



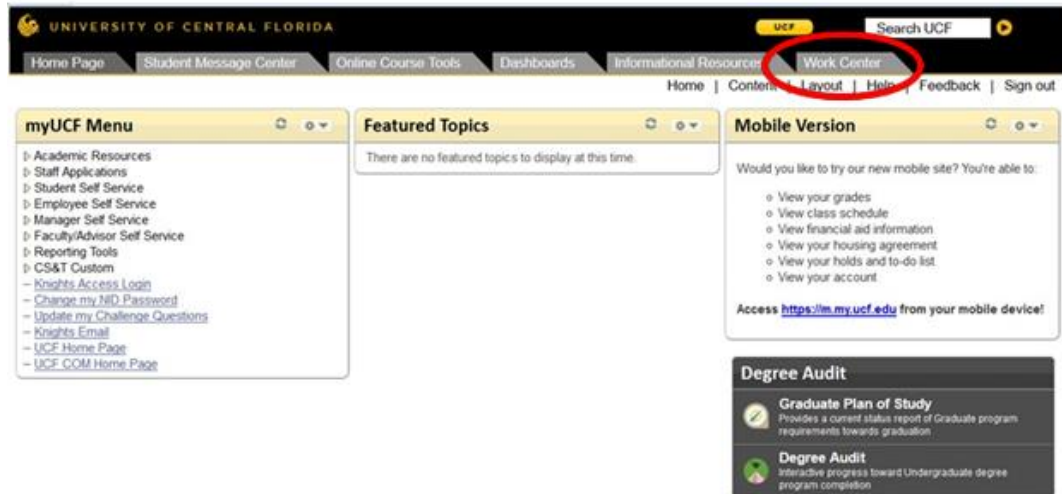
Committee Training Manual
Electronic Awards System – TIP

Contents:

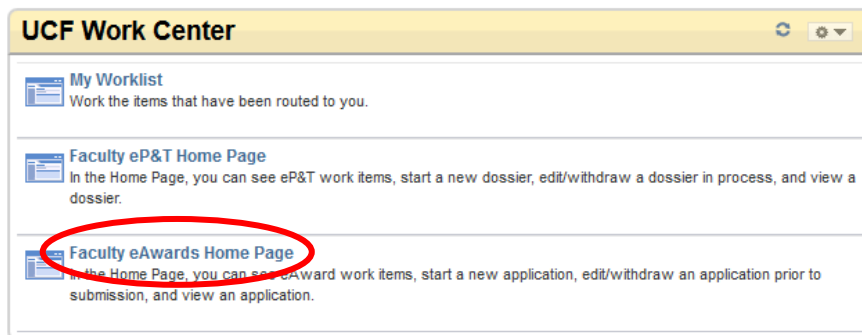
Part I Committee Members (Excluding Chair):	Pages 2-5 Accessing and Viewing the Application
Part II Committee Chair:	Pages 6-11 Accessing and Viewing the Application Entering the Recommendation Completing the Evaluation

Part I. Committee Members (Excluding Chair)

1. Sign in to the [myUCF portal \(my.ucf.edu\)](http://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](#).

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.

4. Click [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	<input type="text"/>
Award Type	begins with	<input type="text"/>
Workflow Form Status	=	<input type="text"/>
Empl ID	begins with	<input type="text"/>
First Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Original Operator	begins with	<input type="text"/>
Original Date	=	<input type="text"/> <input type="text"/>
Last Date	=	<input type="text"/> <input type="text"/>
Last Operator	begins with	<input type="text"/>

Case Sensitive

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

[Basic Search](#)



[Save Search Criteria](#)

Click "Search" to bring up all applications.

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

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					10/24/2016	10/24/2016	

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 application.

Applicant Info Committee

Teaching Incentive Program (TIP) Award Application

Step 1 of 2: Applicant Information

Click here to view application attachments.

Go to Attachments

Applicant Information

Empl ID: First Name: Last Name: eForm ID: 610991 ?

