E665	Hilliard	Taylor	8001122xx		Fall 2017	\$500.00		Y				
The Avtar Singh Scholarship	Robert Edwards	EZ5792-592401	E665	Knight	Keshia	8001122xx		Fall 2017	\$500.00		Y				
The Carol M. Arnold Scholarship	Robert Edwards	EE5611-592401	E415	Stahler	Abigail	8001122xx		Fall 2017/Spring 2018	\$500.00	\$500.00	Y				
The John and Ruth Maio Scholarship	Robert Edwards	EZ5935-592401	E687	Larson	Kennedy	8001122xx		Fall 2017/Spring 2018	\$175.00	\$175.00	Y				
The University Book Exchange Scholarship in So	Robert Edwards	EA4647-592401	E039	Craft	Mary	8001122xx		Fall 2017	\$250.00		Y				
UW Wilson-Reiser Grad Fellowship	Robert Edwards	EU5530-592401	E833	Morris	Hannah	8001122xx		Fall 2017/Spring 2018	\$500.00	\$500.00	Y	Incoming Grad student Fall 17			
Mooney L Fellowship	Robert Edwards	EZ4360-592401	E617	Robeson	Kristin	8001122xx		Fall 2017/Spring 2018	\$500.00	\$500.00	Y	Incoming Grad student Fall 17			

**Academic Year 2020-2021****Scholarship Information Form**

Prepared by: M Bryan / J Nottingham

Portfolio Name	Fund Manager	Fund / Org	Detail	Last Name (imported)	First Name (imported)	Student ID (Banner ID)	Enrollment - if FT leave blank - otherwise show 3/4, 1/2 or <1/2	Award Period		Citizen	Notes	
								Fall 2020	Spring 2021			
The Humanities Scholar Award (R)	Allison Danell	EE3039 591101	F130	Modi	Vedika	Bxxxxxxx		Fall 2020/Spring 2021	1500	1500	Y	Renewal - outside portal
The Practical Solutions Scholarship (P)	William Bloss	ET3610 591101	F196	Little	Phoenix	Bxxxxxxx		Fall 2020/Spring 2021	1500	1500	Y	
The B-W Fellowship in Organic Chemistry	Andrew Morehead	EE4700 591300	E268	Fuentes	Valeria	Bxxxxxxx		Fall 2020/Spring 2021	3500	3500	Y	

# SAMPLE

NOTE: An (P) at the end of the name means this award is funded out of a POOL account and an (R) means it is a renewable award.

## How does a student apply for scholarships through ECUAWard?



### East Carolina University

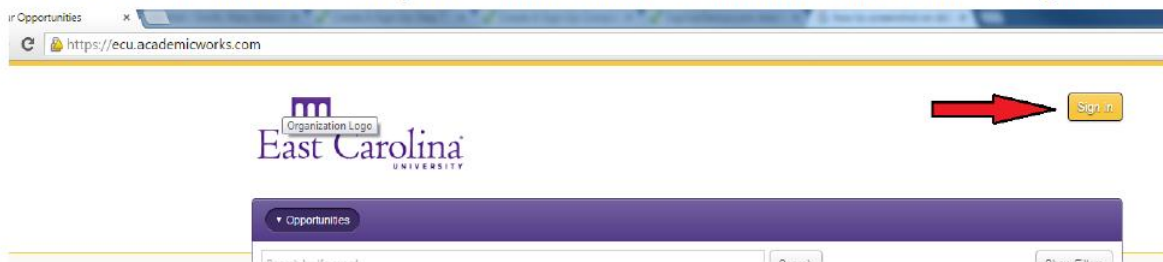
#### Campus Based Scholarship Process

Scholarship applications are completed and processed through ECUAWard, the on-line web portal located at <https://ecu.academicworks.com>.

