



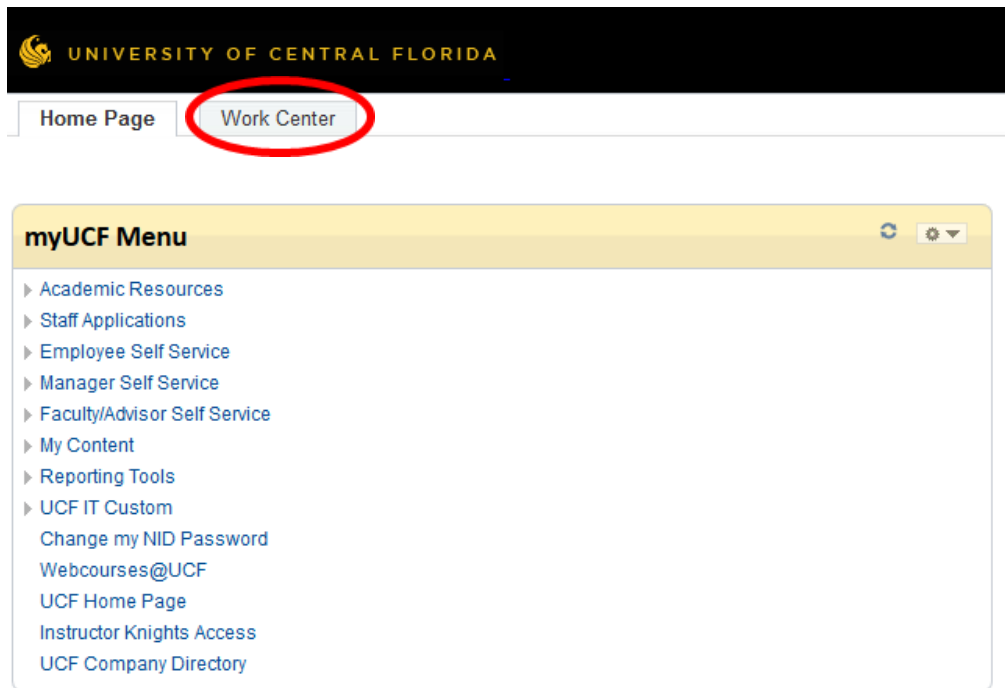
**Faculty
Excellence**

**Applicant Training Manual
Electronic Awards System – SoTL**

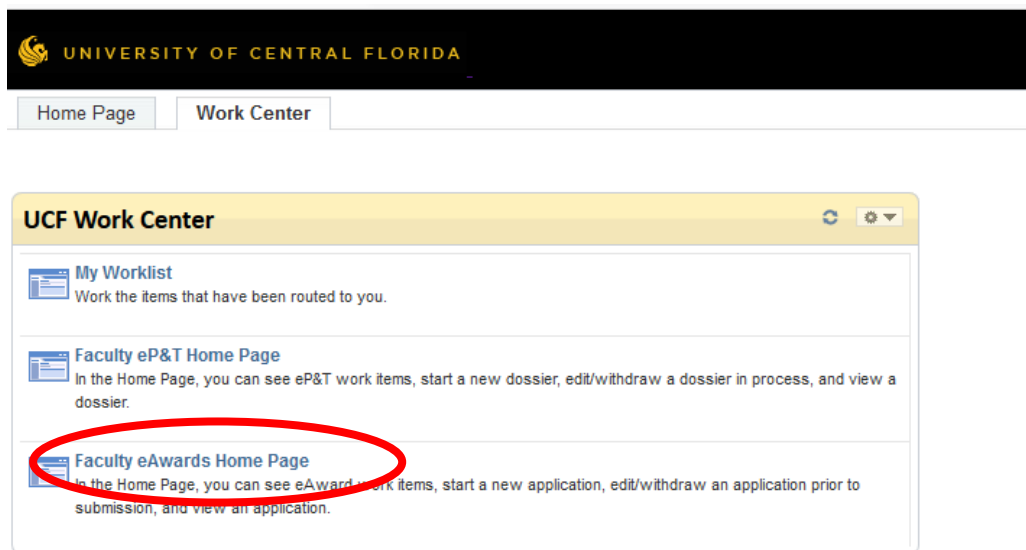
Important Notes

- ❖ Eligible faculty must first notify their College Dean's office of their intent to apply, so that system access may be requested.
- ❖ 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. At the top is the University of Central Florida logo and name. Below are tabs for Home Page, Dashboards, and Work Center. The Work Center tab is active, showing a 'UCF Work Center' sidebar with a 'Menu' section containing links to '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 award and click [OK](#)

Below are the Faculty Awards that you are currently eligible for. Please select one to begin the application process.

If you have any questions, please contact Faculty Excellence at 407-823-1113.

Faculty Award Type	Description	Availability Date
<input type="radio"/> SOTL	Scholarship of Teaching and Learning	03/03/2020

Select the radio button next to the award. Then, click "OK."

OK

