Committee Training Manual
Electronic Awards System – SoTL

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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. Select **View-Only Access to eAwards**

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

**Click “Search” to bring up all applications.**
5. Click anywhere on an individual’s line to open the application

Click any of the headings to sort the applications (by first name, last name, etc.).

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

- **Statement of SoTL (250 words maximum)**
- **Summary of SoTL Accomplishments (100 words maximum)**
- **Impact of SoTL Research (500 words maximum)**

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**
  - **Curriculum Vitae**
  - **Appendices**

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

![My Worklist screenshot from UCF Work Center]

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.

![Screen with list of applications]

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.

![Tab navigation example]

Use the "Applicant info" and "Committee" tabs to navigate through the application.
6. Scroll down to the **SoTL Information** to review the information in each of the application sections

   ![SoTL Information](image)

   **Review 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

   ![Supporting Materials Section](image)

   **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.

9. Select the award recommendation from the dropdown menu

Use the dropdown menu to select the recommendation.
10. Enter the summary of the application strengths in the text box. Complete the second text box if the vote is not favorable, otherwise enter N/A

Click here to obtain the committee signature list.

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 upload the committee signature’s 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 the Committee Recommendation section; see step 10

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

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.

4. When the file name appears, the file has successfully uploaded.

12. To submit the committee’s recommendation, scroll 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” - Not applicable for SoTL.