

# Next Gen Scholarship Manager

## Scholarship Committee User Guide



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## Contents

<b>General Information</b> .....	3
<b>Important Scholarship Dates</b> .....	3
<b>Scholarship Spending</b> .....	3
<b>Scholarship System Login</b> .....	4
<b>Reviewing Candidates</b> .....	6
<b>Committee Chairs</b> .....	8
<b>Candidate Tab</b> .....	8
<b>Awarding—Renewable Scholarship Selections</b> .....	8
<b>Awarding – Initial or New Awardee, not Renewal</b> .....	10
<b>Awarding—Selecting Alternative Awardees (Required)</b> .....	12
<b>Awarding— Outside the Pool, When Appropriate</b> .....	13

## General Information

Austin Peay State University uses Next Gen Scholarship Manager for scholarship application and awarding. Students apply for the next academic year’s scholarships online beginning October 1<sup>st</sup> through February 1<sup>st</sup> each year. Read below for important information.

- If a scholarship is noted as renewable and the renewal candidate meets the retention requirements, he/she must be renewed.
- All scholarship information (description, criteria, amounts, etc.) and applicant information are available for view within the system.
- Students must appear in the candidate pool to be selected for the scholarship.
- Committee members should review candidates and make their recommendations to the Scholarship Committee Chair.
- Decisions for alternates must also be shared with the Chair.
- The Chair is responsible for entering the final award decisions in the scholarship system.
- Reports:
  - All committee members may export an Excel document with pre-determined applicant information.
  - Committee chairs have access to a “Report” feature that can pull additional applicant information (as deemed necessary).
- The office of Student Financial Aid & Scholarships will verify the award and send the official award notifications to the awardees’ APSU email account. Departments or committees should not notify awardees.

## Important Scholarship Dates

October 1 <sup>st</sup>	Opening of APSU Scholarship Application
February 1 <sup>st</sup>	Closing of APSU Scholarship Application
February 2 <sup>nd</sup>	Committee Members Begin Review
February 15 <sup>th</sup>	Chair Enters Selections in System
March 1 <sup>st</sup>	First Round of Financial Aid Notifications to Students

## Scholarship Spending

The individual scholarship spending figure will be visible in the scholarship system. This section will also display the number of intended awards unless it has been left up to the discretion of the committee. If an increase or new funds are received, the Committee Chair will be notified of the new spending figure. Occasionally, new scholarships will be established after the application has closed and this information will also be shared with the Chair.

## Scholarship System Login

1. Go to [APSU Scholarship Application](#).
2. Select **Faculty/Staff Login** in the **Scholarship Committee Members** section.

**AP Austin Peay State University**

Academic Year 2019/2020

Applications Scholarships Committees Awarding Donors Users Data Communications Reports System Help


### APSU Scholarship Application

Austin Peay State University endowed scholarships give students the edge they need in pursuing their dreams. Use the "Explore Scholarships" button to search our inventory.

[Explore Scholarships](#)

The scholarship application is tailored to each student, based on the most current data the university has on file. The questions you are presented with will be based on this data. If you are planning to change any of your information, such as switching from one degree program to another, you should make the change before beginning the application. You would then need to wait one day for the system to update to the most current information.


By completing the application, you will be automatically matched to every scholarship within the system for which you are potentially eligible. Each scholarship is reviewed by a committee, beginning after the submission deadline. These scholarships are not awarded on a first-come, first-served basis, nor does meeting the eligibility criteria guarantee receipt of the award. You will only receive notification via APSU e-mail if you are selected as a recipient.



**Students**

If you are an admitted student at the university and would like to apply for scholarship opportunities please click the "Apply Now" button below. You will be directed to the APSU login page. Sign in using your [AP OneStop credentials](#).

[Apply Now](#)



**Scholarship Committee Members**

If you are a member of a scholarship fund committee please use the login button below. You will be directed to the APSU login page. Sign in using your [AP OneStop credentials](#).

