



# Applicant Training Manual

## Electronic Awards System - RIA

If you have any questions, please contact [FacultyExcellence@ucf.edu](mailto:FacultyExcellence@ucf.edu) or 407-823-1113.

Please visit our website at [www.facultyexcellence.ucf.edu](http://www.facultyexcellence.ucf.edu).

**IMPORTANT:** Before beginning the application, ensure that your browser's pop-up blocker is disabled.

**1. Navigate to my.ucf.edu. Select "Sign On".**

The screenshot shows the myUCF portal homepage. At the top, there is a navigation bar with the University of Central Florida logo, a search bar, and a 'UCF' button. Below the navigation bar, the page is divided into several sections:

- myUCF Login:** A section with a 'Sign On' button circled in red. Text below the button says: "Click here to enter the myUCF portal". Below that, it says: "For assistance, refer to myUCF Need Help? section on the right side of the page."
- myUCF Mobile:** A section with a 'Sign On' button and text: "myUCF mobile has a new look! Check it from your mobile device at <https://m.my.ucf.edu>. You're able to:" followed by a list of options: "View your grades", "View class schedule", "View financial aid information", "View your housing agreement", "View your holds and to-do list", and "View your account".
- myUCF Need Help?:** A section with several links: "Supported Browsers", "Service Desk Home", "Service Desk Chat", "Online@UCF Support", "Ask UCF Help", and "NID Password Reset".
- myUCF Quick Links:** A section with links for "Class Search", "Knights Email", "Browse Course Catalog", and "Webcourses@UCF".
- myUCF Visitor:** A section with links for "Visit UCF", "Campus Map", "Campus Directory", "Parking", and "Technology Product Center".
- Important Announcements:** A section with a dropdown menu and a list of dates and events for Spring Term 2015, including "Spring Classes Begin", "Spring Drop/Swap Deadline on myUCF", "Fall Add Deadline on myUCF", "Martin Luther King Jr Day (no classes)", "Spring Break (no classes)", "Spring Withdrawal Deadline", "Study Day (no classes)", "Spring Final Exam Period", and "Spring Commencement".
- myUCF Additional Resources:** A section with links for "Academic Calendar", "Admissions", "Exam Schedule", "Financial Aid", "Housing", "Human Resources", and "Information Security".

**2. Sign on using your NID and password.**

The screenshot shows the UCF Federated Identity login page. At the top, there is a navigation bar with the University of Central Florida logo, a search bar, and a 'UCF SIGN IN' button. Below the navigation bar, the page is divided into several sections:

- UCF Federated Identity:** A section with a login form circled in red. The form has two input fields: "NID" and "Password", and a "Sign on" button. Below the form, there is a small disclaimer: "By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy."
- my.ucf.edu:** A section with the text "my.ucf.edu" and "You have asked to login to my.ucf.edu".
- Help Links:** A section with three links: "What is my NID?", "NID Password Reset", and "Trouble Signing On?".
- UCF Logo:** A logo at the bottom right with the text "UCF Stands For Opportunity".

3. Click on the “Work Center” tab.

The screenshot shows the top navigation bar of the University of Central Florida website. The "Work Center" tab is highlighted with a red circle. Below the navigation bar, there are three main content areas: "myUCF Menu" with a list of links, "Featured Topics" with a message that there are no featured topics, and "Mobile Version" with a list of mobile site features. A "Degree Audit" section is also visible at the bottom right.

UNIVERSITY OF CENTRAL FLORIDA

Home Page | Student Message Center | Online Course Tools | Dashboards | Informational Resources | **Work Center** | Home | Content | Layout | Help | Feedback | Sign out

**myUCF Menu**

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▷ Faculty/Advisor Self Service
- ▷ Reporting Tools
- ▷ CS&T Custom
- Knights Access Login
- Change my NID Password
- Update my Challenge Questions
- Knights Email
- UCF Home Page
- UCF COM Home Page

**Featured Topics**

There are no featured topics to display at this time.

**Mobile Version**

Would you like to try our new mobile site? You're able to:

- View your grades
- View class schedule
- View financial aid information
- View your housing agreement
- View your holds and to-do list
- View your account

Access <https://m.my.ucf.edu> from your mobile device!

