



Office of Faculty Excellence

Applicant Training Manual Electronic Awards System - TIP

If you have any questions, please contact FacultyExcellence@ucf.edu or 407-823-1113.

Please visit our website at 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 my.ucf.edu homepage. At the top, there is a navigation bar with the UCF logo, a search bar, and a 'UCF SIGN IN' button. Below the navigation bar, the page is divided into several sections. The 'myUCF Login' section is highlighted with a red circle around the 'Sign On' button. The 'myUCF Mobile' section provides information about the mobile app. The 'myUCF Need Help?' section lists various support options. The 'myUCF Quick Links' section includes links for Class Search, Knights Email, Browse Course Catalog, and Webcourses@UCF. The 'myUCF Visitor' section includes links for Visit UCF, Campus Map, Campus Directory, Parking, and Technology Product Center. The 'Important Announcements' section lists dates for the Spring Term 2015. The 'myUCF Additional Resources' section includes 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 UCF logo, a search bar, and a 'UCF SIGN IN' button. Below the navigation bar, the page is divided into several sections. The 'UCF Federated Identity' section is highlighted with a red circle around the login form. The login form includes fields for NID and Password, and a 'Sign on' button. Below the login form, there is a disclaimer: "By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy." The 'my.ucf.edu' section is also visible, with a message: "You have asked to login to my.ucf.edu". Below this, there are links for "What is my NID?", "NID Password Reset", and "Trouble Signing On?". The UCF logo and the tagline "Stands For Opportunity" are at the bottom.

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.

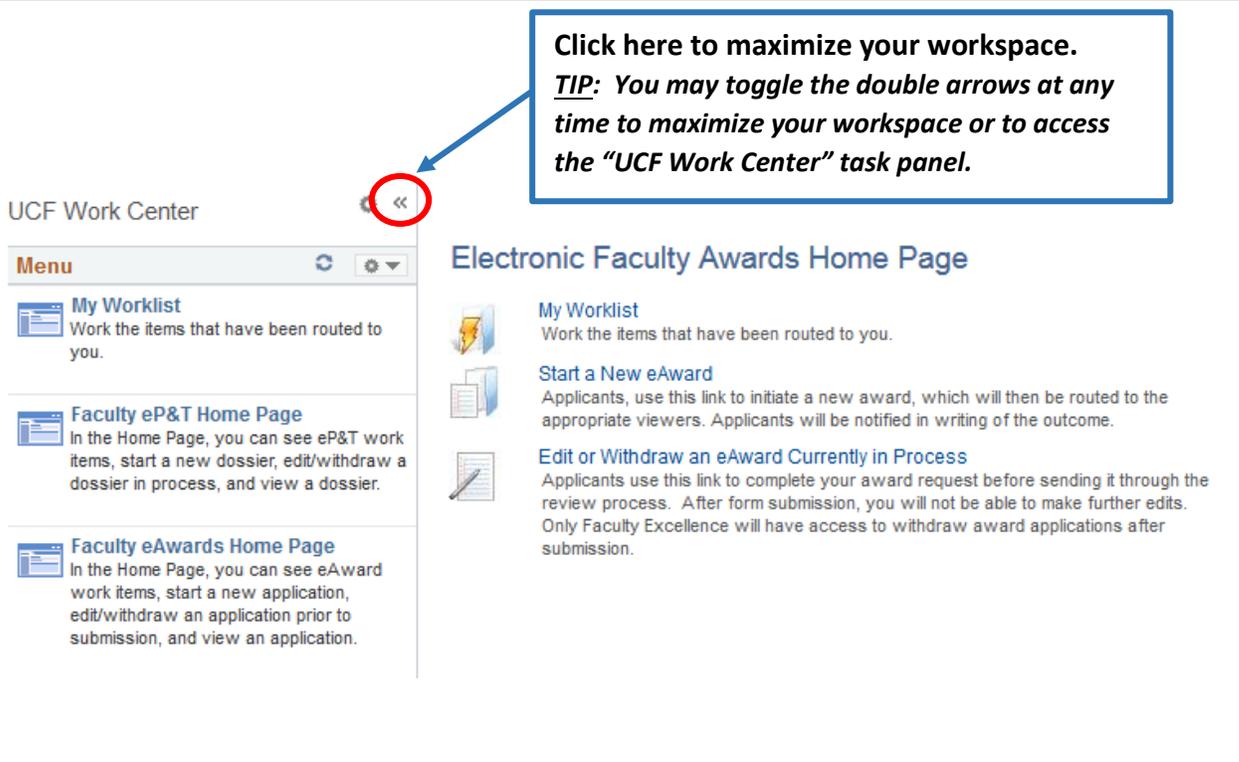
UCF Work Center

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.