[Faculty/Staff Login](#)

3. Enter **AP OneStop Login** and **Password**. This information is the same credentials used for other APSU systems.

**AP Austin Peay State University**

Welcome to Scholarship Manager!

This online system allows you to complete & submit forms online. To access this system, enter your username & password.

Log In

**STUDENTS:**  
Your username is your AP OneStop login (this is not your Financial Aid System login). Your password is your AP OneStop password.

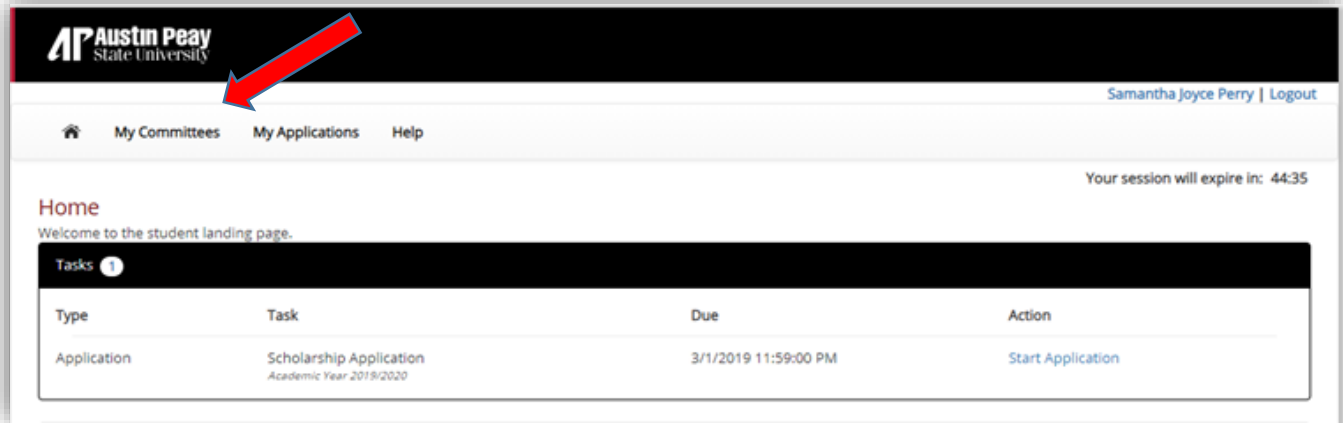
**FACULTY/STAFF:**  
Your username and password is your AP OneStop Login and password.

Please enter your AP OneStop login

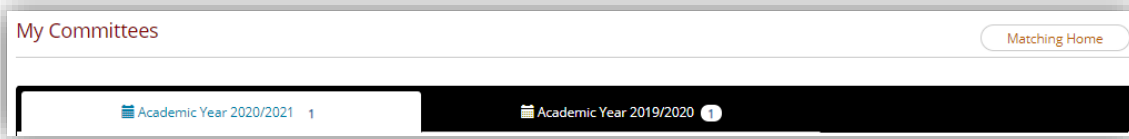
Password

[Log In](#)