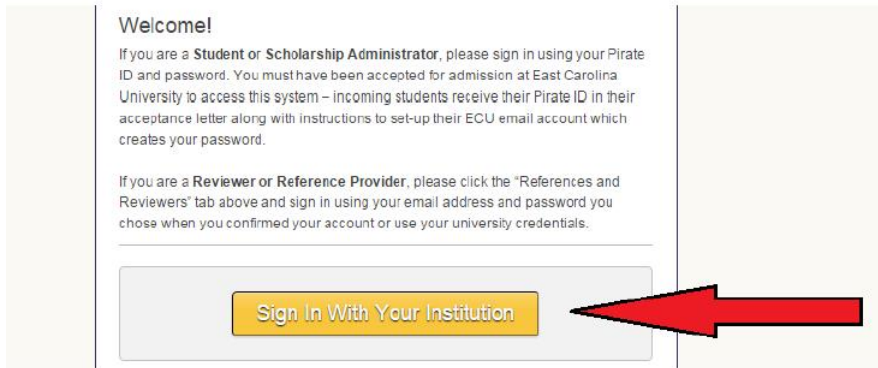
Scholarship Application Deadlines Vary by Program



1. Go to ECUAWard — <https://ecu.academicworks.com> and select “Sign In”



2. Click “Sign In With Your Institution”



3. Sign in using your PirateID (first part of your email) and your password.



### ECU Single Sign On

Pirate ID:

Password:



4. Complete the General Scholarship Application, making sure to answer each question fully and carefully. Your answers to these questions will be used to sort you into the “auto-match” scholarship pools for which you are eligible.

Specific names and dates are required.

We are also importing your permanent address (also referred to as “home” address) and will use that address, if needed, to contact any freshman applicants.

You will be notified by email via your ECU Email account of any actions taken on scholarships so please make sure you are checking that email regularly. Award decisions are typically made in February/March timeframe.

General Application Questions

\* First Name

\* Last Name

For students that are currently enrolled (whether on campus or via distance

Save and Keep Editing Finish and Submit

5. Make sure you have completed every question and provided an electronic signature and date.

If you answered “yes” to the above question regarding academic integrity violations, please explain the circumstances and dates.

Example Formatting: **bold**, *italic*, Full Screen

\* By entering my signature and submitting this scholarship application, I affirm that the facts set forth in it are true and complete. I also hereby give my consent to East Carolina University to use, reproduce, publish, or exhibit my picture, portrait, likeness, or voice in connection with production of university print and electronic publications. - Answer 1 time.

\* 1. Electronic Signature (Type Name)

\* 2. Date of Application

MM/DD/YYYY  
Please enter a date formatted like MM/DD/YYYY.

Save and Keep Editing Finish and Submit

6. Click “Finish and Submit”. Note: You may be prompted to answer additional questions or to manually “apply to” additional scholarships that the system may identify for you to give further review. This will be different for each and every applicant, depending on your answers on the general application and your Banner information. Please read all prompts/directions from ECUAward carefully. Review the identified opportunities to determine if you should apply.

MM/DD/YYYY  
Please enter a date formatted like MM/DD/YYYY.

Save and Keep Editing Finish and Submit

For questions contact Office of University Scholarships at [scholarships@ecu.edu](mailto:scholarships@ecu.edu) or 252-328-5816

## What does a student see when awarded a scholarship in ECUAWard?

**The Banner** – this reflects on their ECUAWard dashboard if they happen to log into the portal.

You have received an East Carolina University scholarship award offer: {{ portfolio.name }}! Please "review the offer":{{ offer\_url }} to accept or decline the award.

**The Offer Email** – this goes to the student's ECU email account – it only needs to be bare bones as we want them to actually follow the link into the portal. The actual particulars of the scholarship offer are typically shown in the In-System Offer. That is also where the actual Accept / Decline buttons are along with specifics of the award and the links to upload thank you letters and any other required information.

{{ applicant.name }},

Congratulations! I am pleased to inform you that you have been selected to receive the following East Carolina University scholarship opportunity: {{ portfolio.name }}. You must accept or decline this award **by the date as noted in your individual offer letter. This date varies by type of scholarship.**

**Please note, scholarships offered to incoming freshmen typically have a May 1 accept/decline deadline as that is considered National Decision Day. However, acceptance of the scholarship award prior to the deadline is acceptable and you should pay careful attention to the details in your offer notice.**

To learn more about this scholarship and view the details of this award, please visit the following link:

"{{ offer\_url }}":{{ offer\_url }}

Thanks for completing an application via our on-line scholarship system and, again, congratulations on your award!

