



# Faculty Excellence

## OVERVIEW

This manual provides guidance for the RIA Committee to navigate the eAwards system so they may evaluate a candidate

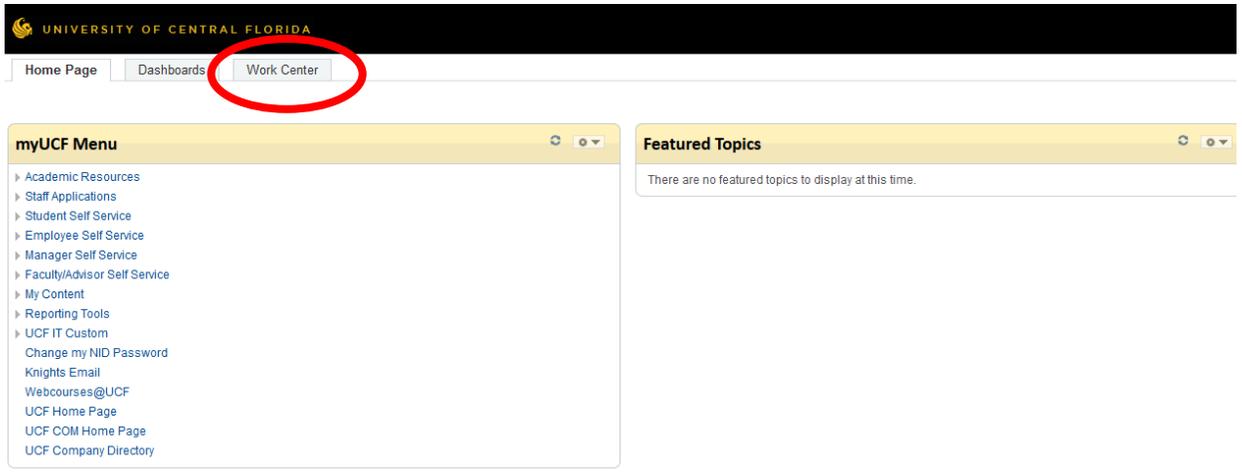
## RIA Committee Navigation Manual Academic Year 2021-22

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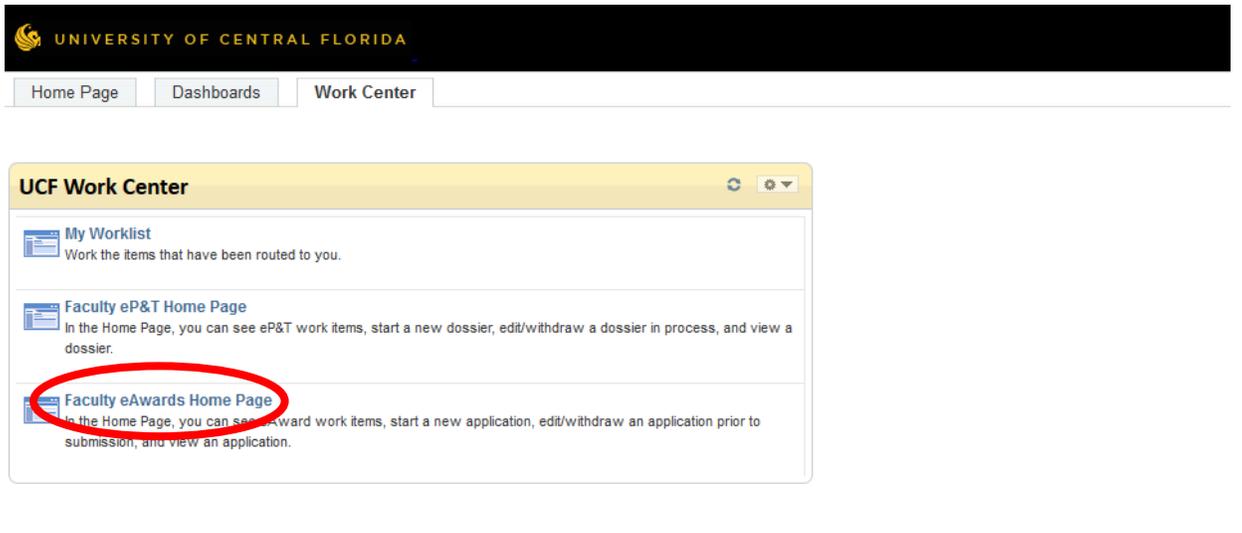
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## Committee Members