4. Select “My Committees.”



5. Select the applicable “Academic Year” tab.

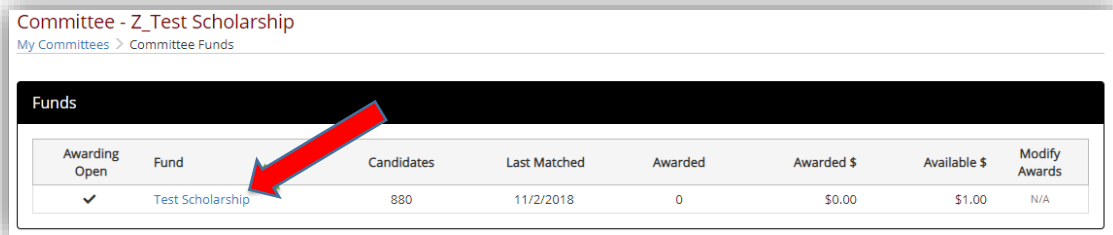


6. Select the “Committee Name” you need to view. You should only see the names of committees for which you are a member.



## Reviewing Candidates

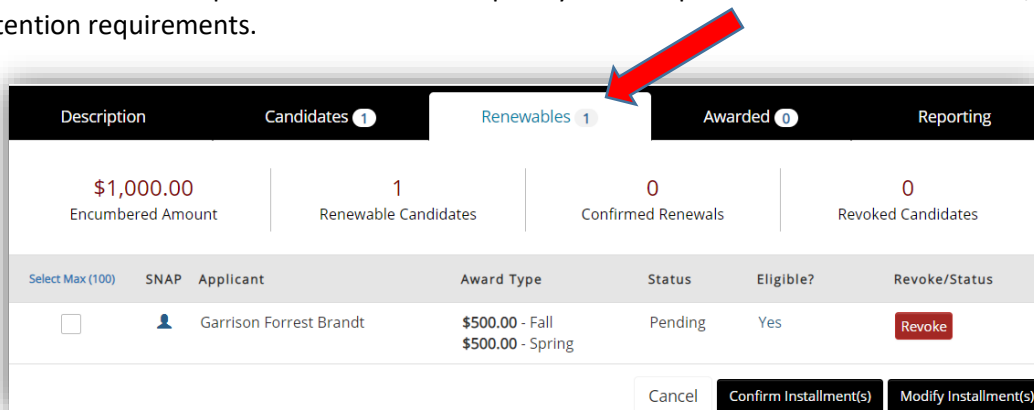
7. Then select the **“Fund”** name of the scholarship you need to view.



Committee - Z\_Test Scholarship  
My Committees > Committee Funds

Awarding Open	Fund	Candidates	Last Matched	Awarded	Awarded \$	Available \$	Modify Awards
✓	Test Scholarship	880	11/2/2018	0	\$0.00	\$1.00	N/A

8. Always review the **“Renewables”** tab first. This tab will populate if the scholarship has been designated renewable at the request of the donor. The prior year’s recipients must be awarded if he/she meets the retention requirements.



Description	Candidates 1	Renewables 1	Awarded 0	Reporting		
\$1,000.00 Encumbered Amount	1 Renewable Candidates	0 Confirmed Renewals	0 Revoked Candidates			
Select Max (100)	SNAP	Applicant	Award Type	Status	Eligible?	Revoke/Status
<input type="checkbox"/>		Garrison Forrest Brandt	\$500.00 - Fall \$500.00 - Spring	Pending	Yes	Revoke
				Cancel	Confirm Installment(s)	Modify Installment(s)

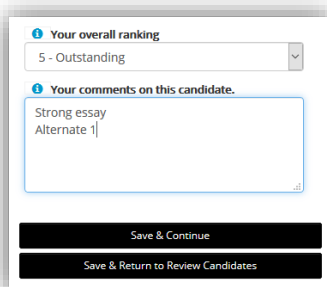
The Scholarship Chair will enter the awards for the eligible renewals.

Action options:

- Confirm Installments – you are confirming the same award amount for the new year
- Modify Installments – you are modifying the award, but renewing the student
- Revoke – you are revoking the award (Ex. student graduated)

If spending is available after renewals have been confirmed and awarded, new selections can be made from the Candidates tab.

If you click on the student’s name, you may enter your comments (Ex. Alternate 1, Alternate 2, etc.). It will be important to inform the Chair of your desired recipients and alternates.

