



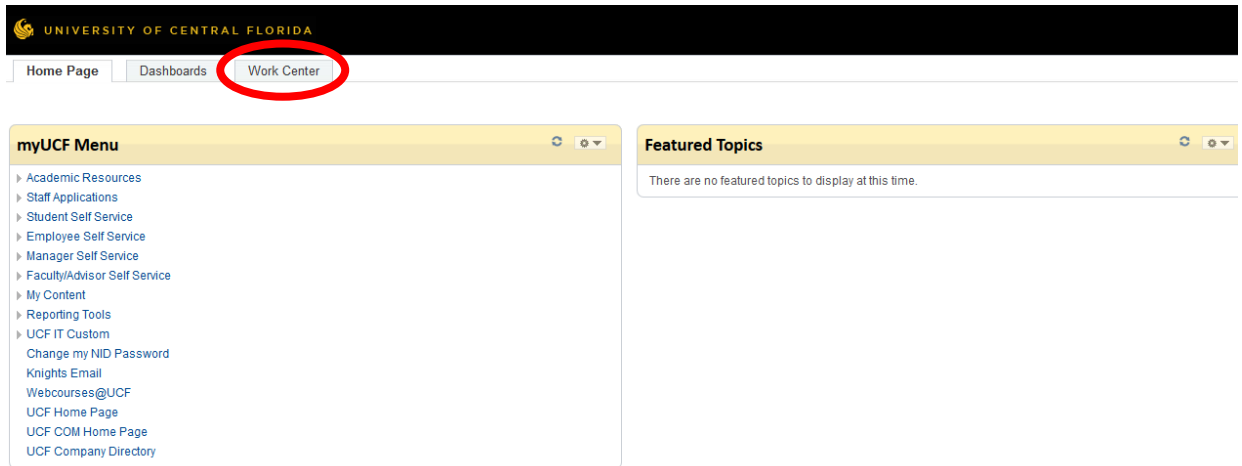
**Faculty
Excellence**

**Applicant Training Manual
Electronic Awards System - RIA**

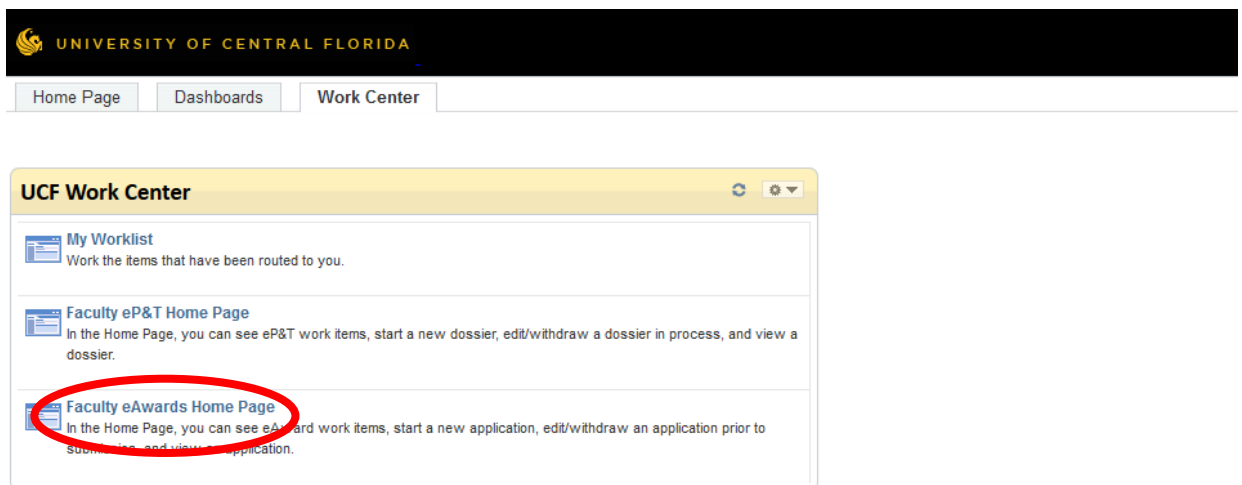
Important Notes

- ❖ Your browser's pop-up blocker should be set to allow pop-ups.
- ❖ There is a file size limit of 40 megabytes for each pdf attachment.
- ❖ Attachment filenames must be limited to 40 characters, including spaces.
- ❖ The system times out after 30 minutes of inactivity. It is recommended that you save your work periodically.
- ❖ **Review the application carefully before you submit.** You will be unable to make changes once the application has been submitted.