**Degree Audit**

- Graduate Plan of Study**  
Provides a current status report of Graduate program requirements towards graduation
- Degree Audit**  
Interactive progress toward Undergraduate degree program completion

4. Click on “Faculty eAwards Home Page.”

The screenshot shows the "UCF Work Center" page. It features three main sections: "My Worklist", "Faculty eP&T Home Page", and "Faculty eAwards Home Page". The "Faculty eAwards Home Page" link is circled in red.

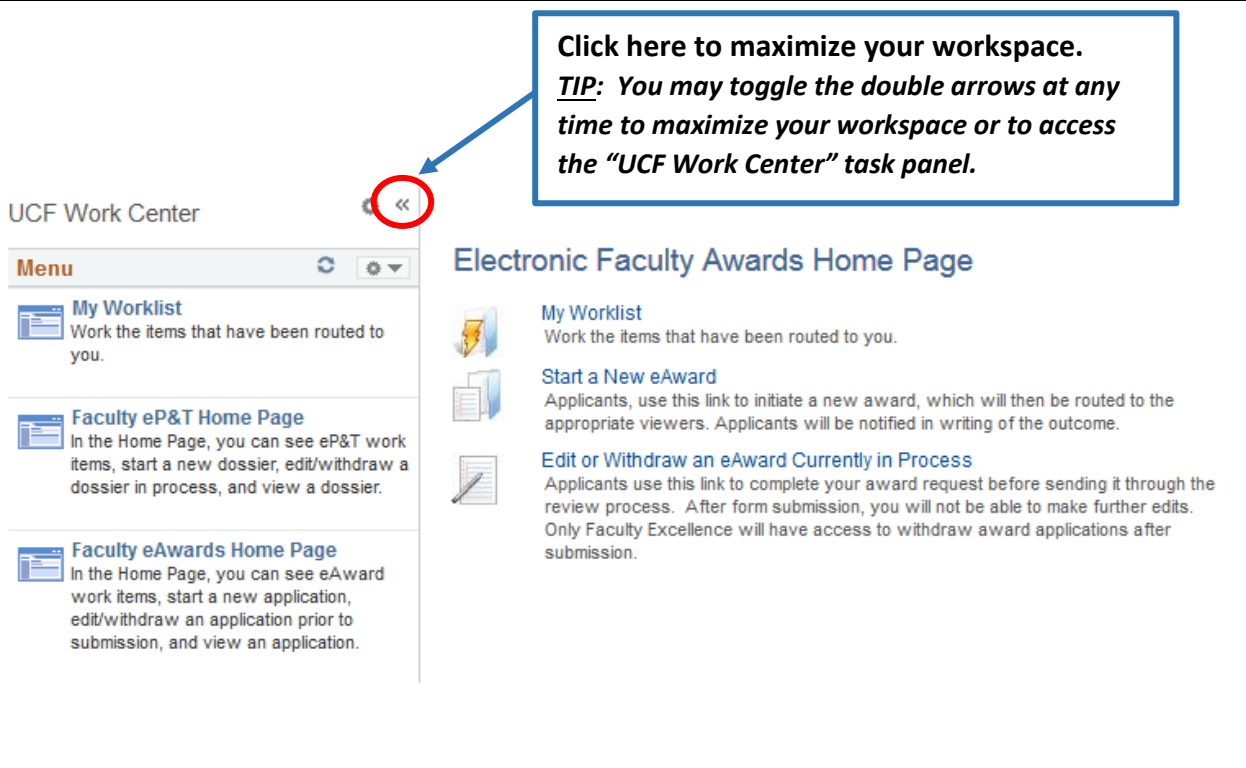
**UCF Work Center**

**My Worklist**  
Work the items that have been routed to you.

**Faculty eP&T Home Page**  
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.

**Faculty eAwards Home Page**  
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

5. Click the double arrow to close the “UCF Work Center” task panel and maximize your workspace.



The screenshot shows the UCF Work Center interface. On the left is a 'Menu' panel with three items: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. On the right is the 'Electronic Faculty Awards Home Page' with three main sections: 'My Worklist', 'Start a New eAward', and 'Edit or Withdraw an eAward Currently in Process'. A blue callout box with a white background and a blue border points to a double arrow icon (two left-pointing chevrons) located at the top of the UCF Work Center panel. The icon is circled in red.

