



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

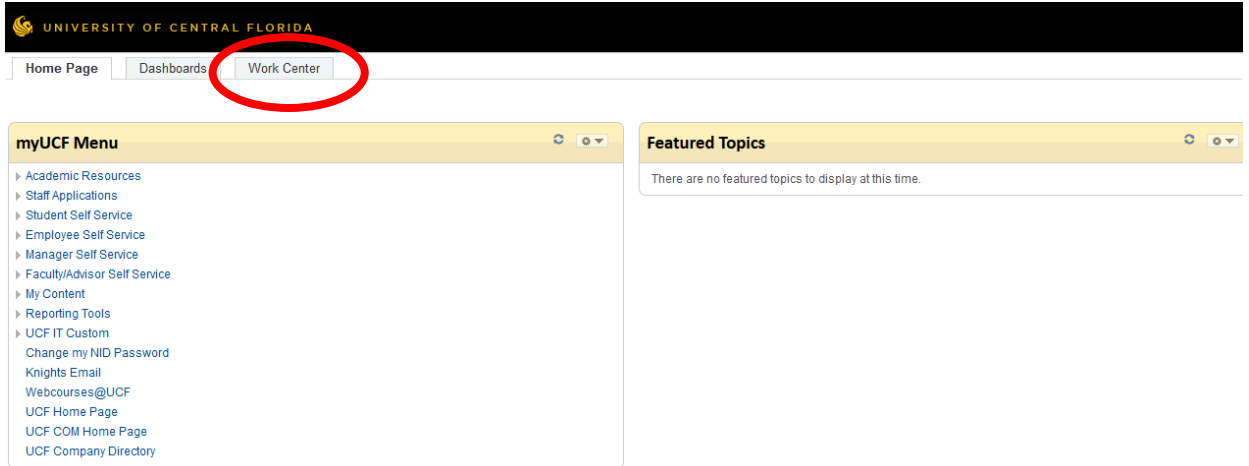
Contents:

<u>PART I</u>	Committee Members (Excluding Chair)	Pages 2-5
	Accessing and Viewing the Application	
<u>PART II</u>	Committee Chair Only	Pages 6-11
	Accessing & Viewing the Application	
	Entering the Recommendation	
	Completing the Evaluation	
	Uploading the Signature List	

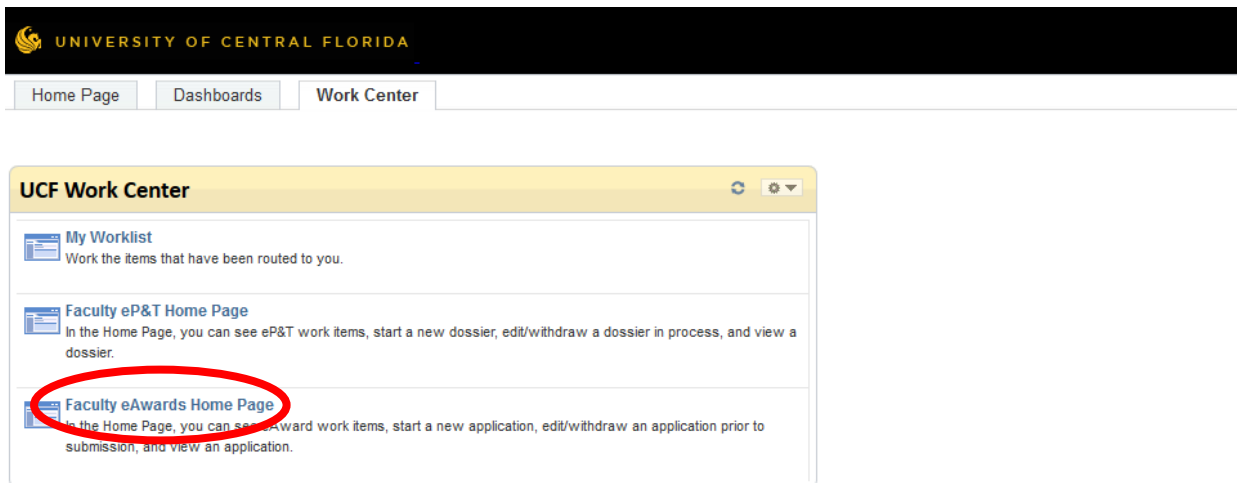
PART I

Committee Members (Excluding Chair)

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](#).