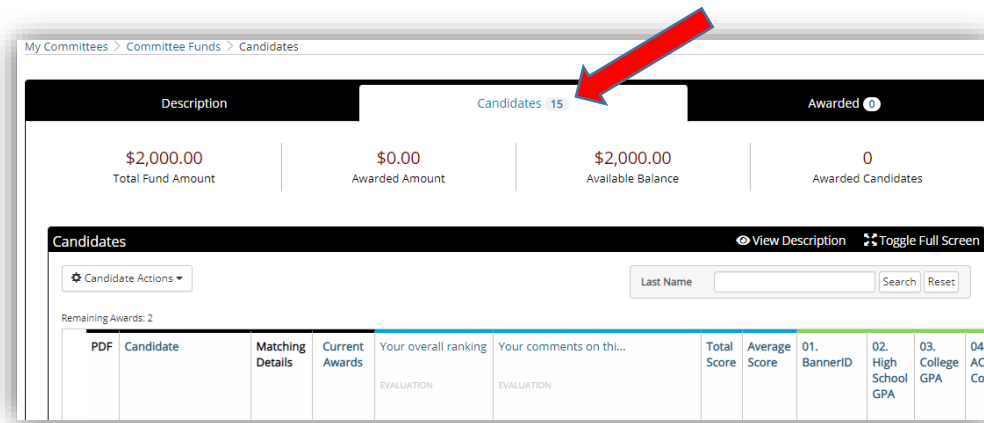


Your overall ranking  
5 - Outstanding

Your comments on this candidate.  
Strong essay  
Alternate 1

Save & Continue  
Save & Return to Review Candidates

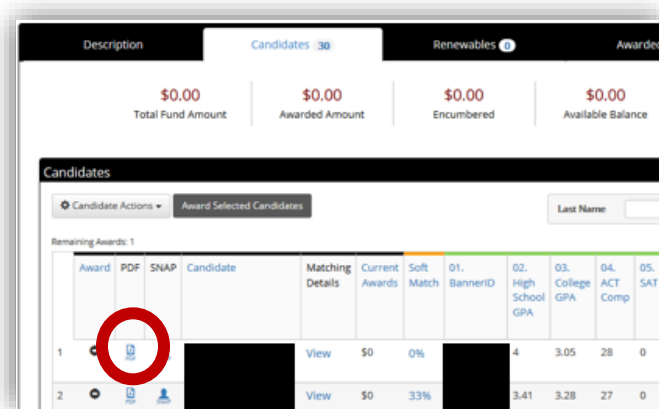
9. For non-renewable scholarships, recipients should be selected from the “**Candidates**” tab.



10. Reviewing candidates (2 options)

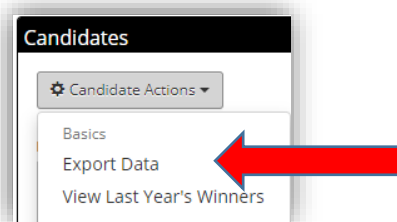
**Option 1** -- To view individual candidate’s full application

- Click on the individual student’s icon under the **PDF** column.



**Option 2** -- To view all applicants in an Excel format

- Click on **Candidate Actions** box and select **Export Data** from the dropdown box
  - Data will include limited predetermined candidate information (Ex.: major, GPA, etc.)



- Candidate list for “\_\_\_ Scholarship” will appear for you to export data into Excel.



11. After reviewing the candidates, select your top students from the applicant pool to share with the Chair of your committee. The Chair will enter the committee’s final award selection(s) and comments to indicate the designated alternates.

## Information beyond this point is specifically for the Chairs of the Committees

### Committee Chairs

The awarding process should occur after your committee members have shared their top selections with you and final decisions have been made. Individuals with chairperson access must award candidates and note comments for designated alternates. Once the Chair enters the scholarship award, Sherri Devers will be prompted to validate the award, post it in Banner and notify the scholarship recipient via APSU email account.

Begin your review, by selecting the scholarship name from your menu. You will find the “Candidate” tab full of helpful information.

### Candidate Tab

The review page includes the following information to award:

Description	Candidates 1	Renewables 1	Awarded 0	Reporting
\$1,000.00 Total Fund Amount	\$0.00 Awarded Amount	\$1,000.00 Encumbered	\$0.00 Available Balance	0 Awarded Candidates

- *Total Fund Amount*: total spending for the scholarship.
- *Awarded Amount*: amount awarded to students.
- *Encumbered*: There will only be an amount if the scholarship is renewable. This is the amount of money earmarked to award students eligible for renewal. You may modify renewable award amounts, but if the student is meeting the renewal criteria, he/she must be awarded.
- *Available Balance*: amount remaining after considering any renewables and amount awarded to new recipients.
- *Awarded Candidates*: indicates the number of current awardees.