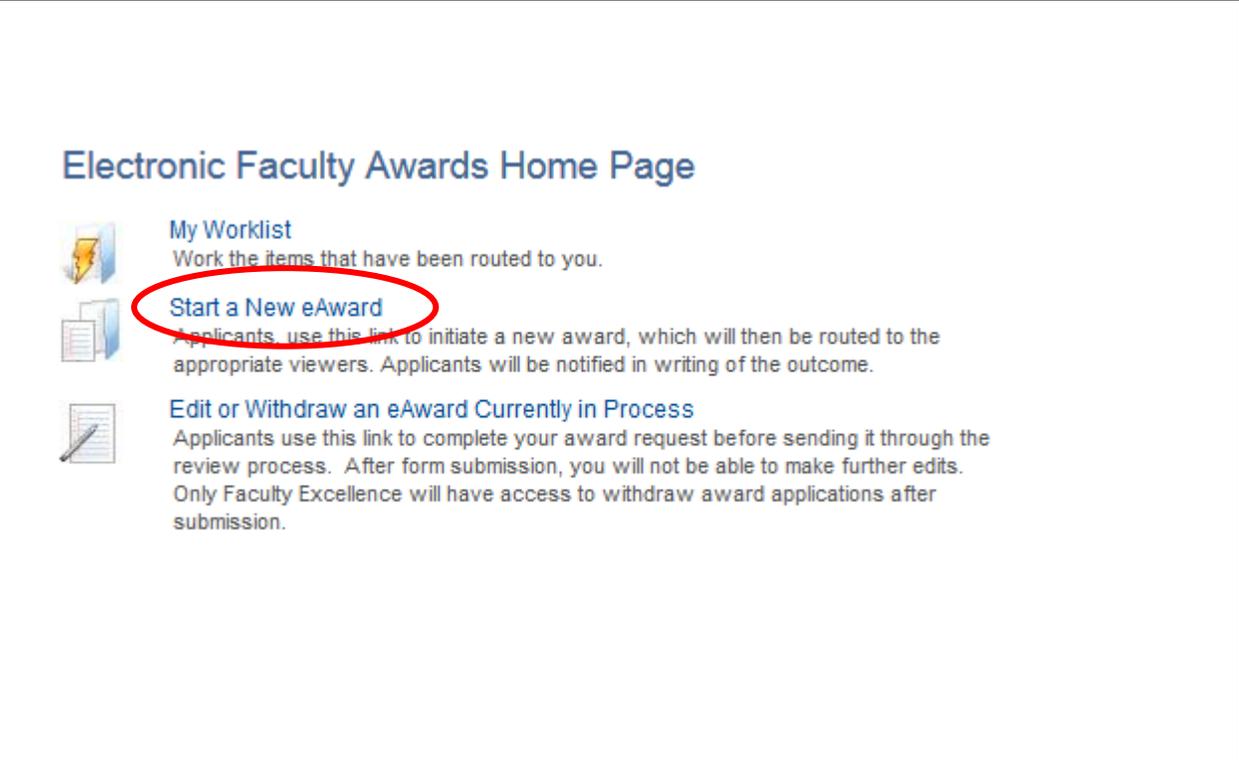
Faculty eAwards Home Page
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

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 callout box contains the text: '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'. 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. The text for this link reads: '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.'

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 type="radio"/> RIA	Research Incentive Award	01/02/2017
<input type="radio"/> TIP	Teaching Incentive Program	01/02/2017

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

OK

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

Application Duration: Fall 2012 - Spring 2016

TIP Information

[Link to TIP Requirements](#)

Click here to view the TIP application requirements.