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 eAwards. 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. 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.

Find an Existing Value

▼ Search Criteria

Click "Search" to bring up all applications.

eForm ID	begins with	<input type="text"/>
Year	begins with	<input type="text"/>
Award Type	begins with	<input type="text"/>
College	begins with	<input type="text"/>
Department	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
First Name	begins with	<input type="text"/>
Empl ID	begins with	<input type="text"/>
Workflow Form Status	=	<input type="text"/>

Case Sensitive

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

[Basic Search](#)

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
	2020	TIP	College of Sciences	Anthropology	Ta		75	Pending
	2020	TIP	College of Sciences	Anthropology	EI		06	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 application.

Click here to view application attachments.

Applicant Info | Committee | Reviewer | Approver

Teaching Incentive Program (TIP) Award Application

Step 1 of 5: Applicant Information

Go to Attachments

Applicant Information ?

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

Current Rank: Tenure Status: Tenured

College: College of Sciences Department: Chemistry

Application Duration: Fall 2015 - Spring 2019

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

TIP Information

[Link to TIP Requirements](#)
NOTE: * - Denotes a Requirement
 Documentation

- * Teaching and Learning Philosophy Statement (500 words maximum)
 This is a test
- * Summary of Instructional Activities (300 words maximum)
 This is a test
- * Impact of Instruction including evidence of Student Learning (300 words maximum)
 This is a test

Review the information in 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 1-4 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.

<< Previous Next >>

Click here to return to the Search results list of applications

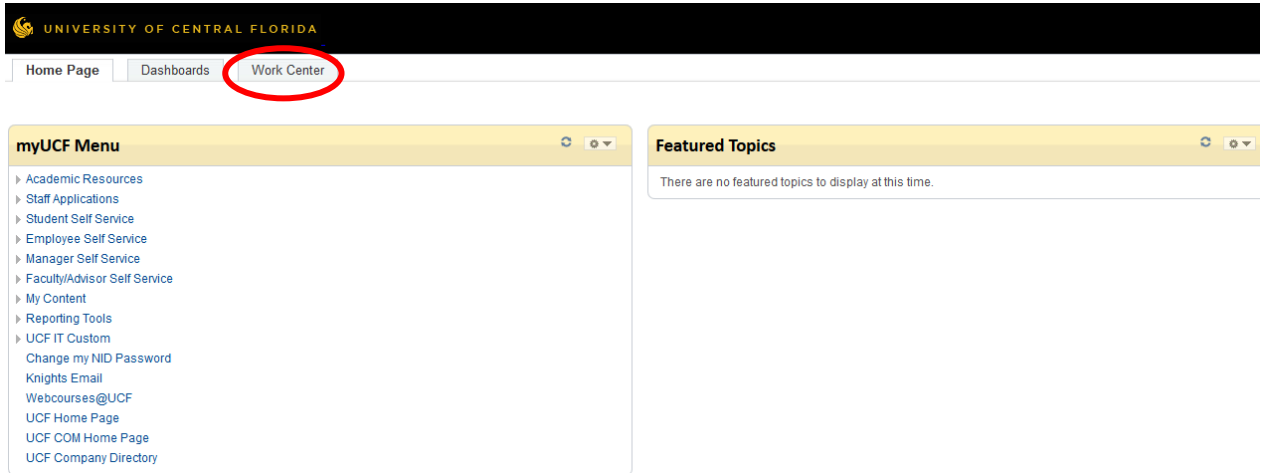
Use these buttons to navigate to the previous/next application in the Search results list.