### Awarding—Renewable Scholarship Selections

For renewable scholarships, last year’s winners will appear under the Renewables tab. The amount of scholarship money applicable to these renewals is included in the “Encumbered” section of the candidates tab. This amount is based on last year’s award amount. It is important to remember that spending amounts can vary from year to year. You can consider modifying the renewal recipients award based on the new year’s spending.

To review renewables, select “Renewables” tab.

Description	Candidates 33	Renewables 1	Awarded 0	Reporting		
\$2,496.42 Encumbered Amount	1 Renewable Candidates	0 Confirmed Renewals	1 Revoked Candidates			
Select Max (100)	SNAP	Applicant	Award Type	Status	Eligible?	Revoke/Status
<input type="checkbox"/>			\$1,248.21 - Fall \$1,248.21 - Spring	Pending	Yes	<span style="color: red;">Revoke</span>
N/A			N/A	Revoked: 02/03/2020	N/A	Student graduate Fall 2019
<input type="button" value="Cancel"/> <input type="button" value="Confirm Installment(s)"/> <input type="button" value="Modify Installment(s)"/>						



It will be important to review each renewal applicant. Be sure to check the “Eligible?” section for comments about renewal status. Moving forward with the award you will either Revoke, Confirm Installment or Modify Installment.

- “**Revoke**” should only be used if a student did not meet eligibility requirements. However, you may revoke for other purposes (you may be aware the student is graduating).
  - You must include a comment when revoking. When you select “Revoke” a window appears where information must be entered and saved by selecting “Revoke Award.”
    - For situations where a student is not meet eligibility requirements, include a simple comment such as “This student is graduating in May.”

*Note:* For situations where you have information the student’s eligibility status is noted in error, contact Sherri Devers, [deverss@apsu.edu](mailto:deverss@apsu.edu).

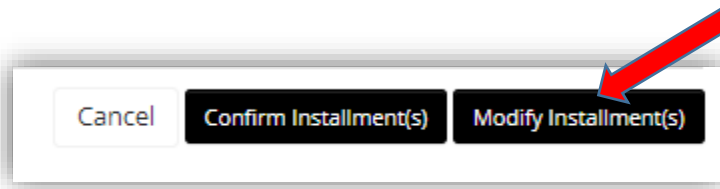
- Select “**Confirm Installments**” when the award amount does not need to be modified. You may select multiple students (if applicable) to confirm simultaneously. The award amounts from the previous year will populate in the appropriate sections for you. Each renewal should have a fall and spring award amount. If not, the award may need to be modified.



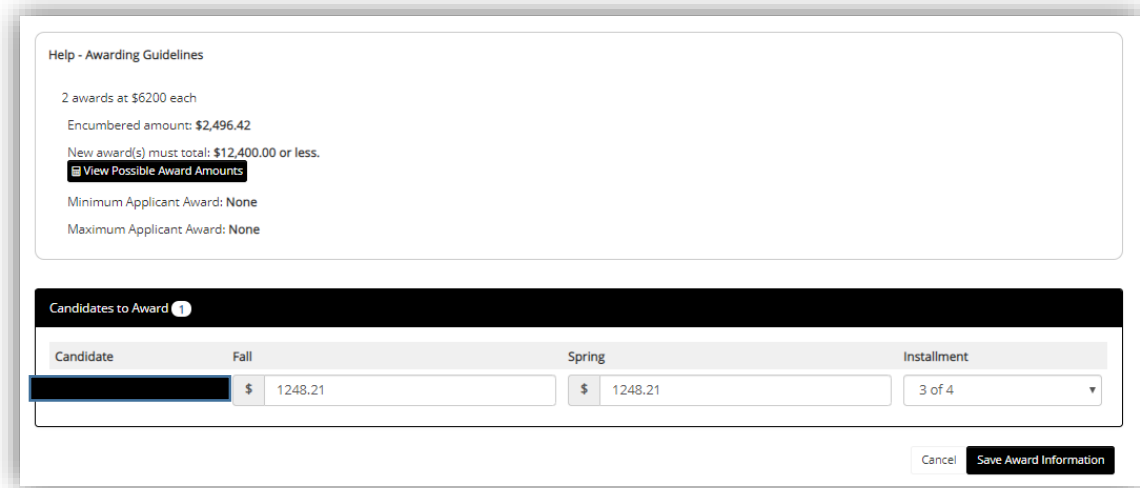
If the amounts are correct for fall and spring and do not need to be modified “**Save Award Information.**”