Current Rank: Tenure Status:

College: College of Sciences Department: Biology

Application Duration: Fall 2012 - Spring 2016

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

TIP Information
[Link to TIP Requirements](#)
NOTE: * - Denotes a Required Field & Supporting Documentation

- * **Teaching and Learning Philosophy Statement (500 words maximum)**
This is a test
- * **Summary of Instructional Activities (300 words maximum)**
This is a test
- * **Impact of Instruction including evidence of Student Learning (300 words maximum)**
This is a test

Review the information in the three application text boxes.

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.

Supporting Materials Section Find First 1-4 of 4 Last

610597_4_TEST_Curriculum_Vitae.pdf	Size: 28,062 bytes	View	Delete
01-Curriculum Vitae	Size: 28,062 bytes	View	Delete
610597_2_TEST_Curriculum_Vitae.pdf	Size: 28,062 bytes	View	Delete
03-Annual Evaluations	Size: 27,160 bytes	View	Delete
610597_3_TEST_Annual_Evaluation.pdf	Size: 27,160 bytes	View	Delete
05-Statement of Support	Size: 27,119 bytes	View	Delete

Click here to return to the list of applications.

Click the "View" buttons to review the application files.

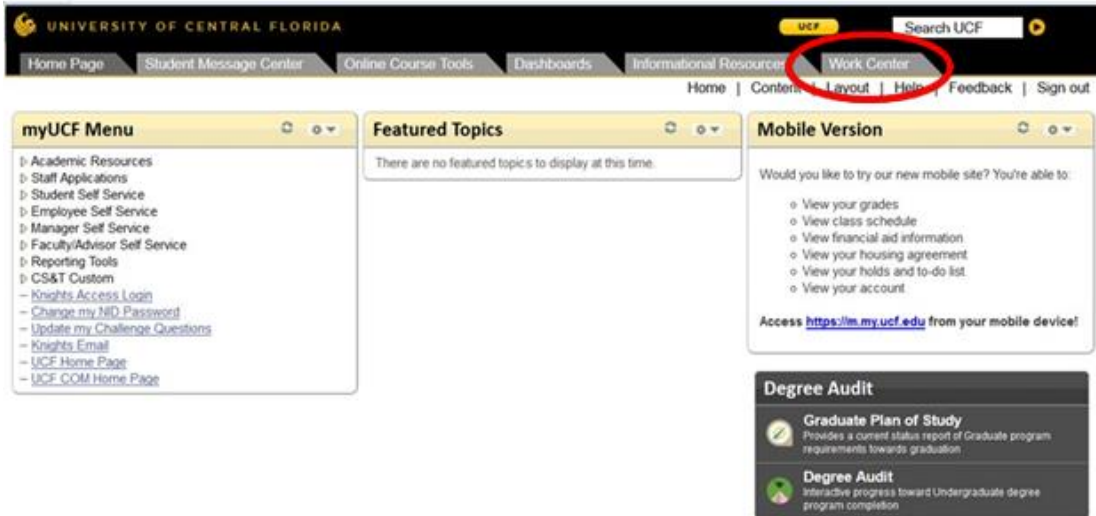
Use these buttons to navigate to the previous/next application item within the application.

Return to Search Previous in List Next in List

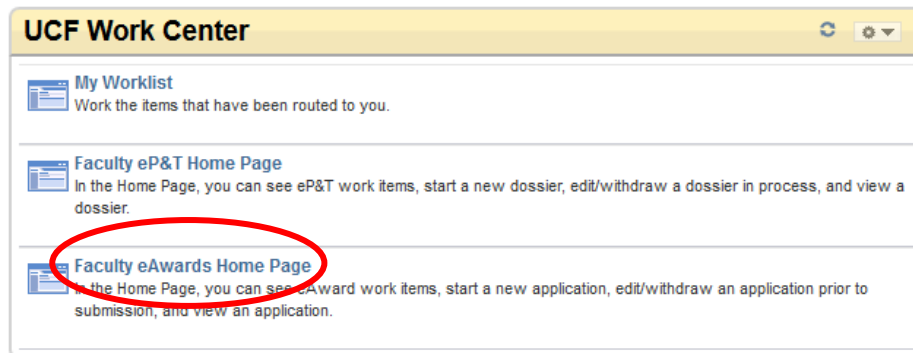
<< Previous Next >>

PART II. Committee Chair Only

1. Sign in to the [myUCF portal \(my.ucf.edu\)](http://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.**

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.