Return to Search Previous in List Next in List

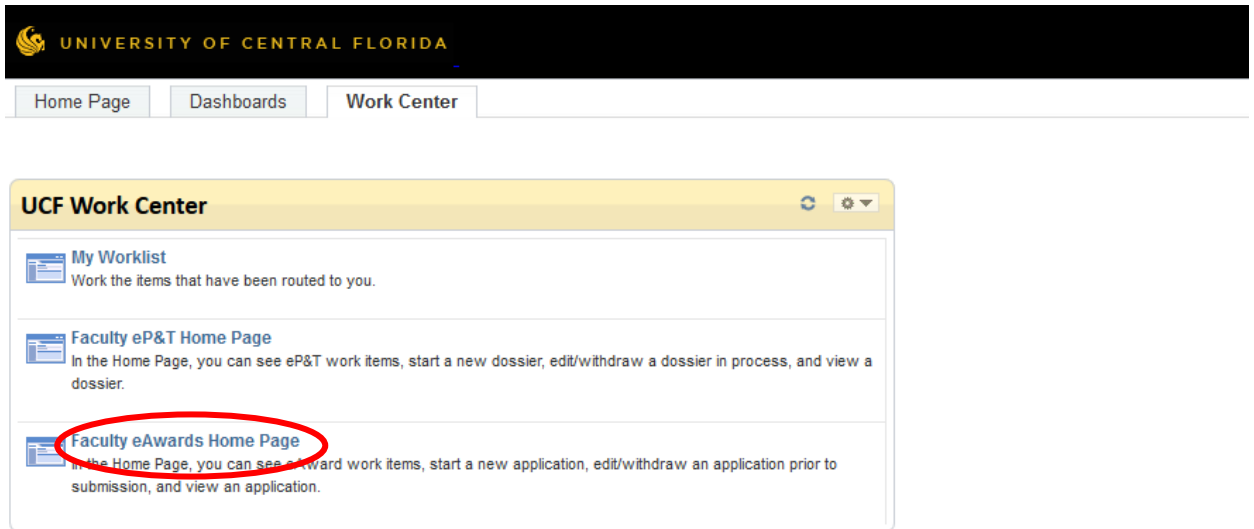
PART II

Committee Chairs Only

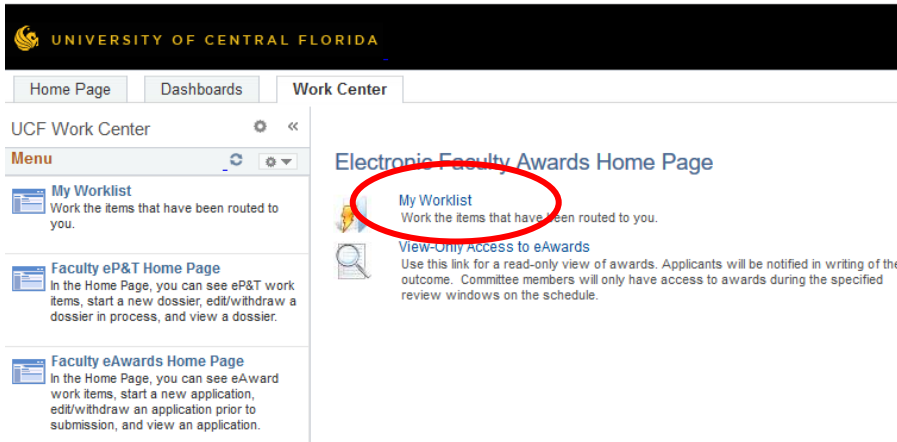
1. Sign in to the myUCF portal (my.ucf.edu) and click the **Work Center** tab. If you do not see the **Work Center** tab, contact Faculty Excellence at 407-823-1113 or facultyexcellence@ucf.edu



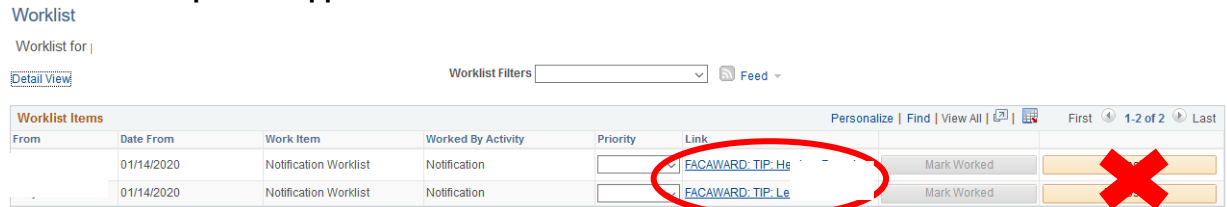
2. Select **Faculty eAwards Home Page**.



