Committee Training Manual
Electronic Awards System – RIA

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Part I. Committee Members (Excluding Chair)

1. Sign in to the myUCF portal (my.ucf.edu) and click the Work Center tab. If you do not see the Work Center tab, contact Faculty Excellence at 407-823-1113 or facultyexcellence@ucf.edu.

2. Select Faculty eAwards Home Page.
3. **Click** View-Only Access to eAwards.

4. **Click** Search to bring up all applications in your college.
5. Click anywhere on an individual’s line to open the application.

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

Click anywhere on an individual’s line to open the application.

6. 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 dossier.

Click here to view application attachments.
7. Scroll down to **RIA Information** to review the information in each of the application sections.

8. To view the attachments, select the **View** button for each application file. If the attachment does not open, ensure that your pop-up blocker is set to allow pop-up windows.
PART II. Committee Chairs Only

1. Sign in to the myUCF portal (my.ucf.edu) and click the Work Center tab. If you do not see the Work Center tab, contact Faculty Excellence at 407-823-1113 or facultyexcellence@ucf.edu.

2. Select Faculty eAwards Home Page.
3. **Select My Worklist.**

4. A screen similar to the following will display, with a list of all applications to be reviewed. Click on the link to open the application.
5. 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.

Click here to view application attachments.

6. Scroll down to RIA Information to review the information in each of the application sections.

Review the three application text boxes.
7. To view the attachments, select the **View** button for each application file. If the attachment does not open, ensure that your pop-up blocker is set to allow pop-up windows.

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

Select the “View” button to view each document.

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

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

10. **Enter the summary of the application strengths in the text box. Complete the second text box if the vote is not favorable; otherwise enter N/A.**

   - Enter the summary in the text box.

   - Complete this box when the vote is not favorable. Otherwise, enter “N/A.”
11. 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.