



**Committee Training Manual
Electronic Awards System – RIA**

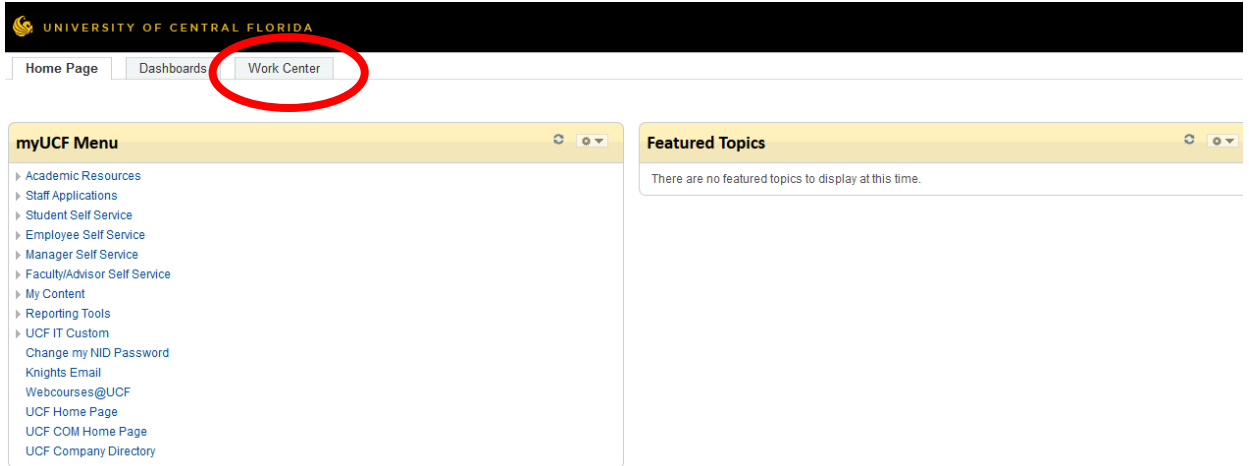
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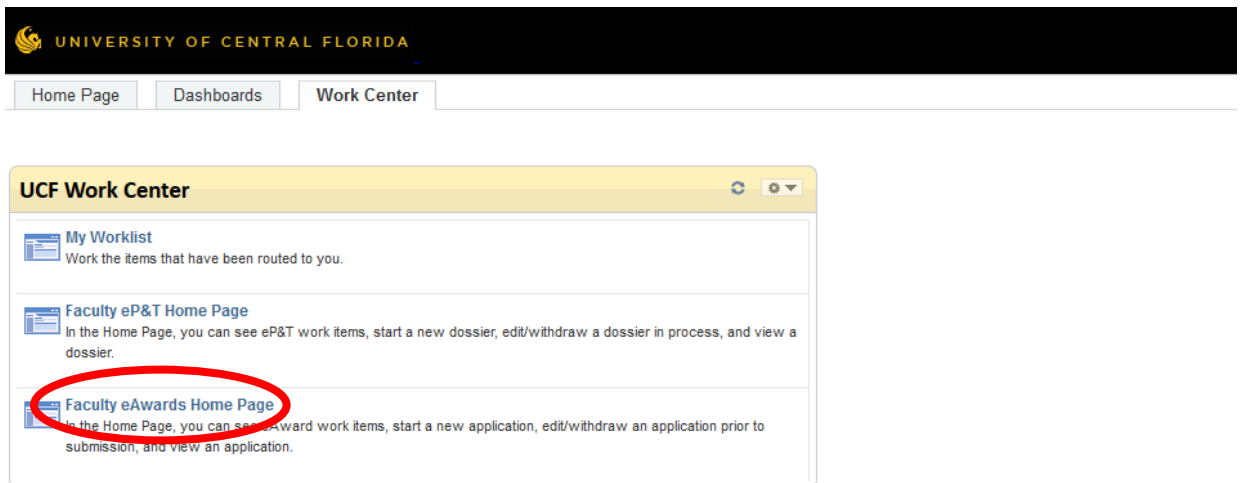
PART I

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](#).