- Select “**Modify Installments**” if the awards for the renewable student(s) are not correct and need to be modified. Be sure to check the box by the applicant(s) name to allow the modification. A modification may be necessary if the award amounts need to be increased or decreased based on spending or donor stipulations. You may select multiple students (if applicable) to modify simultaneously.

- If a student was a mid-year spring alternate last year, be sure the award amount does not reflect spring only for the new year. The student’s award should reflect convert to a fall/spring award. If not it should be modified.



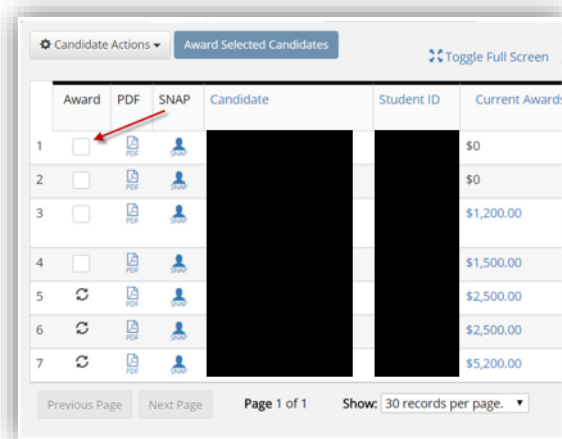
- Input the amounts in the fall and spring options provided and “Save Award Information.”



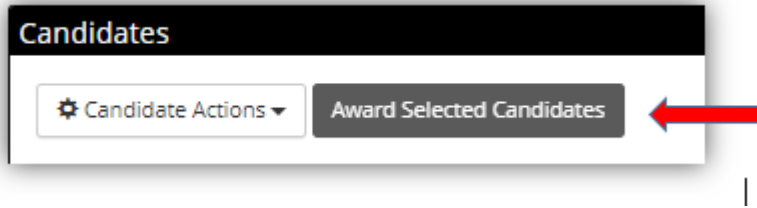
## Awarding – Initial or New Awardee, not Renewal

### Steps to Award New Awardees

1. Determine who you want to award.
2. Ensure you are on the “Candidates” tab.
3. Select the box beside the student name under “Award” column.
  - You can select multiple awardees simultaneously.



4. With desired Award boxes checked, select “Award Selected Candidates” button.



5. You will be directed to a page to enter award information.
  - Help - Awarding Guidelines
    - Included at the top of the screen.
    - Includes award amount information and other important information.
  - Candidates Already Awarded
    - This section is included middle of the page.
    - You may select “Details” to see individual information and award amounts.
      - 999 = number of awards are at Department’s Discretion
  
6. Enter awards.
  - Enter the amounts for fall and spring.
    - The amounts must be equal.
      - Example: If a scholarship award totals \$5,000. \$2,500 should be entered for fall and \$2,500 entered for spring.

Candidate	Fall	Spring	Renewal Duration
[Redacted]	\$ [Input Field]	\$ [Input Field]	4 years