UCF Work Center

Menu

**My Worklist**  
Work the items that have been routed to you.

**Faculty eP&T Home Page**  
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.

**Faculty eAwards Home Page**  
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Electronic Faculty Awards Home Page

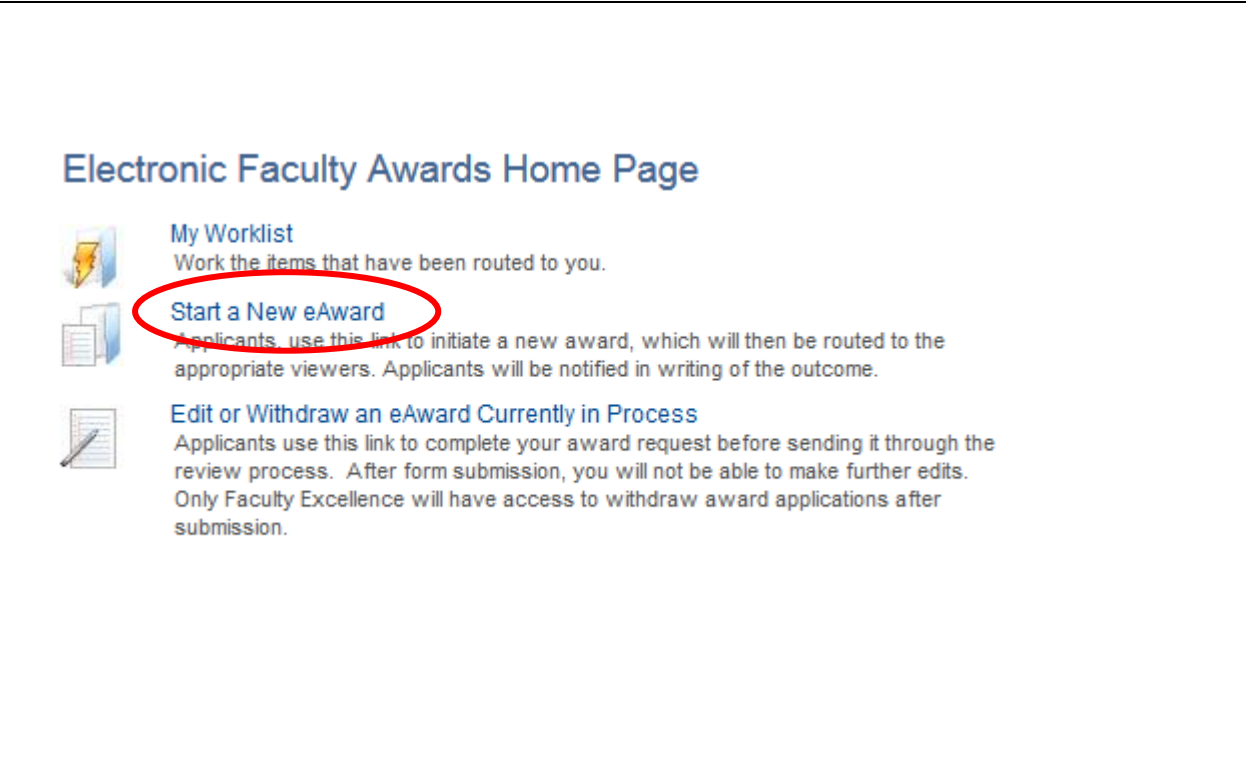
**My Worklist**  
Work the items that have been routed to you.

**Start a New eAward**  
Applicants, use this link to initiate a new award, which will then be routed to the appropriate viewers. Applicants will be notified in writing of the outcome.

**Edit or Withdraw an eAward Currently in Process**  
Applicants use this link to complete your award request before sending it through the review process. After form submission, you will not be able to make further edits. Only Faculty Excellence will have access to withdraw award applications after submission.

Click here to maximize your workspace.  
*TIP: You may toggle the double arrows at any time to maximize your workspace or to access the “UCF Work Center” task panel.*

6. Select “Start a New eAward.”



The screenshot shows the 'Electronic Faculty Awards Home Page' interface. It features three main sections: 'My Worklist', 'Start a New eAward', and 'Edit or Withdraw an eAward Currently in Process'. The 'Start a New eAward' link is circled in red.

Electronic Faculty Awards Home Page

**My Worklist**  
Work the items that have been routed to you.

**Start a New eAward**  
Applicants, use this link to initiate a new award, which will then be routed to the appropriate viewers. Applicants will be notified in writing of the outcome.