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.**

Worklist

Worklist for

[Detail View](#)

Worklist Filters Feed

Worklist Items					Personalize	Find	View All	1-7 of 7	Last
From	Date From	Work Item	Worked By Activity	Priority	Link				
	10/31/2018	Notification Worklist	Notification		PROMOTEN_T/TE...	Mark Worked			Reassign
	11/02/2018	Notification Worklist	Notification		PROMOTEN_T/TE...	Mark Worked			Reassign
	11/05/2018	Notification Worklist	Notification		PROMOTEN_T/TE...	Mark Worked			Reassign

Click one of the links to open an application.

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

The screenshot shows the top navigation tabs for 'Applicant Info' and 'Committee'. Below the tabs is the title 'Teaching Incentive Program (TIP) Award Application' and the current step 'Step 1 of 2: Applicant Information'. A 'Go to Attachments' button is circled in red. A callout box points to the tabs with the text: 'Use the "Applicant Info" and "Committee" tabs to navigate through the application.' Another callout box points to the 'Go to Attachments' button with the text: 'This button takes the user to the application attachments.' Below the navigation is a section titled 'Applicant Information' containing a form with the following fields: Empl ID, First Name, Last Name, eForm ID: 610991, Current Rank, Tenure Status, College: College of Sciences, Department: Biology, and Application Duration: Fall 2012 - Spring 2016.

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

The screenshot shows the 'TIP Information' section of the application. It contains a link to 'TIP Requirements' and a note: 'NOTE: * - Denotes a Required Field & Supporting Documentation'. There are three text boxes for review, each with a red asterisk and a word count: 'Teaching and Learning Philosophy Statement (500 words maximum)', 'Summary of Instructional Activities (300 words maximum)', and 'Impact of Instruction including evidence of Student Learning (300 words maximum)'. A callout box points to these three text boxes with the text: '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.

01-Curriculum Vitae	Size: 82,703 bytes	View
610839_1_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:17:17PM	
02-Teaching Assignments	Size: 82,703 bytes	View
610839_2_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:19:14PM	
03-Annual Assignments	Size: 82,703 bytes	View
610839_3_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:19:41PM	
04-Student Evaluations	Size: 82,703 bytes	View
610839_4_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:19:59PM	
05-Annual Evaluations	Size: 82,703 bytes	View
610839_5_TEST_Blank_Page.pdf	Uploaded: 01/12/2017 4:20:25PM	

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

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

Select the "Committee" tab.

Applicant Info **Committee**

Teaching Incentive Program (TIP) Award Application

Step 2 of 2: Committee Analysis of Applicant Information

Applicant Information

Empl ID: First Name: Last Name: eForm ID:

Current Rank: Tenure Status:

College: College of Business Adm Department:

Application Duration: Fall 2012 - Spring 2016

9. Select the award 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

Against
For

Recommendation for future applications

Use the dropdown menu to select the recommendation.

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.

Committee Recommendation

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

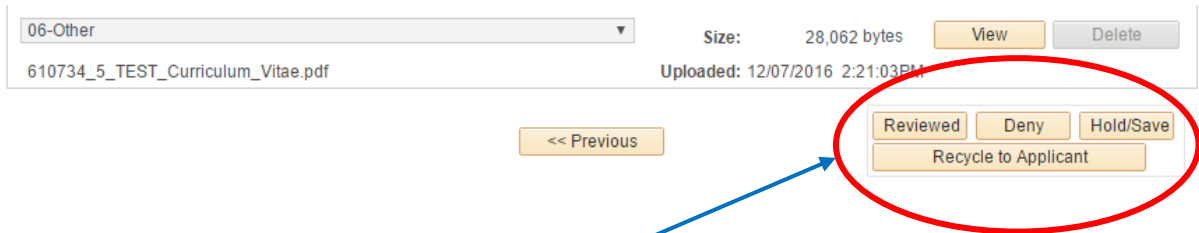
- * Award Recommendation:
- * Summary of application strengths

Recommendation for future applications

Enter the summary of application strengths 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 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.