3. Select My Worklist.



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

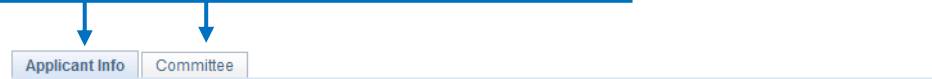


Click here to open the application.

DO NOT use these buttons.

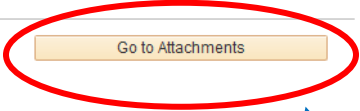
5. Use the tabs at the top of the page to navigate through the application.

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



Teaching Incentive Program (TIP) Award Application

Step 1 of 2: Applicant Information



Applicant Information

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

Click here to view application attachments.

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

Applicant Info | Committee

Teaching Incentive Program (TIP) Award Application

Step 1 of 2: 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 2016 - Spring 2020

TIP Information

[Link to TIP Requirements](#)

NOTE: * - Denotes a Required Field & Supporting Documentation

- * **Teaching and Learning Philosophy Statement (500 words maximum)**
This is a test
- * **Summary of Instructional Activities (300 words maximum)**
This is a test
- * **Impact of Instruction including evidence of Student Learning (300 words maximum)**
This is a test

Review the information in 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 1-5 of 5 Last

01-Curriculum Vitae	Size: 35,462 bytes	View	Delete
839933_1_Curriculum_Vitae.pdf	Uploaded: 01/14/2020 4:30:04PM		
02-Annual Assignments	Size: 35,463 bytes	View	Delete
839933_2_Annual_Assignments.pdf	Uploaded: 01/14/2020 4:30:19PM		
03-Annual Evaluations	Size: 35,461 bytes	View	Delete
839933_3_Annual_Evaluations.pdf	Uploaded: 01/14/2020 4:30:31PM		
04-Course Assignments	Size: 35,463 bytes	View	Delete
839933_4_Annual_Assignments.pdf	Uploaded: 01/14/2020 4:30:42PM		
05-Student Evaluations	Size: 35,468 bytes	View	Delete
839933_5_Student_Evaluations.pdf	Uploaded: 01/14/2020 4:30:55PM		

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**

Teaching Incentive Program (TIP) Award 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 2016 - Spring 2020		

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 strength:

* Recommendation for future applications:

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**.

The screenshot shows the 'Committee Recommendation' section of a web form. At the top, there is a link 'Link to Committee Signature Template' with a blue callout box pointing to it that says 'Click here to obtain the committee signature list template.' Below the link, the text reads 'Please make your recommendation for the applicant below.' and 'NOTE: * - Denotes a Required Field & Supporting Documentation'. There are two dropdown menus: 'Award Recommendation:' and '* Summary of application strengths'. The second dropdown is highlighted with a red box and a blue callout box that says 'Enter the summary of application strengths in the text box.' Below these are two large text input areas, both outlined in red. The first is empty. The second contains the text: '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.

The screenshot shows the 'Attachments' section of the form. It lists two files: '03-Annual Evaluations' (826290_3_Annual_Evaluations.pdf, 35,582 bytes, uploaded 11/15/2019 10:03:47AM) and '04-Supporting Materials/Research Products' (826290_4_Supporting_Materials_Research_Products.pdf, 35,579 bytes, uploaded 11/15/2019 10:03:59AM). Each file has 'View' and 'Delete' buttons and a '+' icon. The '+' icon for the second file is circled in red, with a blue callout box pointing to it that says '1. Click the "+" sign to add a row to upload required document.' Below the attachments is an 'Applicant:' section with buttons for '<< Previous', 'Reviewed', 'Deny', 'Hold/Save', and 'Recycle to Applicant'.

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:			

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.

05-Student Evaluations	Size: 35,468 bytes	View	Delete	+
839933_5_Student_Evaluations.pdf	Uploaded:01/14/2020 4:30:55PM			
06-TIP College Committee Signature Sheet	Size: 35,586 bytes	View	Delete	+
839933_6_Committee_Signature_Sheet.pdf	Uploaded:02/04/2020 4:06:24PM			

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.

06-TIP College Committee Signature Sheet	Size: 35,586 bytes	View	Delete	+
839933_6_Committee_Signature_Sheet.pdf	Uploaded:02/04/2020 4:06:24PM			

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.

Applicant:

<< Previous Reviewed Deny Hold/Save

Recycle to Applicant