**Edit or Withdraw an eAward Currently in Process**  
Applicants use this link to complete your award request before sending it through the review process. After form submission, you will not be able to make further edits. Only Faculty Excellence will have access to withdraw award applications after submission.

## 7. Select the award and click "OK."

Below are the Faculty Awards that you are currently eligible for. Please select one to begin the application process.

If you have any questions, please contact Faculty Excellence at 407-823-1113.

Faculty Award Type	Description	Availability Date
<input checked="" type="radio"/> RIA	Research Incentive Award	10/01/2016

Click the radio button next to the award. Then, click "OK."

OK

## 8. Begin the application by entering the requested information in the three boxes.

### Applicant Information

Empl ID:                      First Name: Kelsey                      Last Name: Miller                      eForm ID: 610634

Current Rank:

College: College of Sciences

Application Duration: Fall 2012 - Spring 2016

Click here to view the RIA application requirements.

### RIA Information

[Link to RIA Requirements](#)

**NOTE:** \* Denotes a Required Field & Supporting Documentation

\* Research - Primary Area (100 words maximum)

In this box, describe your primary area of research or creative activity, in 100 words or less.

\* Research - Secondary Area (100 words maximum)

If applicable, use this box to describe your secondary areas of interest, in 100 words or less. If you do not have a secondary area of research, indicate "N/A."

\* Achievements and Recognition (500 words maximum)

In this box, describe your research or creative achievements, in 500 words or less.

9. Scroll down to the “Supporting Materials Section” to begin uploading your attachments.

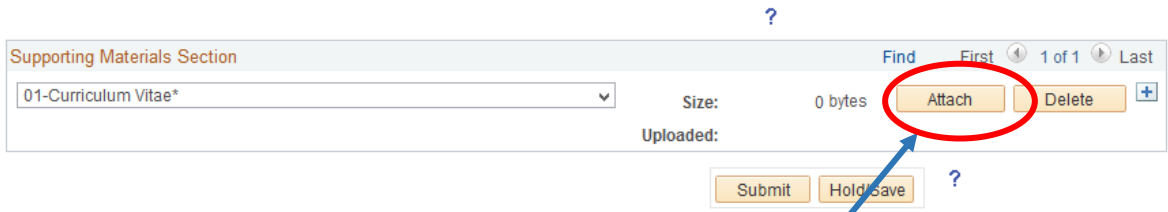
A screenshot of a web form. At the top, there is a text area labeled "\* Achievements and Recognition (500 words maximum)". Below this is a horizontal bar with a dropdown menu currently showing "Supporting Materials Section", which is circled in red. To the right of the dropdown are buttons for "Find", "First", "1 of 1", and "Last". Below the dropdown are "Size: 0 bytes", "Attach", and "Delete" buttons. At the bottom of the form are "Submitted" and "Hold/Save" buttons.

10. Click the down arrow and select the item to be uploaded.

A screenshot of the same web form as in step 9, but with the dropdown menu open. The menu lists several options: "01-Curriculum Vitae\*", "02-Annual Assignments", "03-Annual Evaluations", "04-Supporting Materials", "05-Statement of Support", "06-Other", and "01-Curriculum Vitae\*". A red circle highlights the down arrow at the bottom of the menu. A blue arrow points from a text box below to this arrow.