The screenshot shows the UCF Work Center interface. At the top, there are navigation tabs for 'Home Page', 'Dashboards', and 'Work Center'. Below this is a 'UCF Work Center' header with a 'Menu' section on the left. The menu includes 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The main content area is titled 'Electronic Faculty Awards Home Page' and features a 'My Worklist' section. A red circle highlights the link 'View-Only Access to eAwards' in the worklist description.

4. Click [Search](#) to bring up all applications in your college.

Update an eAward

Enter any information you have and click Search. Leave fields blank for a list of all values.

The screenshot shows a search form titled 'Find an Existing Value'. It has a 'Search Criteria' section with several dropdown menus: 'eForm ID', 'Year', 'Award Type', 'College', 'Department', 'Last Name', 'First Name', and 'Empl ID'. Each dropdown is set to 'begins with'. There is also a 'Workflow Form Status' dropdown set to '='. A checkbox for 'Case Sensitive' is unchecked. A text input field for 'Limit the number of results to (up to 300):' contains the number '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red circle highlights the 'Search' button, and a blue box with an arrow points to it with the text '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 department, last name, etc.).

Search Results

View All First 1-2 of 2 Last

eForm ID	Year	Award Type	College	Department	Last Name	First Name	Empl ID	Workflow Form Status
826269	2019	RIA	College of Business Adm	Accounting	Hua	Kien	0115198	Pending
826270	2019	RIA	College of Business Adm	Economics	Baker	Thomas	3977026	Pending

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 dossier.

Click here to view application attachments.

Applicant Info | Committee | Reviewer | Approver

Research Incentive Award (RIA) Application

Step 1 of 5: Applicant Information

Go to Attachments

Applicant Information

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

Current Rank: Professor | Tenure Status: Tenured

College: College of Sciences | Department: Anthropology

Application Duration: Fall 2015 - Spring 2019

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

Applicant Information

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

Current Rank: Professor Tenure Status: Tenured

College: College of Sciences Department: Anthropology

Application Duration: Fall 2015 - Spring 2019

RIA Information

[Link to RIA Requirements](#)
NOTE: * Denotes a Required Field

- * Research - Primary Area (100 words maximum)
test
- * Research - Secondary Area (100 words maximum)
test
- * Achievements and Recognition (500 words maximum)
test

Review 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 of 4 Last

01-Curriculum Vitae	Size: 35,583 bytes	View	Delete
826269_1_Curriculum_Vitae.pdf	Uploaded: 11/08/2019 11:23:34 AM		
02-Annual Assignments	Size: 35,580 bytes	View	Delete
826269_2_Annual_Assignments.pdf	Uploaded: 11/08/2019 11:23:48 AM		
03-Annual Evaluations	Size: 35,582 bytes	View	Delete
826269_3_Annual_Evaluations.pdf	Uploaded: 11/08/2019 11:24:08 AM		
04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete
826269_4_Supporting_Materials_Research_Products.pdf	Uploaded: 11/08/2019 11:24:25 AM		

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

[Return to Search](#) [Previous in List](#) [Next in List](#)

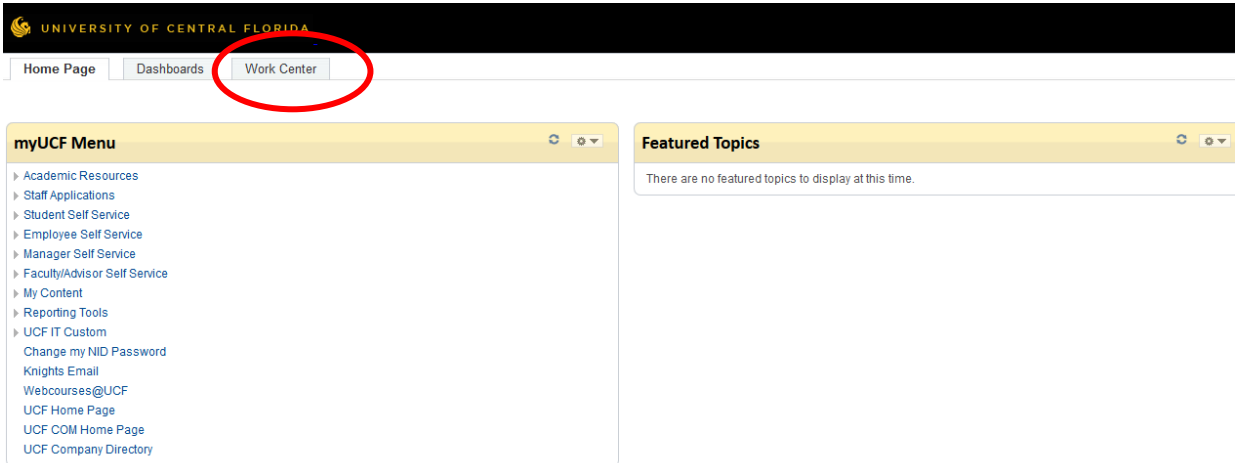
Click here to return to the list of applications from the Search