NOTE: * Denotes a Required Field & Supporting Documentation

* Teaching and Learning Philosophy Statement (500 words maximum)

In this box, describe your teaching and learning philosophy, in 500 words or less.

* Summary of Instructional Activities (300 words maximum)

Use this box to summarize your instructional activities, in 300 words or less.

* Impact of Instruction including evidence of Student Learning (300 words maximum)

In this box, include your impact of instruction including evidence of student learning, in 300 words or less.

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

* Impact of Instruction including evidence of Student Learning (300 words maximum)

Supporting Materials Section

Size: 0 bytes Attach Delete

Uploaded:

Find First 1 of 1 Last

This screenshot shows a form with a text area for "Impact of Instruction including evidence of Student Learning (300 words maximum)". Below the text area is a dropdown menu with "Supporting Materials Section" selected and circled in red. To the right of the dropdown are buttons for "Attach" and "Delete", and a "Size: 0 bytes" indicator. Below these is an "Uploaded:" label. At the bottom right, there are navigation controls: "Find", "First", "1 of 1", and "Last".

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

* Impact of Instruction including evidence of Student Learning (300 words maximum)

- 01-Curriculum Vitae
- 02-Teaching Assignments
- 03-Annual Assignments
- 04-Student Evaluations
- 05-Annual Evaluations
- 06-Supporting Materials
- 07-Statement of Support
- 08-Other

Size: 0 bytes Attach Delete

Uploaded:

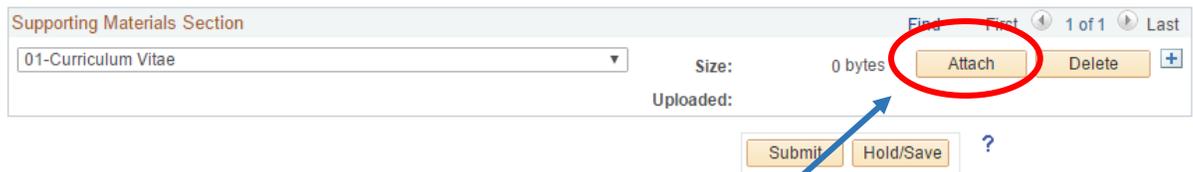
Submit Hold/Save

Find First 1 of 1 Last

This screenshot shows the same form as above, but with the dropdown menu open, displaying a list of items: "01-Curriculum Vitae", "02-Teaching Assignments", "03-Annual Assignments", "04-Student Evaluations", "05-Annual Evaluations", "06-Supporting Materials", "07-Statement of Support", and "08-Other". The dropdown arrow is circled in red, and a blue arrow points from a text box below to it. Below the dropdown are buttons for "Submit" and "Hold/Save", and a "Size: 0 bytes" indicator. Below these is an "Uploaded:" label. At the bottom right, there are navigation controls: "Find", "First", "1 of 1", and "Last".

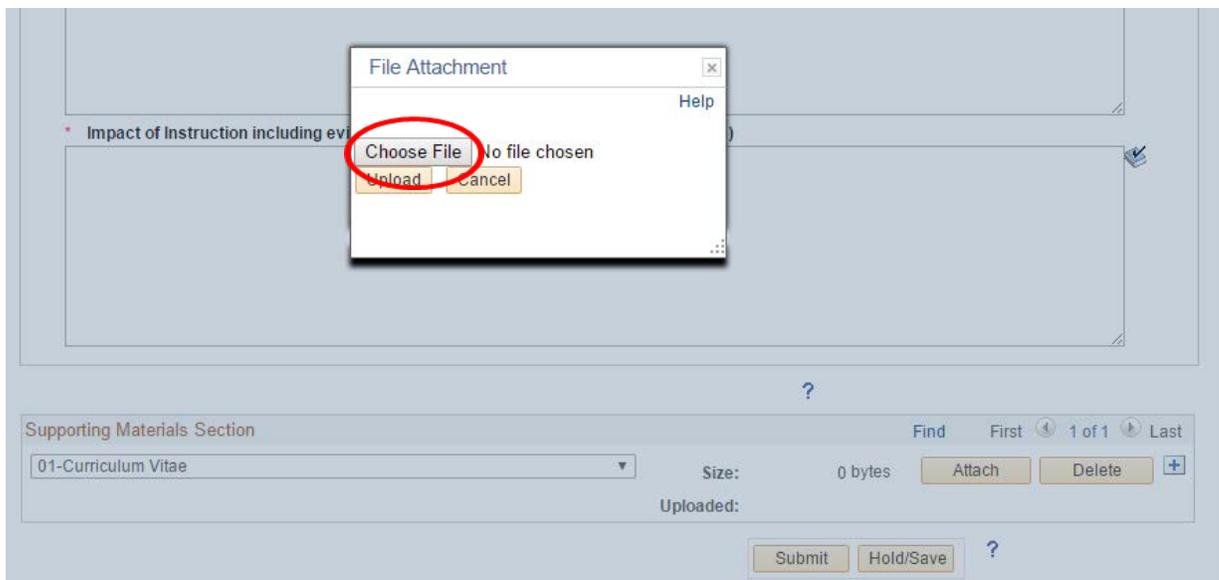
Click the down arrow for a list of application file attachments. Select the document to be attached.