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 **Start a New eAward**.

The screenshot shows the UCF Work Center interface. The top navigation bar includes 'Home Page', 'Dashboards', and 'Work Center'. The left sidebar contains a 'Menu' with three items: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The main content area is titled 'Electronic Faculty Awards Home Page' and contains three sections: 'My Worklist' (with a red circle around the text 'Work the items that have been routed to you.'), 'Start a New eAward' (circled in red), and 'Edit or Withdraw an eAward Currently in Process'.

4. Select the eAward and select **OK**.

The screenshot shows the UCF Work Center interface. The top navigation bar includes 'Home Page', 'Dashboards', and 'Work Center'. The left sidebar contains a 'Menu' with three items: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The main content area contains the following text: 'Below are the Faculty Awards that you are currently eligible for. Please select one to begin the application process.' and 'If you have any questions, please contact Faculty Excellence at 407-823-1113.' Below this is a table with the following data:

Faculty Award Type	Description	Availability Date
<input type="radio"/> RIA	Research Incentive Award	10/11/2019

A blue box with an arrow points to the radio button next to 'RIA'. Another blue box with an arrow points to the 'OK' button, which is circled in red. The text inside the blue box reads: 'Click the radio button next to the award. Then, click "OK."'.

5. Begin the application by entering the requested information in the three text fields.

Applicant Information

Empl ID: First Name: Last Name: eForm ID: 809878

Current Rank: Associate Professor

College: College of Sciences

Application Duration: Fall 2015 - Spring 2019

RIA Information

[Link to RIA requirements](#)

NOTE: * - Denotes a Required Field & Supporting Documentation

* Research - Primary Area (100 words maximum)

In this box, describe your primary area of research or creative activity, in 100 words or less.

* Research - Secondary Area (100 words maximum)

If applicable, use this box to describe your secondary area of interest, in 100 words or less. If you do not have a secondary area of research, indicate "N/A."

* Achievements and Recognition (500 words maximum)

In this box, describe your research or creative achievements, in 500 words or less.

6. Scroll down to the **Supporting Materials Section** to begin uploading your attachments.

* Achievements and Recognition (500 words maximum)

Hint: Click "?" for dossier files attachment instructions.

Supporting Materials Section

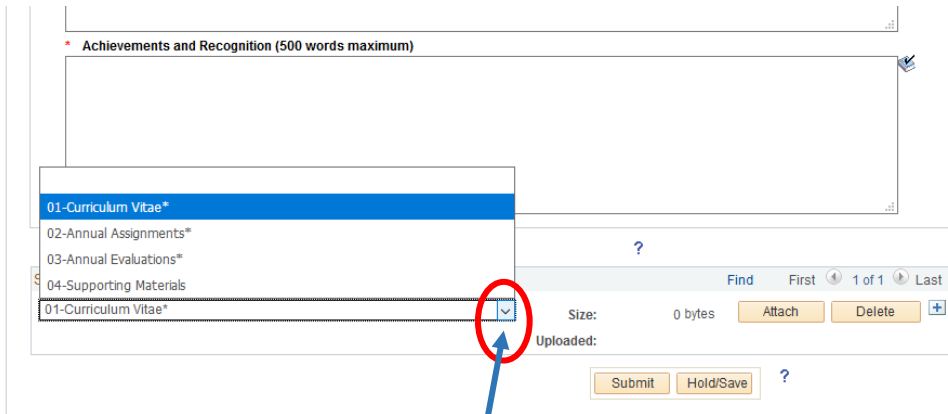
Find First 1 of 1 Last

Size: 0 bytes Attach Delete +

Uploaded:

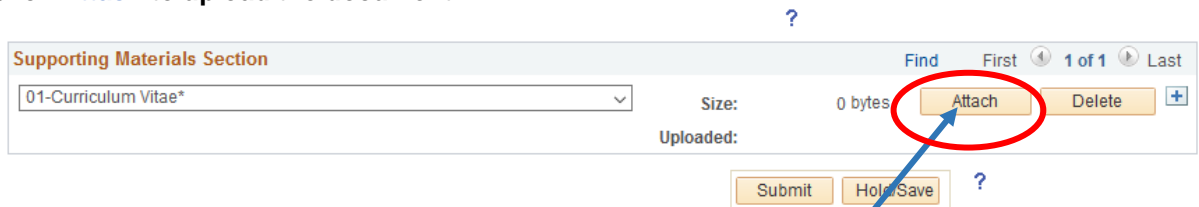
Submit Hold/Save ?

