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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.

![View-Only Access to eAwards](image)

4. Click Search to bring up all applications in your college.

![Search to bring up all applications](image)
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.

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

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

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

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.**

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

Click here to return to the Search Results list of applications.

Use these buttons to navigate to the previous/next application in the Search Results list of applications.
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.

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. **NEW THIS YEAR FOR 2019: COMMITTEE SIGNATURE LIST.** To upload the committee’s signature list, scroll down to the attachments at the bottom of the page. Before you begin this step, note that there is a link to the signature list template in Committee Recommendation section, see Step 10.

1. Click the “+” sign to add a row to upload required document.

2. Click “Attach” to browse for and upload the document. Please be patient. The document may take a few moments to upload, depending on size.

3. After adding a row, click the dropdown arrow and select “Committee Signature Sheet.” (Scroll to the top of the Committee Recommendation section for link to the signature template)

4. When the file name appears, the file has successfully uploaded.
12. To submit the committee’s recommendation, scroll down to the bottom of the page.

<table>
<thead>
<tr>
<th><strong>Buttons are at the bottom of the page</strong></th>
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“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.