1. Sign in to the myUCF portal ([my.ucf.edu](http://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](mailto: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 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. 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 =

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
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

Applicant Info | Committee | Reviewer | Approver

Research Incentive Award (RIA) Application

Step 1 of 5: Applicant Information

Click here to view application attachments

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 1-4 of 4 Last

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

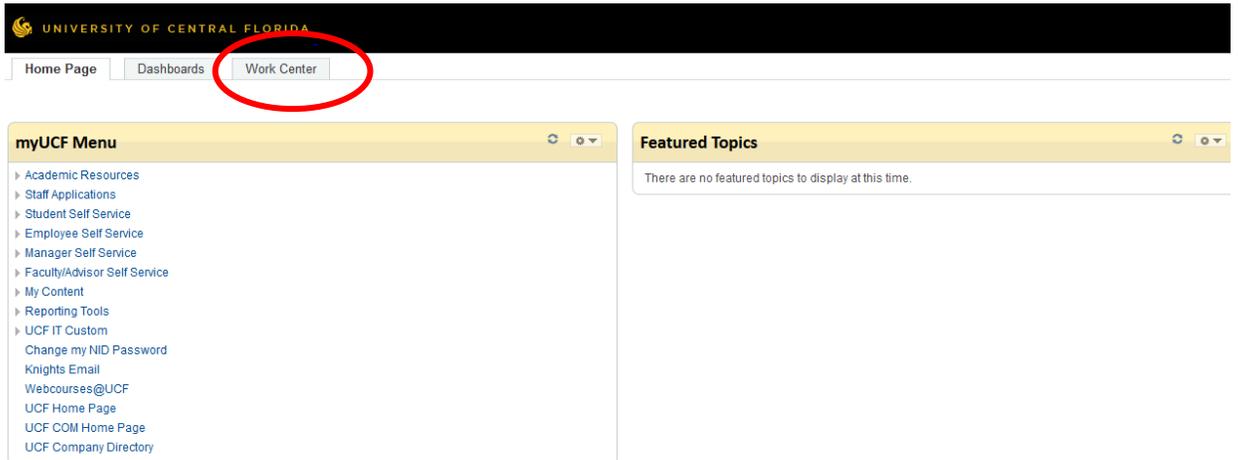
[Return to Search](#) [Previous in List](#) [Next in List](#)

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

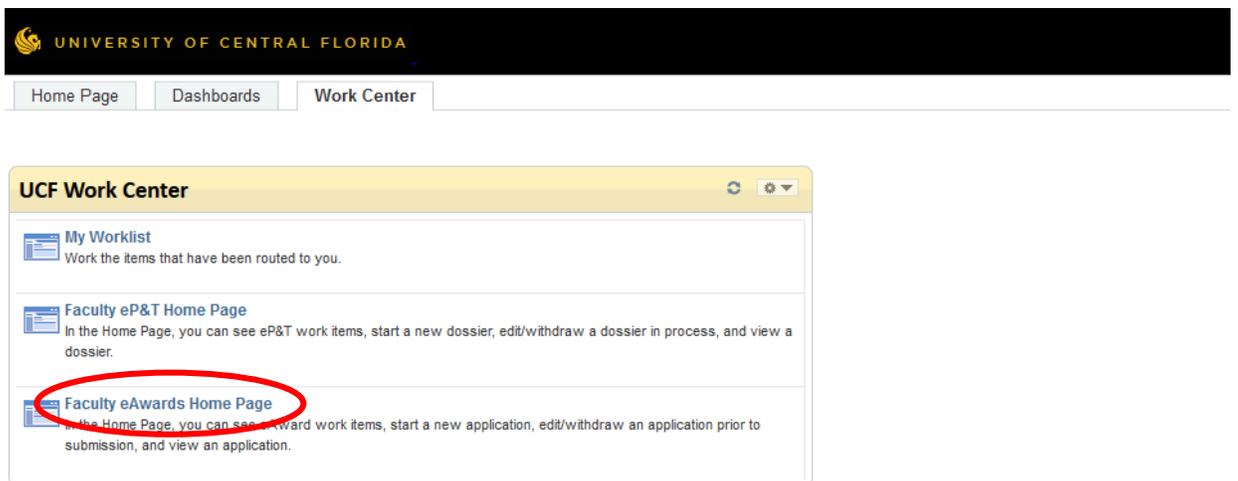
Use these buttons to navigate to the previous/next application in the search results list.