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

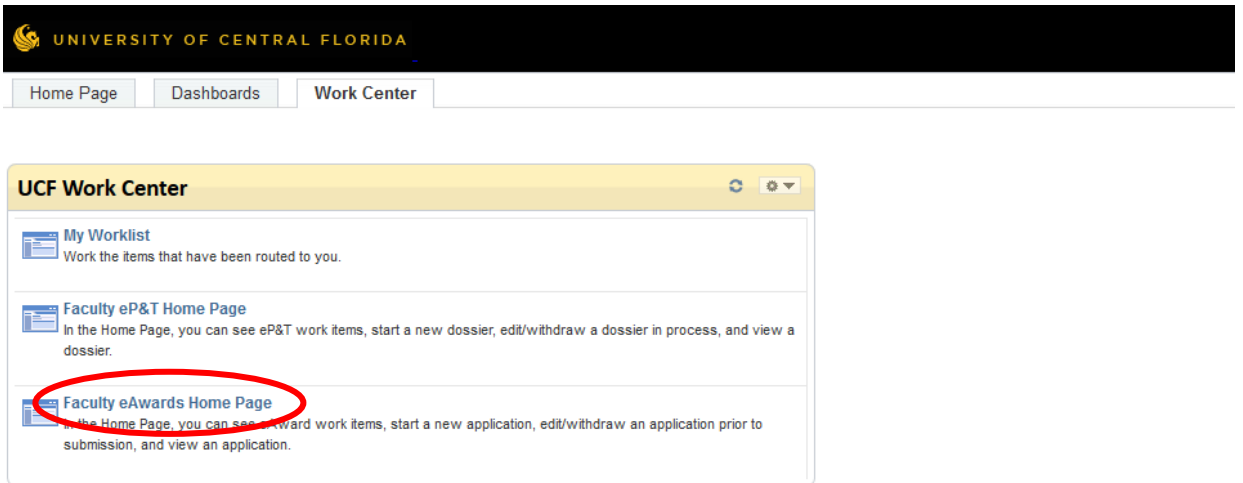
PART II

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**.

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.

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 screen similar to the following will display, with a list of all applications to be reviewed. Click on the link to open the application.

Worklist Items					Personalize	Find	View All	First	1-2 of 2	Last
From	Date From	Work Item	Worked By Activity	Priority	Link					
Kien A Hira	11/08/2019	Notification Worklist	Notification		FACAWARD: RIA: L	Mark Worked				
	11/08/2019	Notification Worklist	Notification		FACAWARD: RIA: E	Mark Worked				

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.

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

Click here to view application attachments.

The screenshot shows the top navigation area of the application. There are two tabs: "Applicant Info" and "Committee". Below the tabs, the text "Research Incentive Award (RIA) Application" and "Step 1 of 2: Applicant Information" is displayed. A "Go to Attachments" button is highlighted with a red oval. A callout box points to this button with the text "Click here to view application attachments." Another callout box points to the "Applicant Info" and "Committee" tabs with the text "Use the 'Applicant Info' and 'Committee' tabs to navigate through the application."

