



# Office of Faculty Excellence

## Committee Training Manual Electronic Awards System – RIA

### Contents:

#### Part I Committee Chairs Only: Pages 2-8

- Accessing and Viewing the Application
- Entering the Recommendation
- Completing the Committee's Evaluation

#### Part II Committee Members: Pages 9-14

- Accessing and Viewing the Application

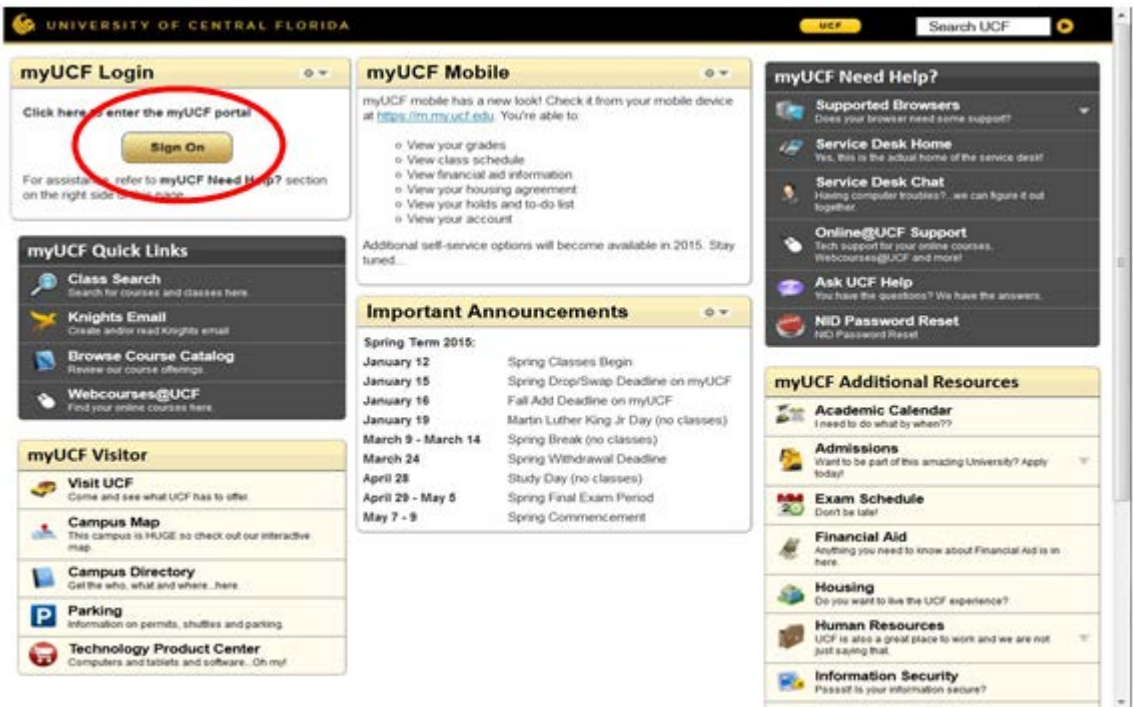
If you have any questions, please contact [FacultyExcellence@ucf.edu](mailto:FacultyExcellence@ucf.edu) or 407-823-1113.