11. Click "Attach" to upload the document.

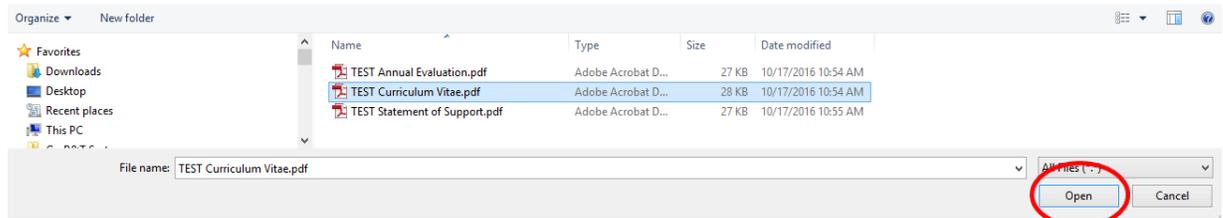


Click "Attach" to upload the document.

12. Click "Choose File."

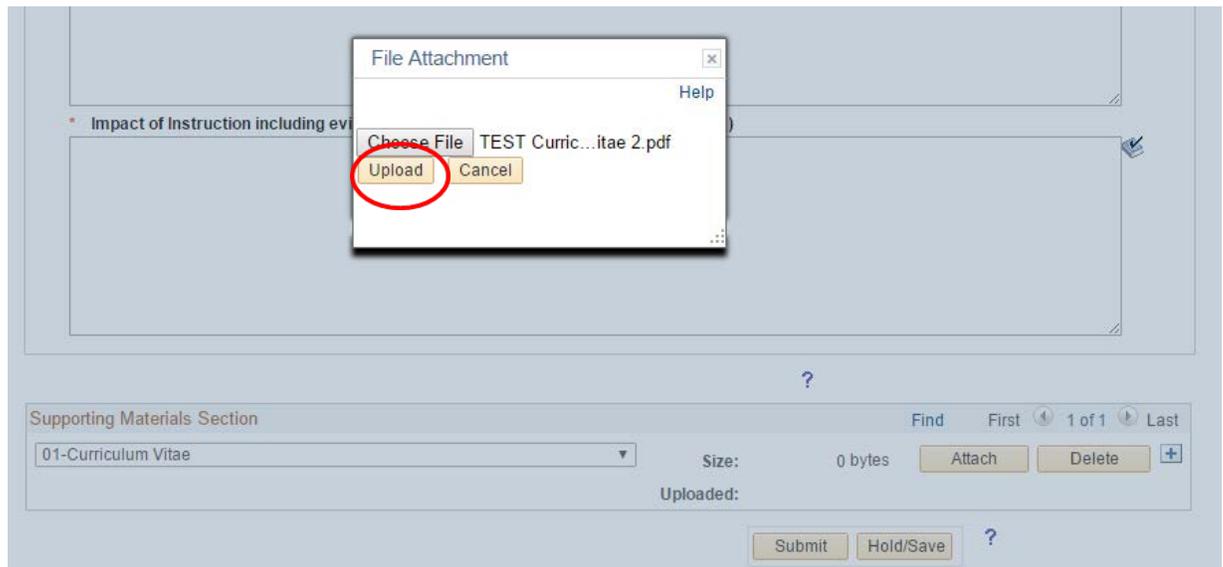


13. Select the appropriate pdf document from your files and click “Open.” Please note that the filename must be less than 100 characters for successful uploading.

