Committee Training Manual

Electronic Awards System – TIP

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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.**

6. **Use the tabs at the top of the page to navigate through the application.**
7. Scroll down to **TIP 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 Chair 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 display similar to the following will appear, with a list of all applications to be reviewed. Click on a link to open an application.

   ![Screen shot of My Worklist page]

   **Click one of the links to open an 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.

This button takes the user to the application attachments.

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

Review the information in 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.
9. Select the award recommendation from the dropdown menu.

10. Enter the summary of the application strengths in the first text box. Complete the second text box if the vote is not favorable; otherwise enter N/A.
11. To submit the committee's recommendation, scroll down to 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.