5. Begin the application by entering the requested information in the three boxes

Applicant Information

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

Current Rank: Associate Professor Tenure Status: Tenured

College: College of Arts & Humanities Department: English

Application Duration: Fall 2015 - Spring 2019

SoTL Information

[Link to SoTL Requirements](#) **Click here to view the SoTL application**

NOTE: - Denotes a Required Field & Supporting Documentation

* Statement of SoTL (250 words maximum)

In this box, include your statement of SoTL, in 250 words or less.

* Summary of SoTL Accomplishments (100 words maximum)

Use this box to summarize your SoTL accomplishments, in 100 words or less.

* Impact of SoTL Research (500 words maximum)

In this box, include your impact of SoTL research, in 500 words or less.

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

* Impact of SoTL Research (500 words maximum)

Supporting Materials Section

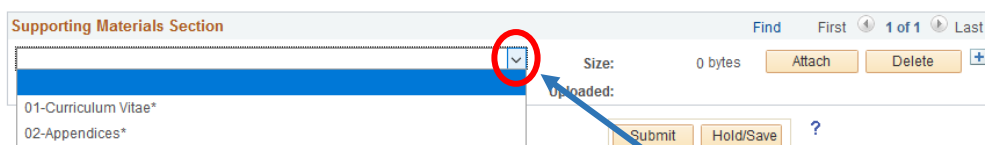
Find First 1 of 1 Last

Size: 0 bytes Attach Delete +

Uploaded:

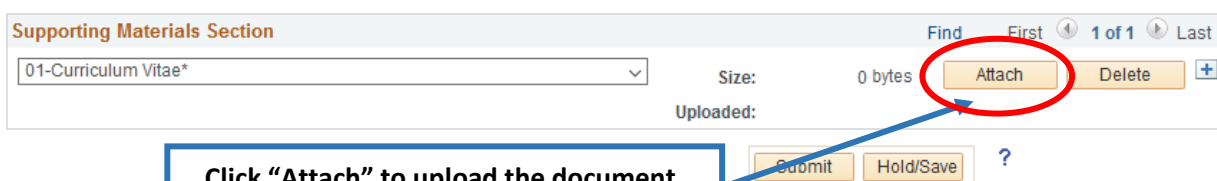
Submit Hold/Save ?