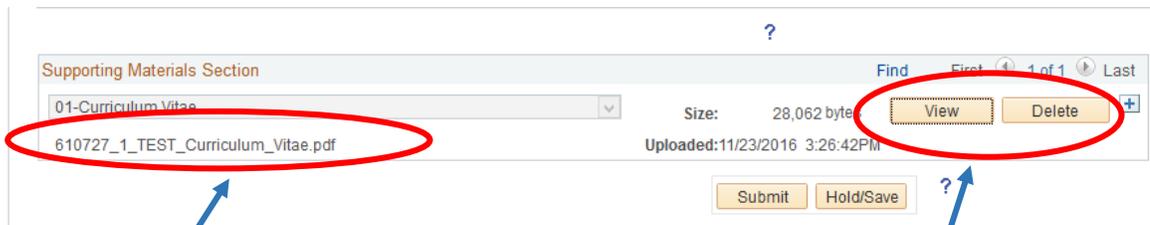


Select the file to be uploaded, then click “Open.”

14. Select “Upload.”



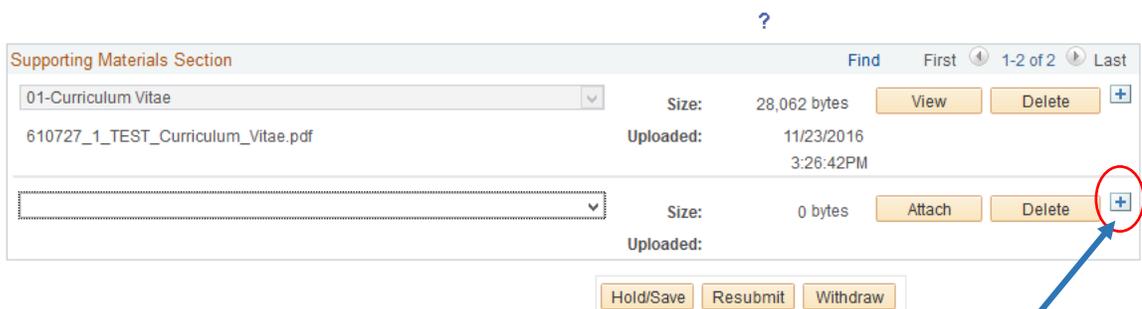
15. Click “View” to confirm that you have uploaded the correct document. Click “Delete” if you wish to delete the uploaded document.



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 on hold and a notification similar to the following will appear.

Teaching Incentive Program (TIP) Award Application

Step 1 of 1: Award Submitted

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

Form Status

eForm ID:

You have just PLACED ON HOLD this form.

[Go To Worklist](#)

19.

To edit an application that was placed on hold:

- If you are still logged into the system,
 - 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.

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'. The 'Faculty eAwards Home Page' item is circled in red. A blue arrow points from a callout box to a double arrow icon in the top right of the menu panel. Another blue arrow points from the same callout box to the 'Faculty eAwards Home Page' link. A third blue arrow points from a callout box to the 'Edit or Withdraw an eAward Currently in Process' link in the main content area.

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

Click here to return to the eAwards Home Page.

19b.

The screenshot shows the main content area of the UCF Work Center. The 'Menu' panel is on the left. The main content area has three sections: 'My Worklist', 'Start a New eAward', and 'Edit or Withdraw an eAward Currently in Process'. The 'Edit or Withdraw an eAward Currently in Process' link is circled in red. A blue arrow points from a callout box to this link.

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 []

Original Date: = []

Last Date: = []

Last Operator: begin []

Case Sensitive

Limit the number of results to (0 - 1000) []

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. Applicants will also receive confirmation by email.

Teaching Incentive Program (TIP) Award 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:

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

[Go To Worklist](#)