Committee Training Manual
Electronic Awards System – RIA

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PART I

Committee Members

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 for Applications](image)
5. Click anywhere on an individual’s line to open the application.

   ![Table with applications]
   
   **Click any of the headings to sort the applications (by department, 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.

   ![Application form]
   
   **Use the “ Applicant Info ” and “ Committee ” tabs to navigate through the dossier.**

   ![Go to Attachments button]
   
   **Click here to view application attachments.**
7. Scroll down to the **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 po-up blocker is set to allow pop-up windows.

- Review the three application text boxes.
- Click the “View” buttons to review the application files.
- Use these buttons to navigate to the previous/next application item within the application.
- Click here to return to the list of applications from the Search.
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. 

   - **Click here to open the application.**
   - **DO NOT use this button.**
5. Use the tabs at the top of the page to navigate through the application.

6. Scroll down to **RIA Information** to review the information in each of the application sections.
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 strength in the text box. Complete the second text box if the vote if not favorable, otherwise enter N/A.
11. To upload the committee’s signature list, scroll down to the attachments at the bottom of the page. Note: 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 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.