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



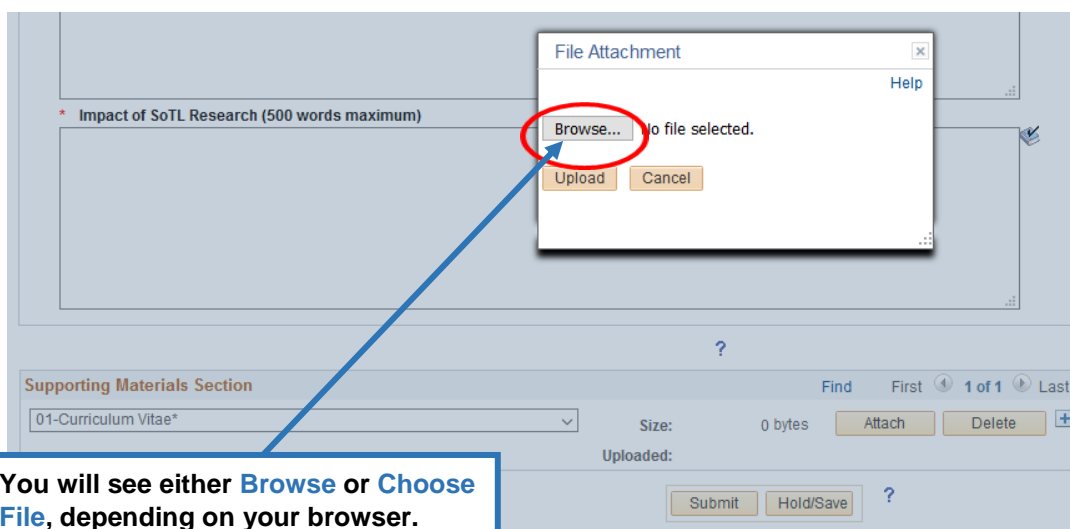
Click the down arrow for a list of application file attachments. Select the document to be attached.

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



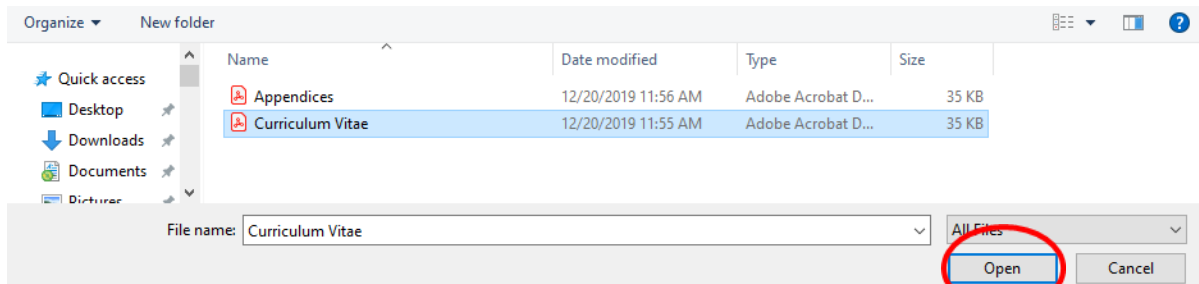
Click "Attach" to upload the document.

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



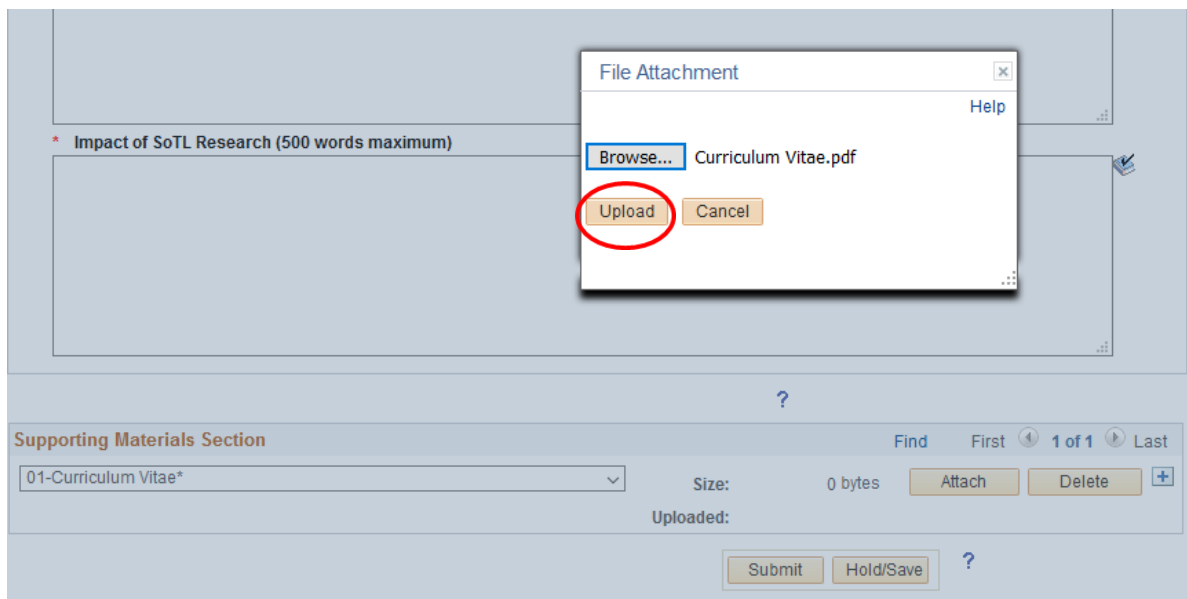
You will see either **Browse** or **Choose File**, depending on your browser.