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

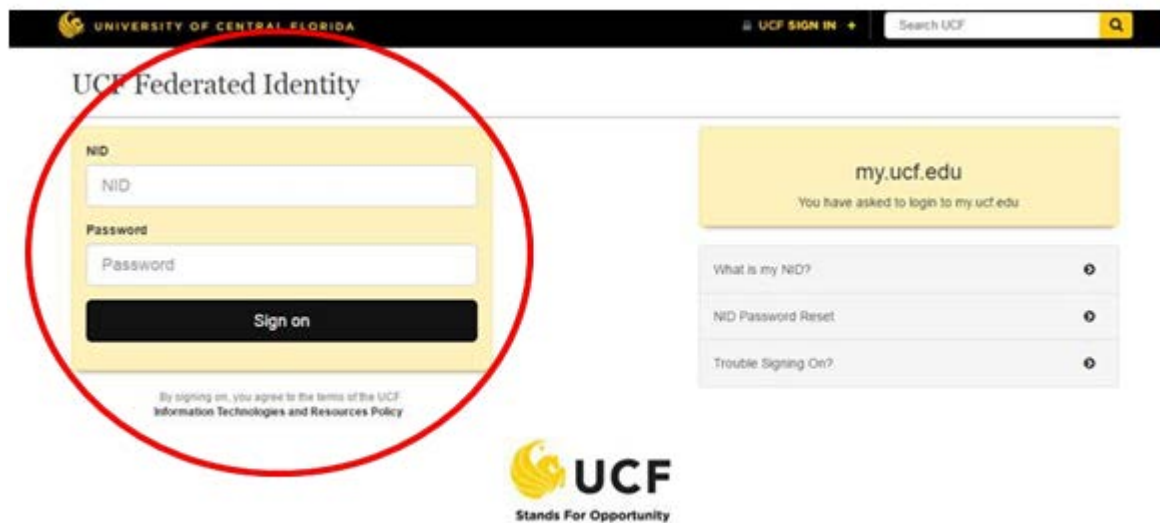
PART I. Committee Chairs Only

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

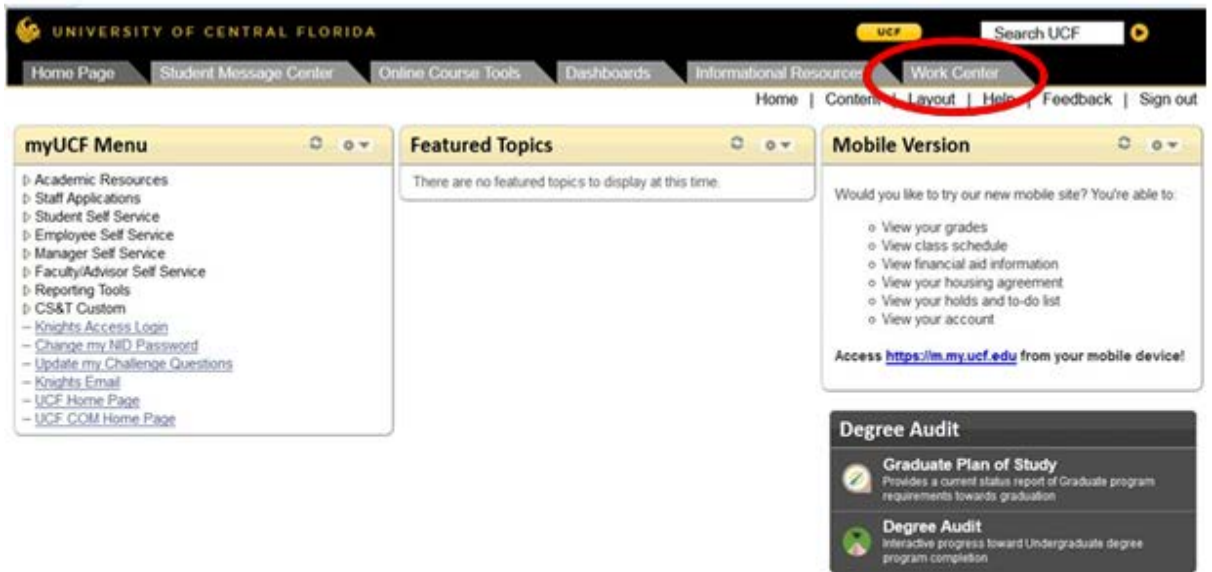
1. Navigate to my.ucf.edu. Select "Sign On".



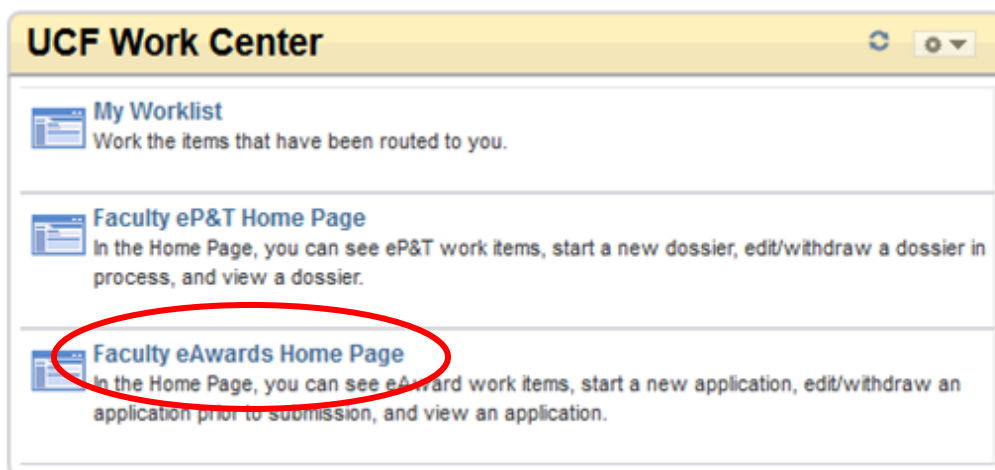
2. Sign on using your NID and password.