## Committee Chairs Only

1. Sign in to the myUCF portal ([my.ucf.edu](http://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](mailto:facultyexcellence@ucf.edu)



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



3. Select **My Worklist**.

The screenshot shows the UCF Work Center interface. At the top, there are navigation tabs for 'Home Page', 'Dashboards', and 'Work Center'. Below these, a 'Menu' section on the left lists '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 items: 'My Worklist' (circled in red), 'View-Only Access to eAwards', and a description of the view-only access.

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.

The screenshot shows a 'Worklist Items' table with columns: From, Date From, Work Item, Worked By Activity, Priority, and Action. Two rows are visible, both for 'Notification Worklist' on '11/08/2019'. The first row has a link 'FACAWARD: RIA: L' circled in red. The second row has a link 'FACAWARD: RIA: E' circled in red. To the right of each row are 'Mark Worked' buttons and a yellow button with a red 'X' over it. Below the table, a blue box with an arrow pointing to the first link contains the text 'Click here to open the application.' Another blue box with an arrow pointing to the yellow button with the red 'X' contains the text 'DO NOT use this button.'

From	Date From	Work Item	Worked By Activity	Priority	Action
Klan & Hira	11/08/2019	Notification Worklist	Notification		<a href="#">FACAWARD: RIA: L</a> Mark Worked
	11/08/2019	Notification Worklist	Notification		<a href="#">FACAWARD: RIA: E</a> Mark Worked

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.

» Applicant Info Committee

Research Incentive Award (RIA) Application

Step 1 of 2: Applicant Information

Go to Attachments

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 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.

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	<b>View</b>	Delete	+	
826290_1_Curriculum_Vitae.pdf	Uploaded: 11/15/2019 10:03:22 AM				
02-Annual Assignments	Size: 35,580 bytes	<b>View</b>	Delete	+	
826290_2_Annual_Assignments.pdf	Uploaded: 11/15/2019 10:03:35 AM				
03-Annual Evaluations	Size: 35,582 bytes	<b>View</b>	Delete	+	
826290_3_Annual_Evaluations.pdf	Uploaded: 11/15/2019 10:03:47 AM				
04-Supporting Materials/Research Products	Size: 35,579 bytes	<b>View</b>	Delete	+	
826290_4_Supporting_Materials_Research_Products.pdf	Uploaded: 11/15/2019 10:03:59 AM				

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.



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

\* 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.

**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

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 a table with two rows of uploaded documents. The first row is for '03-Annual Evaluations' (826290\_3\_Annual\_Evaluations.pdf, 35,582 bytes, uploaded 11/15/2019 10:03:47AM). The second row is for '04-Supporting Materials/Research Products' (826290\_4\_Supporting\_Materials\_Research\_Products.pdf, 35,579 bytes, uploaded 11/15/2019 10:03:59AM). Below the table are buttons for '<< Previous', 'Reviewed', 'Deny', 'Hold/Save', and 'Recycle to Applicant'. A red circle highlights the '+' icon in the second row, with an arrow pointing to a callout box.

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

The screenshot shows the same table as above, but with a third row being added. The dropdown menu for the new row is open, showing 'Committee Signature Sheet\*'. The 'Attach' button is highlighted with a red circle, and an arrow points to a callout box. The 'Size' for the new row is 0 bytes and 'Uploaded:' is blank.

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.

The screenshot shows the table with three rows. The third row is now 'Committee Signature Sheet' (826290\_5\_Committee\_Signature\_Sheet.pdf, 35,586 bytes, uploaded 11/15/2019 3:36:15PM). The file name '826290\_5\_Committee\_Signature\_Sheet.pdf' is circled in red, with an arrow pointing to a callout box.

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.