7. Click the down arrow and select the item to be uploaded.



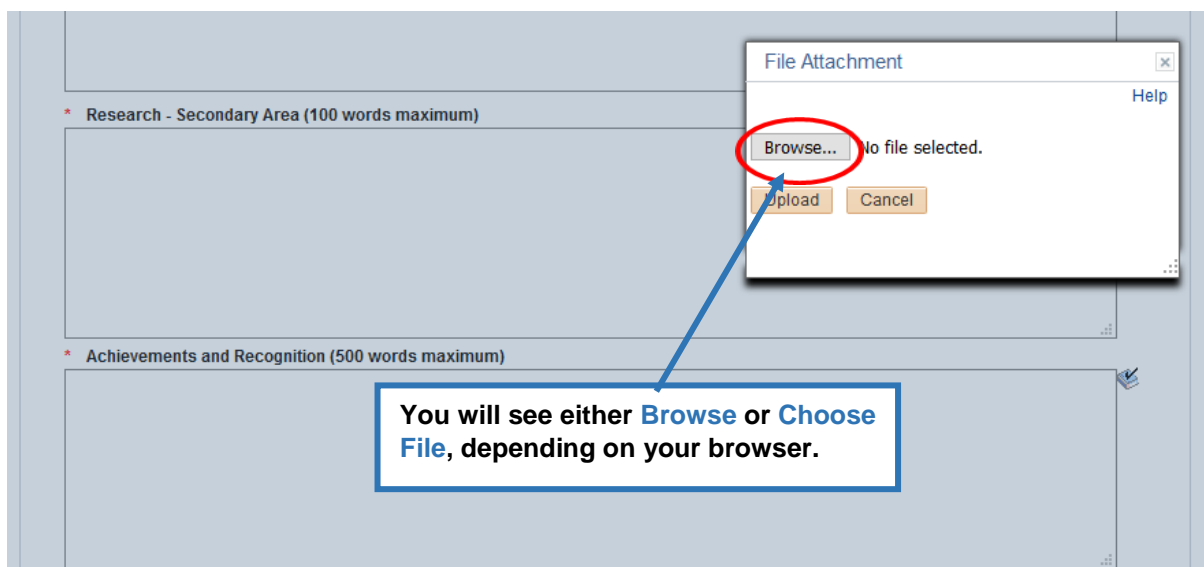
Click the down arrow for a list of application file attachments. Select the document to be attached.

8. Click **Attach** to upload the document.



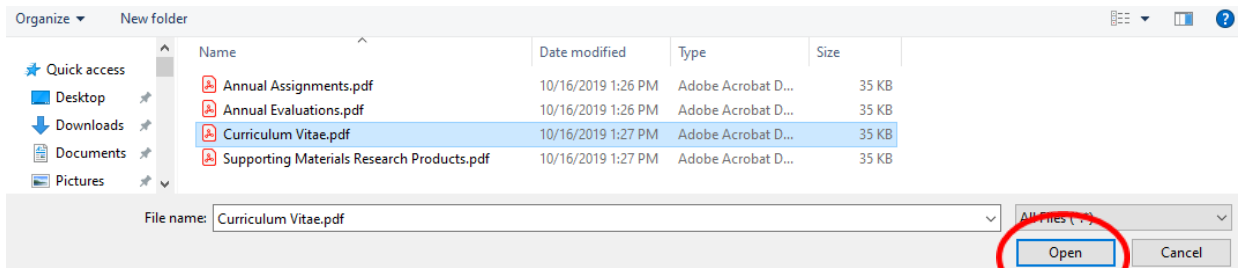
Click "Attach" to upload the document.