Office of University Scholarships  
East Carolina University  
252.328.5816  
scholarships@ecu.edu

**The In system offer** – these can be customized to each particular scholarship in the portal. Below is a sample of a couple of different 2020 scholarships for reference.



## The Michael Aho Annual Scholarship for Communication (P)

### Description

This School of Communication scholarship is open to both undergraduate and graduate Communication majors.

### Deadline

01/15/2020

### Category

Accepted

### Award

[Offer Letter](#)

[Application Questions](#)

Congratulations! I am pleased to inform you that you have been selected for The Michael Aho Annual Scholarship for Communication (P) scholarship for the upcoming academic year. This award is in the amount of \$1,000.00.

This scholarship is a one-time award. Upon acceptance of this offer, information will be forwarded to Financial Aid so this award can be posted to your account. The funds will post one-half in the fall semester and one-half in the spring semester provided you enroll in at least 12 hours of study each semester. If you are a December graduate, the funds will all post in the Fall semester.

For questions about accepting this award, please contact Teresa Bullock with the School of Communication at 252.328.4227 or via email at bullockte@ecu.edu. I wish you success as you pursue your academic endeavors at East Carolina University.

Again, congratulations and best of luck as you continue your journey as an East Carolina University Pirate!

Dr. Linda Kean  
Director  
School of Communication  
College of Fine Arts and Communication

## The James J. Gilbert Scholarship

### Description

This scholarship will be awarded to a student that graduated from or lived at the Masonic Orphanage in Oxford, NC. If no such applicant exists,...

### Deadline

01/15/2020


### Category

Accepted

### Award

\$500.00

### Supporting Documents

 Applicant Record

 Profile

[Offer Letter](#)

[Application Questions](#)

Congratulations! I am pleased to inform you that you have been selected for the James J. Gilbert scholarship for the upcoming academic year. This scholarship is valued at \$500.00.

This scholarship is a one-time award for next year. Upon acceptance of this offer, information will be forwarded to Financial Aid so this award can be posted to your account. The funds will post one-half in the fall semester and one-half in the spring semester provided you enroll in at least 12 hours of study each semester.

For questions about accepting this award, please contact the Office of University Scholarships at scholarships@ecu.edu or via phone at 252.328.5816. I wish you success as you pursue your academic endeavors at East Carolina University. We look forward to having you join us in the fall.

Again, congratulations and best of luck as you start your journey as an East Carolina University Pirate!

Melonie Bryan  
Director of University Scholarships

## The East Carolina Alumni Association Scholarship

### Description

The ECU Alumni Association scholarships (ECUAA) are annually awarded to students who are currently enrolled at East Carolina University as...

### Deadline

01/31/2020


### Category

Accepted

### Award

\$2,500.00

### Supporting Documents

 Applicant Record

 Profile

Offer Letter

Application Questions

Trysten Culler,

Congratulations! I am pleased to inform you that you have been selected to receive the following East Carolina University scholarship opportunity: The East Carolina Alumni Association Scholarship in the amount of \$2,500.00 for the 2020-2021 academic year.

We also welcome you to the Alumni Association Scholarship Program! As an alumni scholar, we ask that you complete several requirements, including a commitment to serve at a combination of ECUAA events. **There will be a mandatory meeting on Thursday, February 27 at 7:00 am at the ECU Alumni Center.** Below is a detailed list to help ensure you meet the stipulations of your award. **If you feel you cannot fulfill the terms of the ECUAA Scholarship Program as outlined below, please decline this offer no later than noon on February 25, 2019.**

If you have any questions, please contact Shawn Moore, Director for Scholarship and Signature Programs (DSSP) at mooresh@ecu.edu or 252-328-5775.

