Committee Training Manual
Electronic Awards System – RIA

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Accessing and Viewing the Application
PART I. Committee Chairs Only

IMPORTANT: Before beginning the review, 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 the “Work Center” tab.

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

6. Select “My Worklist”.

Click here to maximize your workspace.
7. After selecting “My Worklist”, a screen similar to the following will display. Click on the candidate’s name to open the application.

8. Use the tabs at the top of the page to navigate through the application.
9. To view the attachments, select the “View” button for each application file.

Select the “View” button to view each document.

10. After the committee reviews and votes on the application, navigate to the “Committee” tab to complete the review.

Select the “Committee” tab.
11. Select the award recommendation from the dropdown menu.

Use the dropdown menu to select the Committee’s recommendation.

12. Enter the summary of the application strengths in the interactive box.

Enter the summary in the interactive box.

Complete this box when the vote is not favorable. Otherwise, enter “N/A.”
13. To submit the committee’s recommendation, scroll down to the buttons at the bottom of the page.

BUTTONS ARE AT THE BOTTOM OF THE PAGE

“Reviewed” forwards the application to the next step – only use if vote is favorable.

Select the “Deny” button only if the vote is NOT favorable.

“Hold/Save” saves the application, but does not forward it to the next step.

“Recycle to Applicant” will recycle the application back to the applicant in case of an error that must be fixed.
Part II. Committee Members

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

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

![Work Center Tab](image1)

4. **Click “Faculty eAwards Home Page.”**

![Faculty eAwards Home Page](image2)
5. Click the double arrow to collapse the “UCF Work Center” task panel and maximize your workspace.

![Click here to maximize your workspace.](image)

6. Click “View-Only Access to eAwards.”

![Electronic Faculty Awards Home Page](image)
7. Click “Search” to bring up all applications in your college.

8. Click anywhere on an individual’s line to open the application.
8. Use the tabs at the top of the page to navigate through the dossier.

Use the “Applicant Info” and “Committee” tabs to navigate through the dossier.

Click here to view application attachments.

Research Incentive Award (RIA) Application
Step 1 of 5: Applicant Information

Applicant Information

Empl ID: 
First Name: Kelsey 
Last Name: Miller

Current Rank:
College:
Application Duration: Fall 2012 - Spring 2016

9. Scroll down to “RIA Information” to review the information in each of the application sections.

Review the three application text boxes.
To view the attachments, select the “View” button for each application file.

Click the “View” buttons to review the application files.

Click here to return to the list of applications.

Use these buttons to navigate to the previous/next application item within the application.