9. Click on the **Browse** or **Choose File** button.



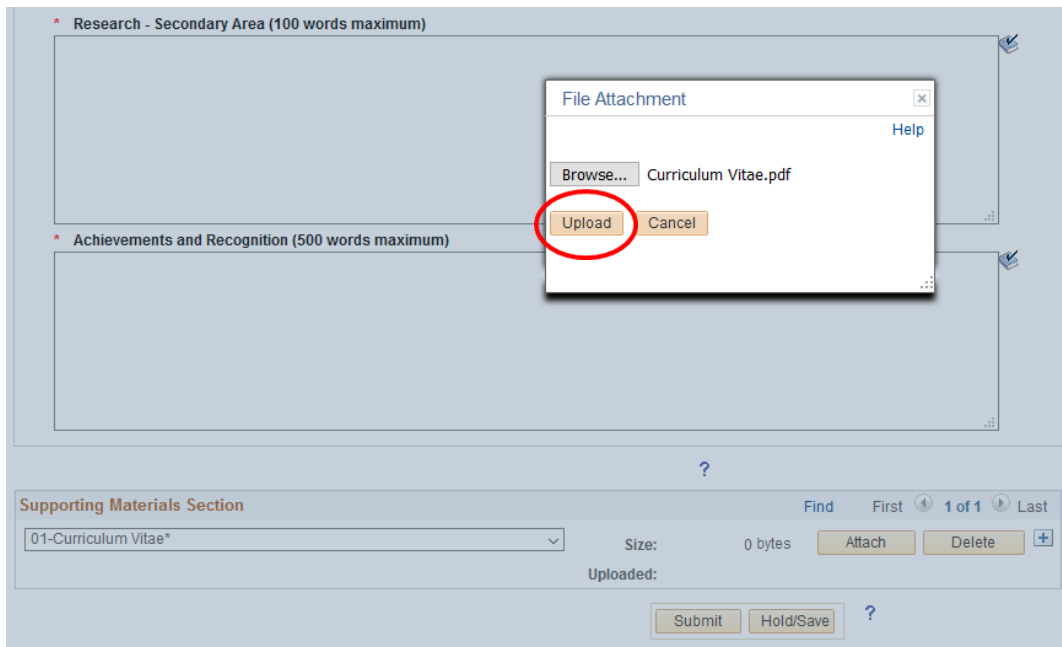
You will see either **Browse** or **Choose File**, depending on your browser.

10. Select the appropriate pdf document from your files and click **Open**.
Please note that the filename must be less than 40 characters to ensure successful uploading.

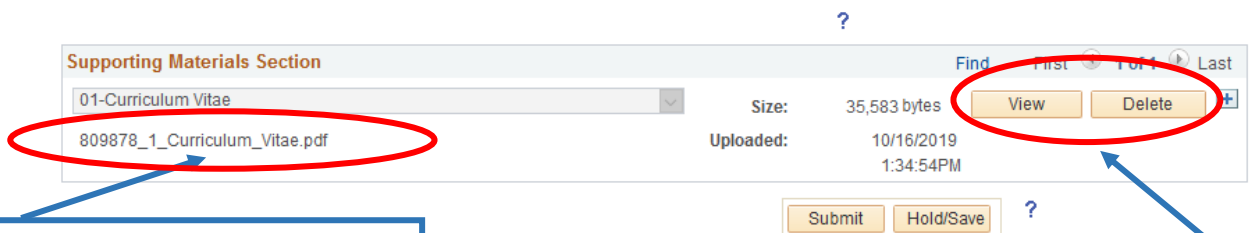


11. Select **Upload**.

Select the file to be uploaded, then click "Open."



12. Click **View** to confirm that you have uploaded the correct document. Click **Delete** if you wish to delete the uploaded document.



When the filename appears, the document has successfully uploaded.

Click "View" to confirm that you have uploaded the correct document.

Click "Delete" to remove the document, if necessary.

13. To upload the next attachment, click the plus (+) symbol to add a new row. Then, repeat Steps 7 through 12. Repeat this process until all documents have been uploaded.

Supporting Materials Section		Find	First	1-2 of 2	Last
01-Curriculum Vitae	Size: 35,583 bytes	View	Delete	+	
809878_1_Curriculum_Vitae.pdf	Uploaded: 10/16/2019 1:34:54PM				
	Size: 0 bytes	Attach	Delete	+	
	Uploaded:				

To upload each additional document, click the “+” symbol to add a new row.

14. Click **Hold/Save** at any time to save the application. This will save the application without forwarding it.

Supporting Materials Section		Find	First	1-2 of 2	Last
01-Curriculum Vitae	Size: 35,583 bytes	View	Delete	+	
809878_1_Curriculum_Vitae.pdf	Uploaded: 10/16/2019 1:42:13PM				
02-Annual Assignments	Size: 35,580 bytes	View	Delete	+	
809878_2_Annual_Assignments.pdf	Uploaded: 10/16/2019 1:42:44PM				

“Hold/Save” saves the application, but does not forward it.