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

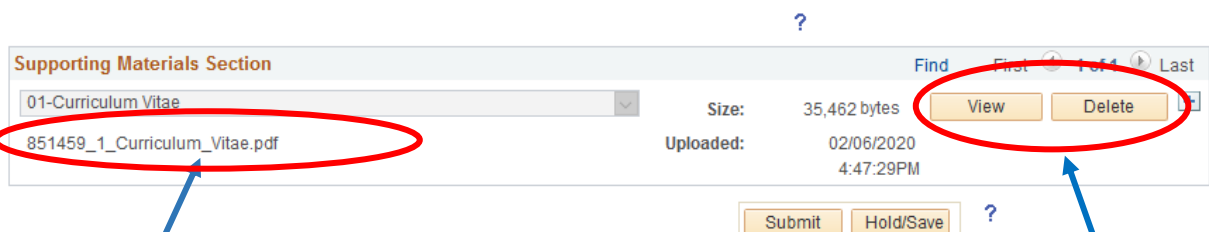


Select the file to be uploaded, then click "Open."

11. Select **Upload**



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: 35,462 bytes	View	Delete	+	
851459_1_Curriculum_Vitae.pdf	Uploaded: 02/06/2020 4:47:29PM				
	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: 35,462 bytes	View	Delete	+	
851459_1_Curriculum_Vitae.pdf	Uploaded: 02/06/2020 4:47:29PM				
02-Appendices	Size: 35,461 bytes	View	Delete	+	
851459_2_Appendices.pdf	Uploaded: 02/06/2020 4:50:34PM				

“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

Scholarship of Teaching and Learning (SOTL) Award 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:

If you are still logged in to the system:

- Click [Faculty eAwards Home Page](#) from the [UCF Work Center](#) task panel (see 16a)
- Click [Edit or Withdraw an eAward Currently in Process](#) (see 16b)
- Click [Search](#) to bring up the application (see 16c)

****If you have signed out of the system, follow steps 1 & 2 above to return to the eAwards Home Page. Then follow steps 16b and 16c below**

16a.

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.

Scholarship of Teaching and Learning (SOTL) Award Application

Step 1 of 1: Award Submitted

You have successfully created the award request. Review the messages below for routing information.

Form Status

eForm ID: 123456

You have just PLACED ON HOLD this form.

Go To Worklist

If the "UCF Work Center" task panel is not displayed, click the double arrows.

Click here to return to the eAwards Home Page.

16b.

Home Page 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 reviewers. 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.

16c. Click **Search** to bring up the application. It is not necessary to complete any of the form fields

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

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 submit your application, you will not be able to make further edits

Supporting Materials Section

	Find	First	1-2 of 2	Last
01-Curriculum Vitae	Size:	35,462 bytes	View	Delete
851459_1_Curriculum_Vitae.pdf	Uploaded:	02/06/2020 4:47:29PM		
02-Appendices	Size:	35,461 bytes	View	Delete
851459_2_Appendices.pdf	Uploaded:	02/06/2020 4:50:34PM		

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.

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

Scholarship of Teaching and Learning (SOTL) Award 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 SoTL Committee for further processing.

[Go To Worklist](#)