3. Click 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.*

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.



**View-Only Access to eAwards**

Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

6. Select “My Worklist”.

## Electronic Faculty Awards Home Page



**My Worklist**

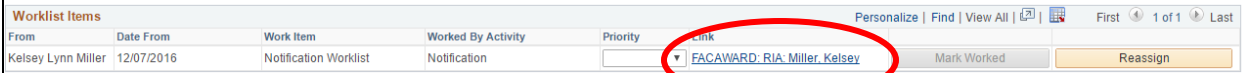
Work the items that have been routed to you.



**View-Only Access to eAwards**

Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

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



The screenshot shows a table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. The first row contains the data: Kelsey Lynn Miller, 12/07/2016, Notification Worklist, Notification, and a link labeled FACAWARD: RIA: Miller, Kelsey. The link is circled in red. To the right of the table are two buttons: "Mark Worked" and "Reassign".

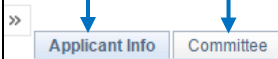
From	Date From	Work Item	Worked By Activity	Priority	Link
Kelsey Lynn Miller	12/07/2016	Notification Worklist	Notification		<a href="#">FACAWARD: RIA: Miller, Kelsey</a>

Click here to open the application.

Do NOT use this button.

8. Use the tabs at the top of the page to navigate through the application.

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



This button takes the user to the application attachments.

Go to Attachments

Research Incentive Award (RIA) Application

Step 1 of 2: Applicant Information

Applicant Information

Empl ID: First Name: Kelsey

Last Name: Miller

eForm ID: ?

Current Rank:

Tenure Status:

College:

Department:

Application Duration: Fall 2012 - Spring 2016

**9. To view the attachments, select the “View” button for each application file.**

Supporting Materials Section		Find	First	1-5 of 5	Last
01-Curriculum Vitae	Size: 28,062 bytes	View	Delete		
610734_1_TEST_Curriculum_Vitae.pdf	Uploaded: 12/07/2016 2:19:18 PM				
02-Annual Assignments	Size: 27,160 bytes	View	Delete		
610734_2_TEST_Annual_Evaluation.pdf	Uploaded: 12/07/2016 2:19:46 PM				
03-Annual Evaluations	Size: 27,160 bytes	View	Delete		
610734_3_TEST_Annual_Evaluation.pdf	Uploaded: 12/07/2016 2:19:47 PM				
04-Supporting Materials	Size: 27,119 bytes	View	Delete		
610734_4_TEST_Statement_of_Support.pdf	Uploaded: 12/07/2016 2:20:24 PM				
06-Other	Size: 28,062 bytes	View	Delete		
610734_5_TEST_Curriculum_Vitae.pdf	Uploaded: 12/07/2016 2:21:03 PM				

To view the attachments, select the “View” button for each file.

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

» Applicant Info **Committee** ← Select the “Committee” tab.

Research Incentive Award (RIA) Application

Step 2 of 2: Committee Analysis of Applicant Information

Applicant Information

Empl ID:                      First Name: Kelsey                      Last Name: Miller                      eForm ID:  
Current Rank:                      Tenure Status:  
College:                      Department:  
Application Duration: Fall 2012 - Spring 2016

**11. Select the recommendation from the dropdown menu.**

Application Duration: Fall 2012 - Spring 2016

**Committee Recommendation**

Please make your recommendation for the applicant below.  
**NOTE: \* - Denotes a Required Field & Supporting Documentation**

- \* Award Recommendation:
- \* Summary of application strengths:

\* Recommendation for future applications

**Use the dropdown menu to select the recommendation.**

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

**Committee Recommendation**

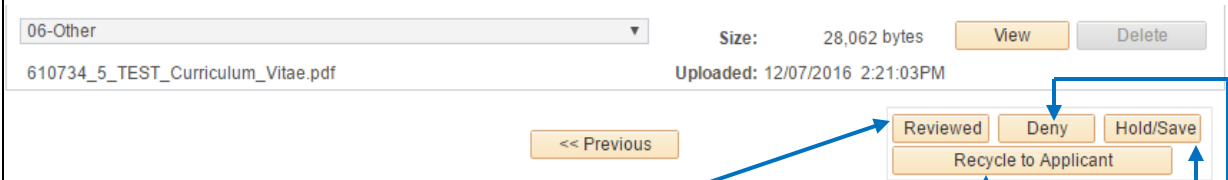
Please make your recommendation for the applicant below.  
**NOTE: \* - Denotes a Required Field & Supporting Documentation**

- \* Award Recommendation:
- \* Summary of application strengths:

\* Recommendation for future applications

**Enter the summary in the interactive box.**

**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

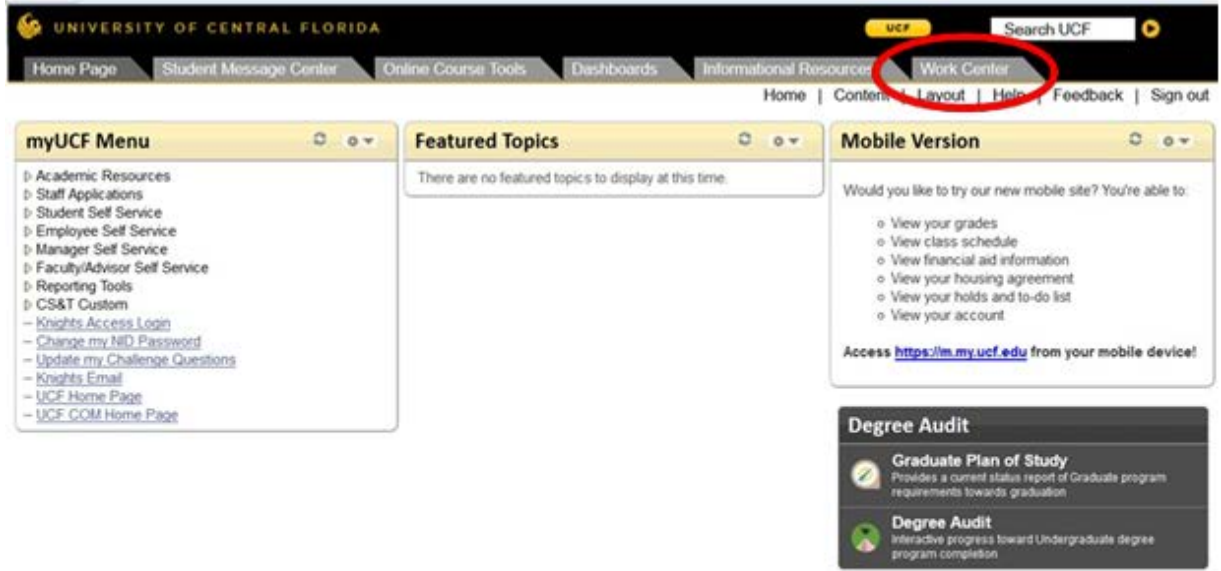
### 1. Navigate to my.ucf.edu. Select "Sign On".

The screenshot shows the myUCF Login page. The "myUCF Login" section has a "Sign On" button circled in red. Below it, there is a "myUCF Quick Links" section with options like "Class Search", "Knights Email", "Browse Course Catalog", and "Webcourses@UCF". To the right, there is a "myUCF Mobile" section with a list of features and an "Important Announcements" section for the Spring Term 2015. Further right, there is a "myUCF Need Help?" section with links for "Supported Browsers", "Service Desk Home", "Service Desk Chat", "Online@UCF Support", "Ask UCF Help", and "NID Password Reset". At the bottom right, there is a "myUCF Additional Resources" section with links for "Academic Calendar", "Admissions", "Exam Schedule", "Financial Aid", "Housing", "Human Resources", and "Information Security".