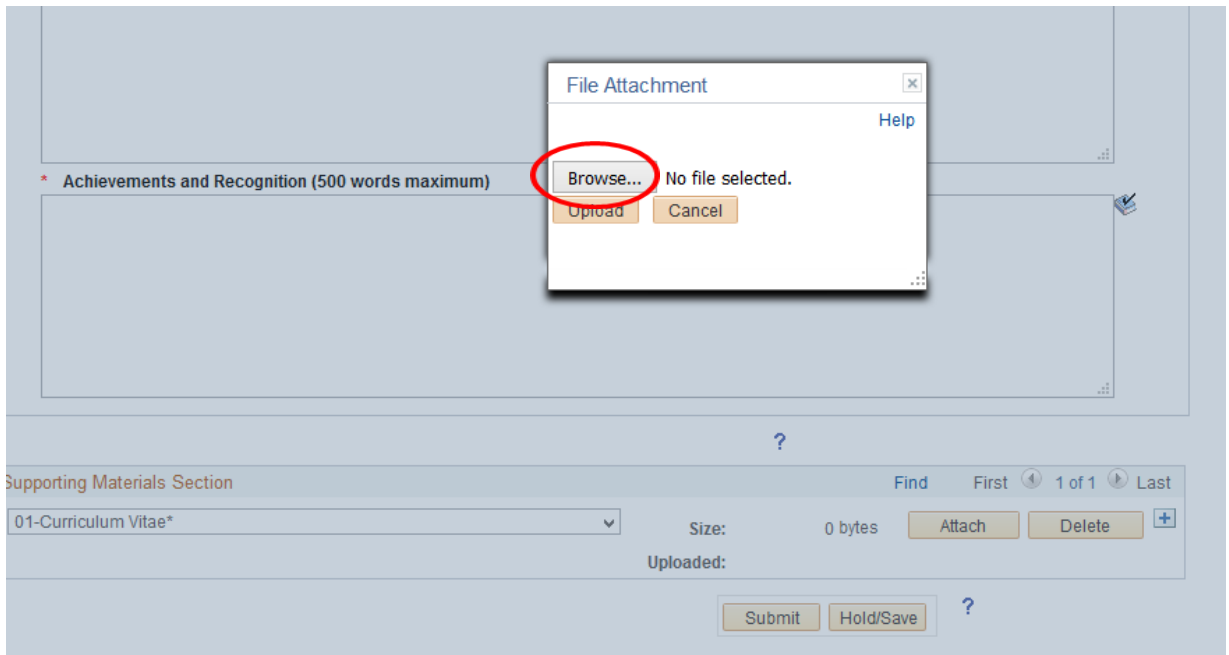
Click the down arrow for a list of application file attachments. Select the document to be attached.

**11. Click "Attach" to upload the document.**

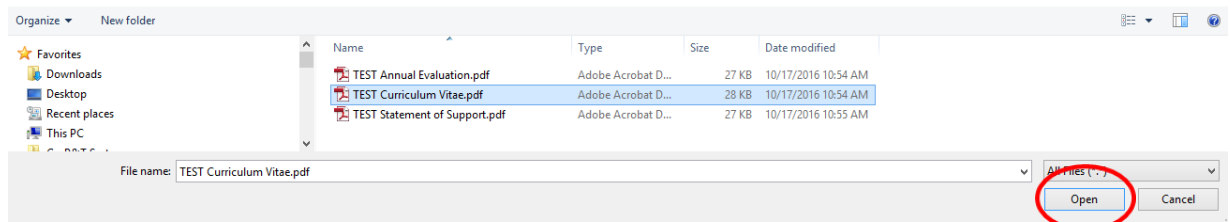


Click "Attach" to upload the document.