#### Requirements of the ECUAA Scholarship Program

Attend a mandatory meeting on Thursday, February 27, 2020 at 7:00 am in the Alumni Center. R.S.V.P. to mooresh@ecu.edu no later than noon on Tuesday, February 25 where the following items will be reviewed and discussed.

- (1) The ECUAA Scholarship Agreement form (this document).
- (2) Meeting with Shawn Moore, the Director for Scholarship and Signature Programs (DSSP) to be conducted prior to March 25, 2020.
- (3) Activities and events referenced in below.
- (4) Headshot (for new scholars only – photo will be taken at this meeting. Please dress appropriately).

Complete two surveys and requests from ECUAA staff.

Agree to:

- (1) Attend a breakfast with the ECUAA Board of Directors (August 2020 early morning).
- (2) Attend special events/activities:

#### Fall 2020

- (a) Scholar Kick-off Party (August 2020)
- (b) Two Speaker Series events
- © One social event
- (d) Two tailgates (between September and November)
- (e) Alumni Awards Dinner, A Purple and Gold Evening (Friday of Homecoming).

#### Spring 2021

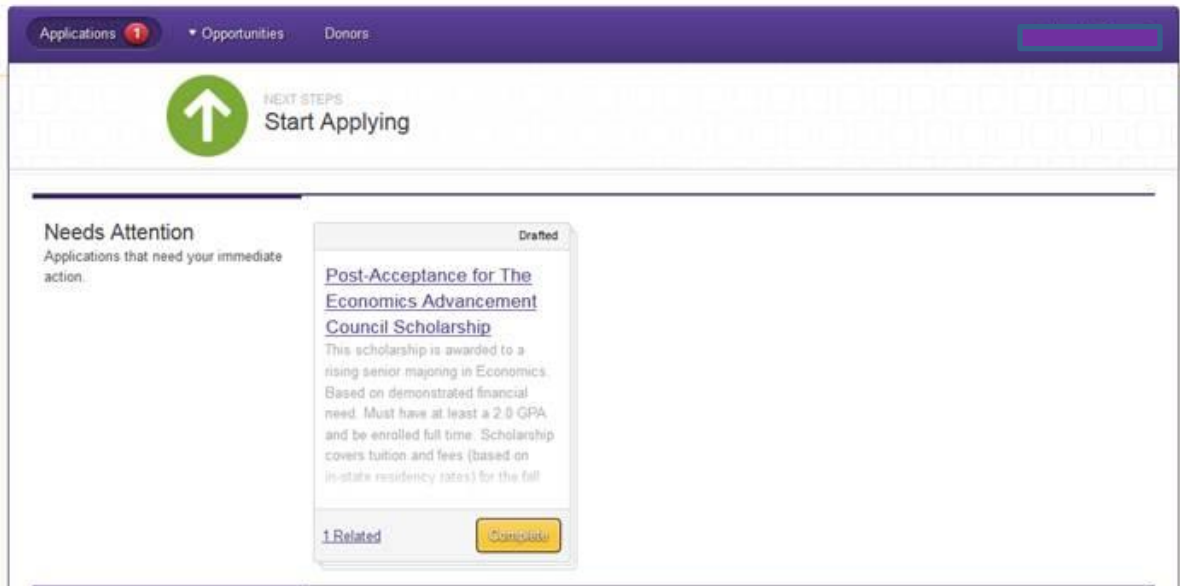
- (a) Welcome Back Social (January 2021)
- (b) Three Speaker Series Events
- © Two social events
- (d) Volunteer at one of the two major scholarship fundraisers – Pirate Alumni Road Race (Sat., April 25, 2020) or Purple Gold Golf Open (Fri., Sept. 4, 2020)
- (e) Participate in videos pertaining to alumni scholarships, scholarship fundraising events, etc. for use by ECUAA.