Applicant Information

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

Current Rank: Tenure Status:

College: College of Sciences Department: Biology

Application Duration: Fall 2012 - Spring 2016

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

Applicant Information

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

Current Rank: Professor Tenure Status: Tenured

College: College of Sciences Department: Anthropology

Application Duration: Fall 2016 - Spring 2019

RIA Information

[Link to RIA Requirements](#)

NOTE: * - Denotes a Required Field

- * Research - Primary Area (100 words maximum)
test
- * Research - Secondary Area (100 words maximum)
test
- * Achievements and Recognition (500 words maximum)
test

Review the three application text boxes.

The screenshot shows the "RIA Information" section of the application. It contains three text boxes for input, each preceded by a red asterisk indicating a required field. The text boxes are labeled "Research - Primary Area (100 words maximum)", "Research - Secondary Area (100 words maximum)", and "Achievements and Recognition (500 words maximum)". A red box highlights these three text boxes. A callout box with an arrow points to the red box with the text "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		Find	First	1-4 of 4	Last
01-Curriculum Vitae	Size: 35,583 bytes	View	Delete	+	
826290_1_Curriculum_Vitae.pdf					
Uploaded: 11/15/2019 10:03:23AM					
02-Annual Assignments	Size: 35,580 bytes	View	Delete	+	
826290_2_Annual_Assignments.pdf					
Uploaded: 11/15/2019 10:03:35AM					
03-Annual Evaluations	Size: 35,582 bytes	View	Delete	+	
826290_3_Annual_Evaluations.pdf					
Uploaded: 11/15/2019 10:03:47AM					
04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete	+	
826290_4_Supporting_Materials_Research_Products.pdf					
Uploaded: 11/15/2019 10:03:59AM					

Select the "View" button to view each document.

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

Applicant Info **Committee**

Select the "Committee" tab.

Research Incentive Award (RIA) Application

Step 2 of 2: Committee Analysis of Applicant Information

Required fields are indicated with an asterisk (*).

Applicant Information

Empl ID:	First Name:	Last Name:	eForm ID:
Current Rank: Professor		Tenure Status: Tenured	
College: College of Sciences		Department: Anthropology	
Application Duration: Fall 2015 - Spring 2019			

9. Select the award recommendation from the dropdown menu.

Application Duration: Fall 2015 - Spring 2019

Committee Recommendation

[Link to Committee Signature Template](#)

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 Committee's recommendation.

10. Enter the summary of the application strength in the text box. Complete the second text box if the vote is not favorable, otherwise enter N/A.

Committee Recommendation

[Link to Committee Signature Template](#)

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:

Click here to obtain the committee signature list template.

Enter the summary in the text box.

Complete this box when the vote is 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.

03-Annual Evaluations	Size: 35,582 bytes	View	Delete	+
826290_3_Annual_Evaluations.pdf				
Uploaded: 11/15/2019 10:03:47AM				
04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete	+
826290_4_Supporting_Materials_Research_Products.pdf				
Uploaded: 11/15/2019 10:03:59AM				

Applicant:
 << Previous Reviewed Deny Hold/Save
 Recycle to Applicant

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

03-Annual Evaluations	Size: 35,582 bytes	View	Delete	+
826290_3_Annual_Evaluations.pdf				
Uploaded: 11/15/2019 10:03:47AM				
04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete	+
826290_4_Supporting_Materials_Research_Products.pdf				
Uploaded: 11/15/2019 10:03:59AM				
Committee Signature Sheet*	Size: 0 bytes	Attach	Delete	+
Uploaded:				

Applicant:
 << Previous Reviewed Deny Hold/Save
 Recycle to Applicant

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.

04-Supporting Materials/Research Products	Size: 35,579 bytes	View	Delete	+
826290_4_Supporting_Materials_Research_Products.pdf				
Uploaded: 11/15/2019 10:03:59AM				
Committee Signature Sheet	Size: 35,586 bytes	View	Delete	+
826290_5_Committee_Signature_Sheet.pdf				
Uploaded: 11/15/2019 3:36:15PM				

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.

Committee Signature Sheet	Size:	35,586 bytes	View	Delete	+
826290_5_Committee_Signature_Sheet.pdf	Uploaded:	11/22/2019 3:08:49PM			

Applicant:

<< Previous	Reviewed	Deny	Hold/Save
Recycle to Applicant			

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.