**12. Click "Browse."**

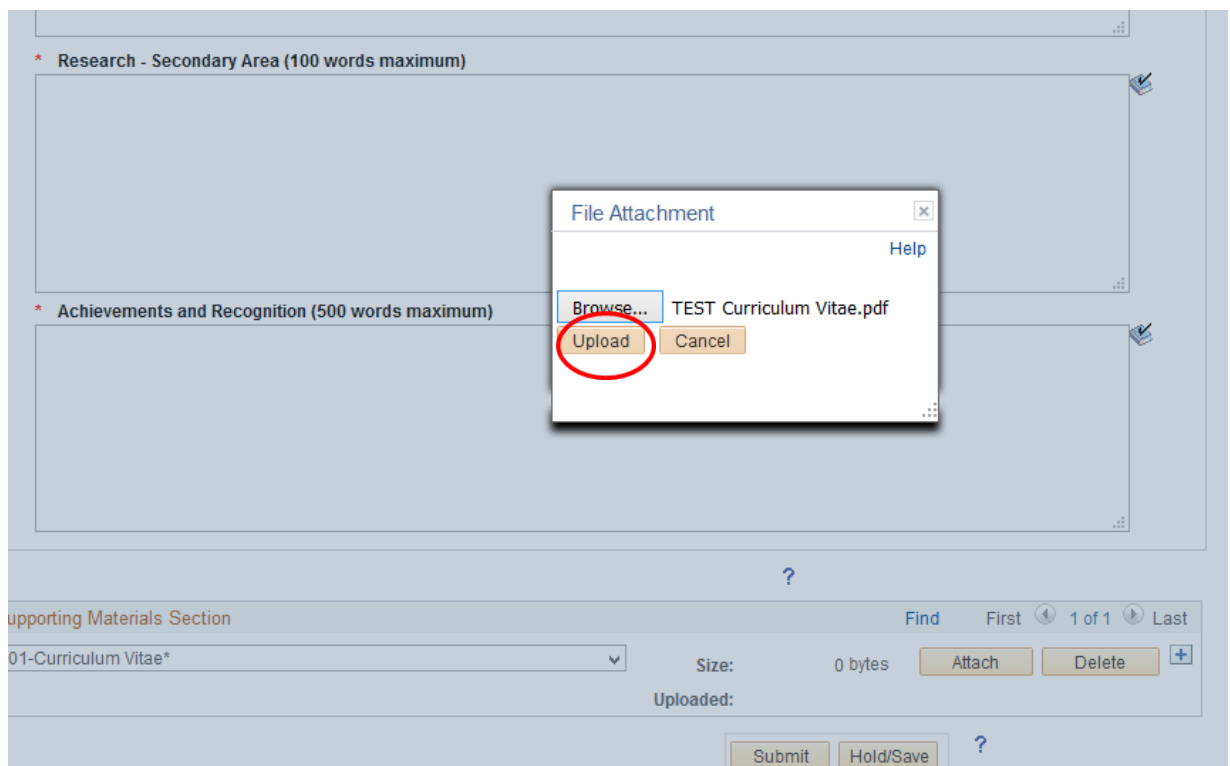


13. Select the appropriate pdf document from your files and click “Open.” Please note that the filename must be less than 128 characters for successful uploading.



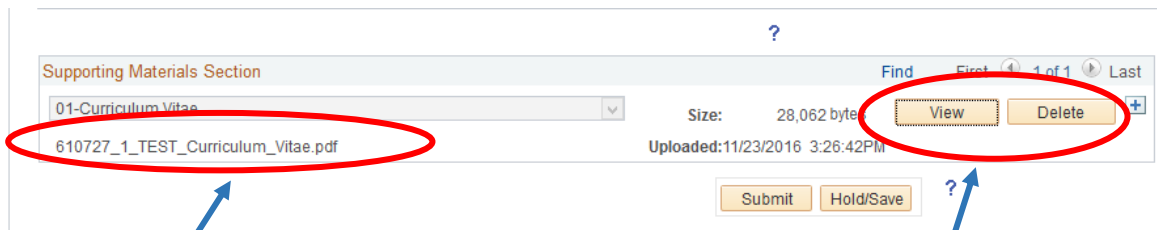
Select the file to be uploaded, then click “Open.”

14. Select “Upload.”





15. Click “View” to confirm that you have uploaded the correct document. Click “Delete” if you wish to delete the uploaded document.

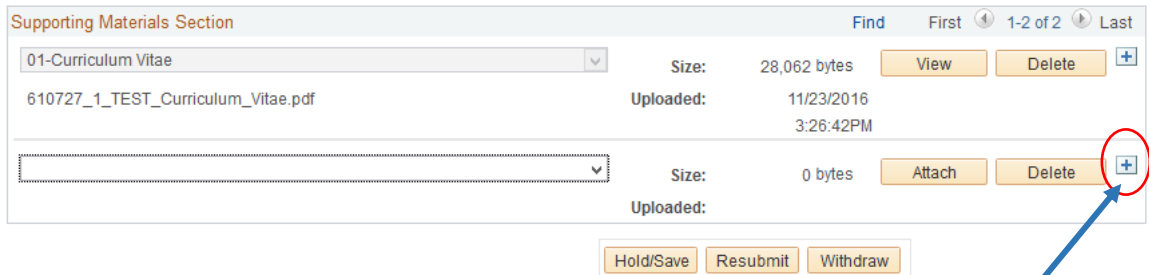


When the filename appears, the document has successfully uploaded.

Click “View” to confirm that you have uploaded the correct document.

Click “Delete” to remove the document, if necessary.

16. To upload the next attachment, click the “+” symbol to add a new row. Then, repeat Steps 10 through 15. Repeat this process until all documents have been uploaded.



To upload each additional document, click the “+” symbol to add a new row.