To remain eligible for offered scholarships:

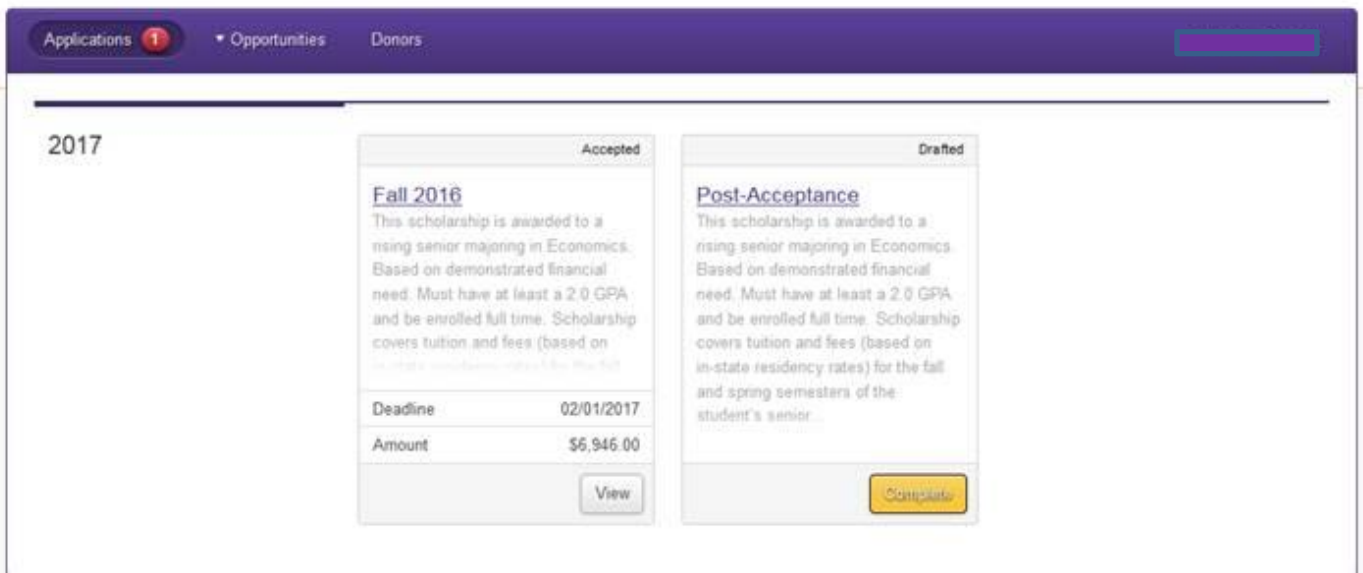
- (1) All scholarship offers are considered "pending" until student's eligibility and good standing with the university has been confirmed each semester and may be amended or rescinded if the student's eligibility changes.
- (2) Scholars must maintain a cumulative GPA of 3.0 throughout their scholarship year.
- (3) All scholars must fulfill the requirements listed above. There will be no exceptions.
- (4) Scholars who are non-compliant with the outlined requirements will be notified that their spring award will be canceled in early December.

## How does a student accept an award in ECUAWard?

Log into ECUAWard (the AcademicWorks portal) at <https://ecu.academicworks.com>, you should see the screen below.



If you click on “1 Related” the following screen will appear.....



From this point, if you click on the “Fall 2016” tile, you find the award letter and any instructions. If there are attachments at the close of the letter and the attachment links do not work with a “click”, simply copy and paste the information into a browser and the documents will open and can be downloaded.

Pay particular attention to any dates, special requests, surveys, etc. Departments and Colleges all have unique award letters.

