Applicant Training Manual
Electronic Awards System - RIA
**IMPORTANT:** Before beginning the application, ensure that your browser’s pop-up blocker is disabled.

1. Navigate to my.ucf.edu. Select “Sign On”.

2. Sign on using your NID and password.
3. Click on the “Work Center” tab.

4. Click on “Faculty eAwards Home Page.”
5. Click the double arrow to close the “UCF Work Center” task panel and maximize your workspace.

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.”

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.

<table>
<thead>
<tr>
<th>Faculty Award Type</th>
<th>Description</th>
<th>Availability Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIA</td>
<td>Research Incentive Award</td>
<td>10/01/2016</td>
</tr>
</tbody>
</table>

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

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

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

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.”

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

Click here to view the RIA application requirements.
9. **Scroll down to the “Supporting Materials Section” to begin uploading your attachments.**

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

   - Click the down arrow for a list of application file attachments. Select the document to be attached.
11. 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 40 characters for successful uploading.

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.**

![Image showing the Hold/Save button]

“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.**

![Image showing a notification for the Research Incentive Award (RIA) 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**

<table>
<thead>
<tr>
<th>eForm ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>610707</td>
<td></td>
</tr>
</tbody>
</table>

You have just PLACED ON HOLD this form.

Go To Worklist
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. If the “UCF Work Center” task panel is not displayed, toggle the double arrows.

19b. Click here to return to the eAwards Home Page.
19c. Click “Search” to bring up the application. It is not necessary to complete any of the form fields.

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.

“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.
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.

<table>
<thead>
<tr>
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<th>Form Status</th>
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<tbody>
<tr>
<td>eForm ID: 010640</td>
</tr>
<tr>
<td>You have just RESUBMITTED this form. This action passed the form to GT eAwards RIA Committee for further processing.</td>
</tr>
<tr>
<td>Go To Worklist</td>
</tr>
</tbody>
</table>