Save Award Information    Cancel

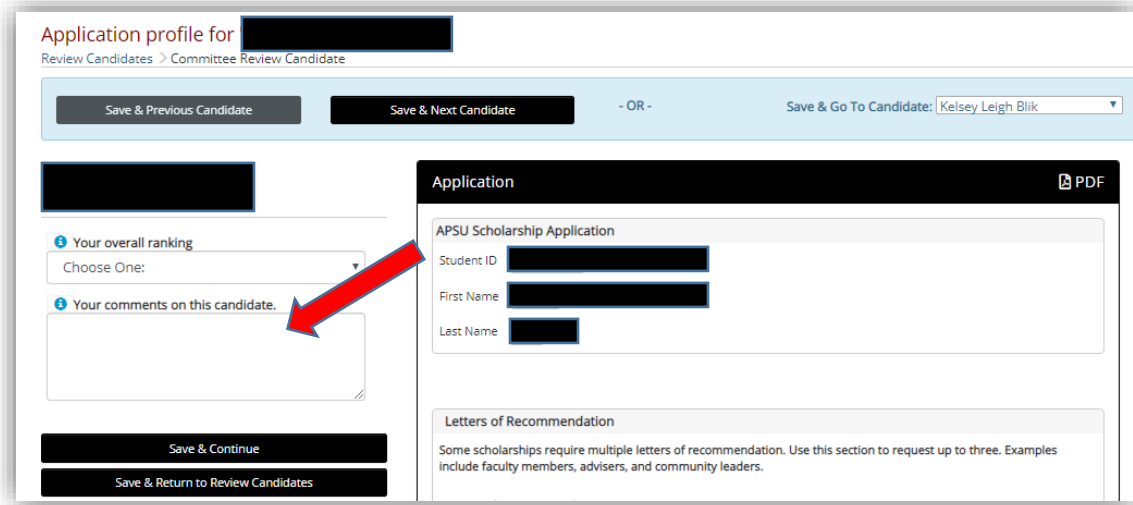
7. After entering fall and spring award amounts, select “**Save Award Information**”
  - The office of Student Financial Aid and Scholarships (POC: Sherri Devers) will review award entries. We ask that departments not notify the students. The awards must be verified by our office to ensure no over award situation or eligibility issues exist.

## Awarding—Selecting Alternative Awardees

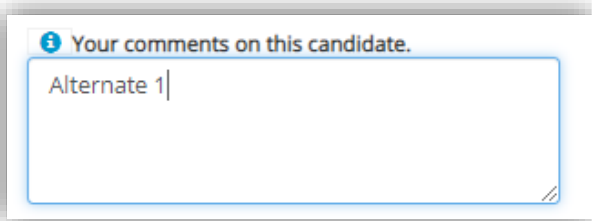
All committees should select alternate awardees in the event selected recipients do not enroll or are not eligible for some other reason. Follow the steps below to designate alternates.

### Steps to Designate Alternates

1. After your committee selects alternates (should select at least **three**), under the “Candidates” tab click the **individuals’ names**



2. You will see a comment section on the left side of the screen. Type in comments to designate your alternates.
  - Alternate \_\_ (number)
    - Example:
      - Alternate 1
      - Alternate 2
      - Alternate 3



3. Select “**Save & Return to Review Candidates**”

- This option saves your comment. Sherri Devers can now query for these comments and use them when awarding alternates.

## Awarding— Outside the Pool, When Appropriate

If a scholarship pool does not include any candidates, an eligible student who did not submit an application may be selected by the committee.

- Selected student must meet all minimum scholarship eligibility requirements.
- Committee Chair must complete the *Scholarship Candidate Exception Form*, provided by Student Financial Aid & Scholarships.
- With approval, the candidate will be imported into the pool. The Committee Chair will make the award after receiving an email confirmation from Sherri Devers, Student Financial Aid & Scholarships.

### Examples

- Not Acceptable ----- I am selecting candidates for the ABC Scholarship that needs two awarded candidates. My candidate pool only includes two students. I am aware of another student who qualifies, but she did not complete the scholarship application. However, I must award the two candidates included in the pool. The student I am aware of did not apply and should not be considered over two eligible students who fulfilled application requirements.
- Acceptable ---- I am selecting candidates for the 123 Scholarship that needs one awarded candidate. My candidate pool does not include a student. I am aware of another student who qualifies, but he/she did not complete the scholarship application. I may award that student, but I must complete the *Scholarship Candidate Exception Form* and submit to Sherri Devers in order to do so.