The screenshot shows a web browser window with the URL [academicworks.com/clients/ecu/client/1488375919/2017-18%20Letter%20of%20Appreciation%20Guidelines.docx](https://academicworks.com/clients/ecu/client/1488375919/2017-18%20Letter%20of%20Appreciation%20Guidelines.docx). The browser's address bar shows the URL, and the page title is "The Economics Advancement Council Scholarship". The page content includes a navigation menu with "Applications" (1), "Opportunities", and "Donors". The main content area is titled "The Economics Advancement Council Scholarship" and includes a "Description" section with the following text: "This scholarship is awarded to a rising senior majoring in Economics. Based on demonstrated financial need. Must have at least a 2.0 GPA and be...". The "Deadline" is listed as "02/01/2017" and the "Amount" is "\$6,946.00". The "Supporting Documents" section includes "Applicant Record" and "Profile". The main body of the page contains an offer letter addressed to "Dear Jacoby D [redacted]". The letter text reads: "It is my great pleasure to inform you on behalf of the Department of Economics and its Advancement Council that you have been selected to receive The Economics Advancement Council Scholarship. The award goes to an economics major who has demonstrated both academic achievement and real financial need in order to help them complete their Economics degree in the coming year. This award provides a scholarship of \$6,946.00 paying full tuition and fees (at the in-state rate) for both semesters, Fall 2017 and Spring 2018 (unless you are graduating in the fall 2017, in which case this would be a 1 semester scholarship). This award will be credited directly to your account by the Cashier's Office before the beginning of each academic semester. Keep in mind that you must be enrolled as a full-time student (12+ hours) per semester and maintain good standing for the scholarship to be applied. The generosity of our loyal donors make the competitive scholarship opportunities in the Economics Department of the Thomas Harriot College of Arts and Sciences possible. As a recipient of a THCAS award, you are required to do the following: • Submit a signed Scholarship Recipient Contract via the AcademicWorks scholarship system by March 24, 2017. • Submit a donor thank you letter by March 24, 2017, via the AcademicWorks scholarship system. Please see the thank you letter guidelines and samples as a reference. Please address your letter to the Economics Department Scholarship Committee. • Make arrangements to attend the Thomas Harriot College of Arts and Sciences Scholarship Luncheon on September 22, 2017. Please monitor your email account closer to the date of this event for a formal invitation. This event is a required function of all scholarship recipients. Please respond as soon as possible to [mills@ecu.edu](mailto:mills@ecu.edu), letting us know that you accept this scholarship and intend to complete your economics degree in the coming academic year. We look forward to seeing you in the Economics Department next year. Congratulations and best wishes for your continuing study of economics! Sincerely yours, Haiyong Liu, PhD Professor and Chair Department of Economics Attachments: Letter of Appreciation Guidelines <https://s3.amazonaws.com/static.academicworks.com/clients/ecu/client/1487600377/2017-18%20Letter%20of%20Appreciation%20Guidelines.docx> Scholarship Recipient Agreement <https://s3.amazonaws.com/static.academicworks.com/clients/ecu/client/1488375919/THCAS%20Scholarship%20Recipient%20Contract%20-%202017.docx>

Once you have your information, the “Post Acceptance” tile takes you to the links for uploading anything that might be required like your recipient contract, biographical information form, and/or thank you letter.

A screenshot of a web application interface for a scholarship. The top navigation bar is purple with 'Applications 1', 'Opportunities', and 'Donors' tabs. The main content area is white. On the left, there's a sidebar with the title 'Post-Acceptance for The Economics Advancement Council Scholarship', a 'Description' section, a 'Category' dropdown set to 'Drafted', and a 'Supporting Documents' section with a file upload button labeled 'Applicant Record'. The main content area contains instructions: 'You can save your application at any time by clicking Save and Keep Editing at the bottom of the form. It is recommended that you save periodically to ensure your entries are preserved. The system will log you out after 30 minutes with no activity. At that time, any unsaved changes will be lost. Once completed, you can submit your application by clicking Finish and Submit. Note: Required fields are marked with an asterisk.' Below this is a 'Supplemental Questions' section with two bullet points: 'This scholarship requires a thank you letter from each recipient. The university will be mailing these letters to the donor(s) so please draft a short letter of thanks letting the donor(s) know what receiving this award means to you.' and 'Please upload your signed Scholarship Recipient Contract.' Each bullet point has an 'Add a New File' link. At the bottom right, there are two buttons: 'Save and Keep Editing' and 'Finish and Submit'.

And, if there are questions or issues, you can always email them to [scholarships@ecu.edu](mailto:scholarships@ecu.edu) and we will work to resolve as quickly as possible.

Office of University Scholarships

East Carolina University

252.328.5816

[scholarships@ecu.edu](mailto:scholarships@ecu.edu)