**17. Click “Hold/Save” at any time to save the application. This will save the application without forwarding it.**

02-Curriculum Vitae	Size: 28,062 bytes	View	Delete	+
610640_2_TEST_Curriculum_Vitae.pdf	Uploaded: 10/31/2016 12:17:07PM			
03-Annual Evaluations	Size: 27,160 bytes	View	Delete	+
610640_3_TEST_Annual_Evaluation.pdf	Uploaded: 10/31/2016 12:18:48PM			

Hold/Save Resubmit Withdraw

**“Hold/Save” saves the application, but does not forward it.**

**18. After clicking “Hold/Save,” the application is saved and a notification similar to the following will appear.**

>>

### Research Incentive Award (RIA) Application

Step 1 of 1: Award Complete

You have successfully created the award request. Review the messages below for routing information.

**Form Status**

eForm ID: 610707

You have just PLACED ON HOLD this form.

[Go To Worklist](#)

19.

### To edit an application that was saved:

- If you are within the application,
  - a. Click "Faculty eAwards Home Page" from the "UCF Work Center" task panel. (See 19a)
  - b. Click "Edit or Withdraw an eAward Currently in Process." (See 19b)
  - c. Click "Search" to bring up the application. (See 19c)
- If you have signed out of the system, follow steps 1 through 4 above to return to the eAwards Home Page. Then, follow steps 19b and 19c below.

19a.

UCF Work Center

Menu

- My Worklist  
Work the items that have been routed to you.
- Faculty eP&T Home Page  
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page**  
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Research Incentive Award (RIA) Application

Step 1 of 1: Award Complete

You have successfully created the award request. Review the messages below for routing information.

**Form Status**

eForm ID: 610707

You have just PLACED ON HOLD this form.

Go To Worklist

If the "UCF Work Center" task panel is not displayed, toggle the double arrows.

Click here to return to the eAwards Home Page.

19b.

UCF Work Center

Menu

- My Worklist  
Work the items that have been routed to you.
- Faculty eP&T Home Page  
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page  
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Electronic Faculty Awards Home Page

- My Worklist  
Work the items that have been routed to you.
- Start a New eAward  
Applicants, use this link to initiate a new award, which will then be routed to the appropriate viewers. Applicants will be notified in writing of the outcome.
- Edit or Withdraw an eAward Currently in Process**  
Applicants use this link to complete your award request before sending it through the review process. After form submission, you will not be able to make further edits. Only Faculty Excellence will have access to withdraw award applications after submission.

Click here.

19c. Click "Search" to bring up the application. It is not necessary to complete any of the form fields.

### Update an eAward

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

eForm ID: begins with [ ]

Workflow Form Type: begins with [ ]

Workflow Form Status: = [ ]

Empl ID: begins with [ ]

First Name: begins with [ ]

Last Name: begins with [ ]

Original Operator: begins with [ ke153068 ]

Original Date: = [ ]

Last Date: = [ ]

Last Operator: begin [ ]

Case Sensitive

Limit the number of results to ( [ ] )

**Search** Clear Basic Search Save Search Criteria

Click "Search" to bring up the application for editing.

20. Once editing is complete and all required documents are uploaded, click "Resubmit," at the bottom of the page. This will forward the application to the next step. **IMPORTANT: Once you hit "Resubmit," you will not be able to make further edits to the application.**

02-Curriculum Vitae	Size: 28,062 bytes	View	Delete
610640_2_TEST_Curriculum_Vitae.pdf	Uploaded: 10/31/2016 12:17:07PM		
03-Annual Evaluations	Size: 27,160 bytes	View	Delete
610640_3_TEST_Annual_Evaluation.pdf	Uploaded: 10/31/2016 12:18:48PM		

Hold/Save Resubmit Withdraw

"Hold/Save" saves the application, but does not forward it.  
"Resubmit" forwards the dossier to the next step.  
"Withdraw" withdraws the application from the process.

21. A confirmation will appear after clicking “Resubmit.” Please be patient, as it may take a few moments to receive the notification. The applicant will also receive confirmation by email.

The screenshot displays the top navigation bar of the UCF website with the following elements: "FLORIDA" on the left, "UCF" in a yellow box, and "Search U" on the right. Below the navigation bar are several menu items: "Center", "Online Course Tools", "Dashboards", "Informational Resources", and "Work Center".

## Research Incentive Award (RIA) Application

Step 1 of 1: Award Complete

You have successfully created the award request. Review the messages below for routing information.

**Form Status**

eForm ID: 610640

You have just RESUBMITTED this form. This action passed the form to GT eAwards RIA Committee for further processing.

[Go To Worklist](#)