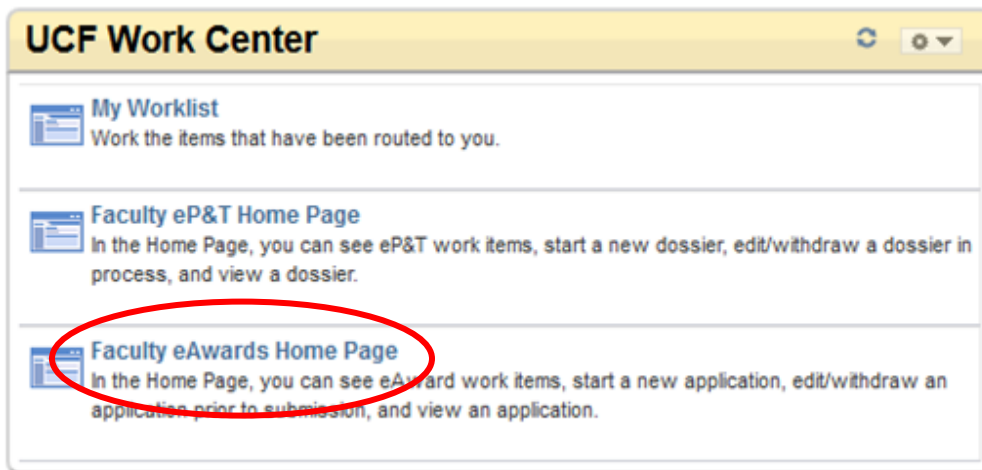
### 2. Sign on using your NID and password.

The screenshot shows the UCF Federated Identity login page. The "UCF Federated Identity" section has a login form with fields for "NID" and "Password", and a "Sign on" button. The "NID" and "Password" fields are circled in red. Below the form, there is a link to the "UCF Information Technologies and Resources Policy". To the right, there is a "my.ucf.edu" section with a message "You have asked to login to my.ucf.edu" and a list of links: "What is my NID?", "NID Password Reset", and "Trouble Signing On?". At the bottom, there is the UCF logo with the tagline "Stands For Opportunity".

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.

UCF Work Center



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.*

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.



View-Only Access to eAwards

Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

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

## Electronic Faculty Awards Home Page



My Worklist

Work the items that have been routed to you.



View-Only Access to eAwards

Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.

## 7. Click on "Search" to bring up all applications in your college.

### View 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

Original Date: =

Last Date: =

Last Operator: begins with

Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search

Click "Search" to bring up all the applications.

Click any of the headings to sort the applications (by first name, last name, etc.).

#### Search Results

View All First 1-13 of 13 Last

eForm ID	Workflow Form Type	Workflow Form Status	Empl ID	First Name	Last Name	Original Operator	Original Date	Last Date	Last Operator
610597	FACAWARD	Authorized		Kelsey	Miller		10/24/2016	10/24/2016	

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.

This button takes the user to the application attachments.

The screenshot shows the top of the application page. At the top, there are two tabs: "Applicant Info" and "Committee". Below the tabs, the page title is "Research Incentive Award (RIA) Application" and the current step is "Step 1 of 5: Applicant Information". A "Go to Attachments" button is highlighted with a red oval. Below this, there is a section titled "Applicant Information" with a question mark icon. The information displayed includes: Empl ID, First Name: Kelsey, Last Name: Miller, eForm ID, Current Rank, Tenure Status, College, Department, and Application Duration: Fall 2012 - Spring 2016.

9. Scroll down on the "Applicant Info" page to view the text boxes.

The screenshot shows the "RIA Information" section. It includes a link to "RIA Requirements" and a note: "NOTE: \* - Denotes a Required Field". There are three text boxes, each with a red asterisk indicating it is a required field:

- \* Research - Primary Area (100 words maximum)
- \* Research - Secondary Area (100 words maximum)
- \* Achievements and Recognition (500 words maximum)

**10. To view the attachments, select the “View” button for each application file.**

Supporting Materials Section

	Size:		Find	First	1-4 of 4	Last
610597_4_TEST_Curriculum_Vitae.pdf	28,062 bytes	Uploaded: 10/24/2016 11:26:30AM		View	Delete	
01-Curriculum Vitae	28,062 bytes	Uploaded: 10/24/2016 11:15:14AM		View	Delete	
03-Annual Evaluations	27,160 bytes	Uploaded: 10/24/2016 11:15:27AM		View	Delete	
05-Statement of Support	27,119 bytes	Uploaded: 10/24/2016 11:15:27AM		View	Delete	
610597_1_TEST_Nomination_Statement.pdf		14:48AM				

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

<< Previous    Next >>

Return to Search    Previous in List    Next in List

Click here to return to the list of applications.

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