15. After clicking **Hold/Save**, the application is saved and a notification similar to the following will appear.

UNIVERSITY OF CENTRAL FLORIDA

Home Page | Dashboards | **Work Center**

UCF Work Center

Menu

- My Worklist**
Work the items that have been routed to you.
- Faculty eP&T Home Page**
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page**
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Research Incentive Award (RIA) Application

Step 1 of 1: Award Submitted

You have saved updates to the application or have submitted the application.

If you have selected the Hold/Save button, please ensure that you return to the application at a later time before the deadline to submit your application.

If you have selected the Submit button, you should receive a system notification confirming the submission.

Form Status

eForm ID: 123456

You have just PLACED ON HOLD this form.

[Go To Worklist](#)

16. To edit an application that was saved:

- From within the award application,

a. Click [Faculty eAwards Home Page](#) from the UCF Work Center task panel. (See 16a)

b. Click [Edit or Withdraw an eAward Currently in Process](#) (See 16b)

c. Click [Search](#) to bring up the application (See 16c)

-If you have signed out of the system, follow steps 1-4 above to return to the eAwards Home Page. Then follow steps 16b and 16c below

a.

UNIVERSITY OF CENTRAL FLORIDA

Home Page Dashboards Work Center

UCF Work Center

Menu

- My Worklist
Work the items that have been routed to you.
- Faculty eP&T Home Page
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page**
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Research Incentive Award (RIA) Application

Step 1 of 1: Award Submitted

You have saved updates to the application or have submitted the application.

If you have selected the Hold/Save button, please ensure that you return to the application at a later time before the deadline to submit your application.

If you have selected the Submit button, you should receive a system notification confirming the submission.

Form Status

eForm ID: 123456

You have just PLACED ON HOLD this form.

[Go To Worklist](#)

Click here to return to the eAwards Home Page.

b.

Home Page Dashboards Work Center

UCF Work Center

Menu

- My Worklist
Work the items that have been routed to you.
- Faculty eP&T Home Page
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Electronic Faculty Awards Home Page

- My Worklist
Work the items that have been routed to you.
- Start a New eAward
Applicants, use this link to initiate a new award, which will then be routed to the appropriate viewers. Applicants will be notified in writing of the outcome.
- Edit or Withdraw an eAward Currently in Process**
Applicants use this link to complete your award request before sending it through the review process. After form submission, you will not be able to make further edits. Only Faculty Excellence will have access to withdraw award applications after submission.

Click here.

c.

Update 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

Year begins with

Award Type begins with

College begins with

Department begins with

Last Name begins with

First Name begins with

Empl ID begins with

Workflow Form Status =

Case Sensitive

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

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Leave all fields blank. Then click "Search" to bring up the application for editing.

17. Once editing is complete and all required documents are uploaded, click "Submit" at the bottom of the page. This will forward the application to the next step.
Important: Once you click Submit you will be unable to make further edits to the application

03-Annual Evaluations	Size:	35,582 bytes	View	Delete	+
809878_3_Annual_Evaluations.pdf	Uploaded:	10/16/2019 2:01:47PM			
04-Supporting Materials/Research Products	Size:	35,579 bytes	View	Delete	+
809878_4_Supporting_Materials_Research_Products.pdf	Uploaded:	10/16/2019 2:02:02PM			

Hold/Save **Submit** **Withdraw**

"Hold/Save" saves the application, but does not forward it.
"Submit" forwards the dossier to the next step.
"Withdraw" withdraws the application from the process.

****Important Note: If an application is withdrawn, it cannot be re-added**

18. A confirmation will appear after clicking **Submit**. Please be patient, as it may take a few moments to receive the notification. The applicant will also receive confirmation by email.

UNIVERSITY OF CENTRAL FLORIDA

Home Page Dashboards Work Center

UCF Work Center

Menu

- My Worklist**
Work the items that have been routed to you.
- Faculty eP&T Home Page**
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page**
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Research Incentive Award (RIA) Application

Step 1 of 1: Award Complete

You have saved updates to the application, withdrawn the application or have submitted the application.

If you have selected the Hold/Save button, please ensure that you return at a later time before the deadline to submit the application.

If you have selected the Submit button, you should receive a system notification confirming the submission.

Form Status

eForm ID: 123456

You have just RESUBMITTED this form. This action passed the form to GT eAwards RIA Committee for further processing.

[Go To Worklist](#)