



Faculty Excellence

OVERVIEW

This manual provides guidance for the TIP Applicant to navigate the eAwards system

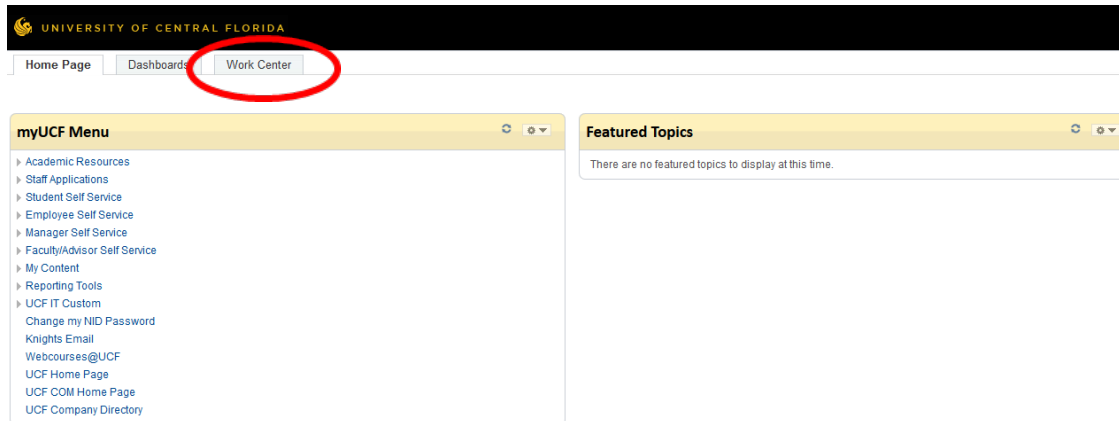
TIP Applicant System Navigation Manual

Academic Year 2021-22

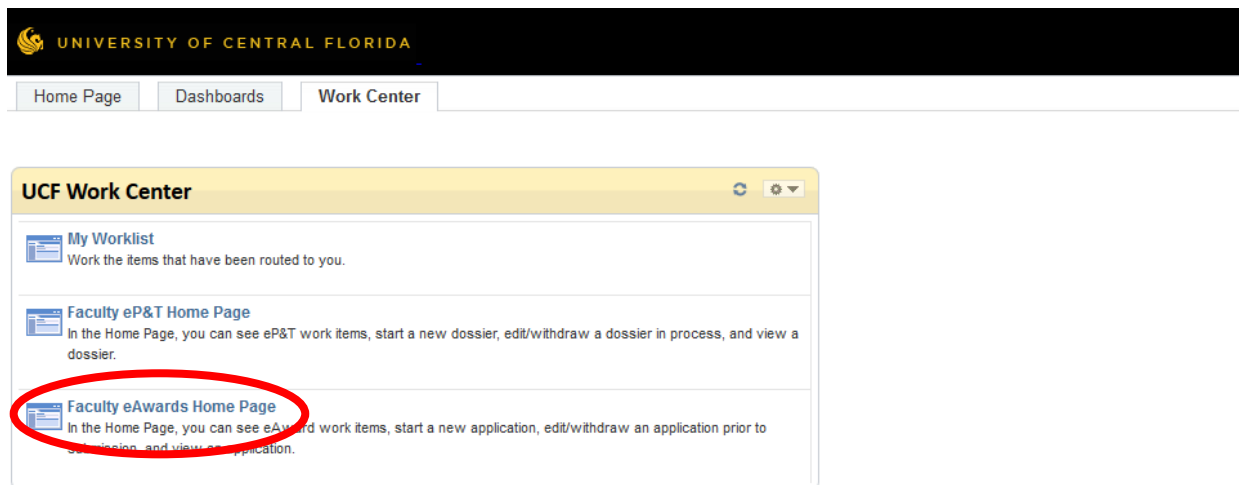
Important Notes

- ❖ 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.

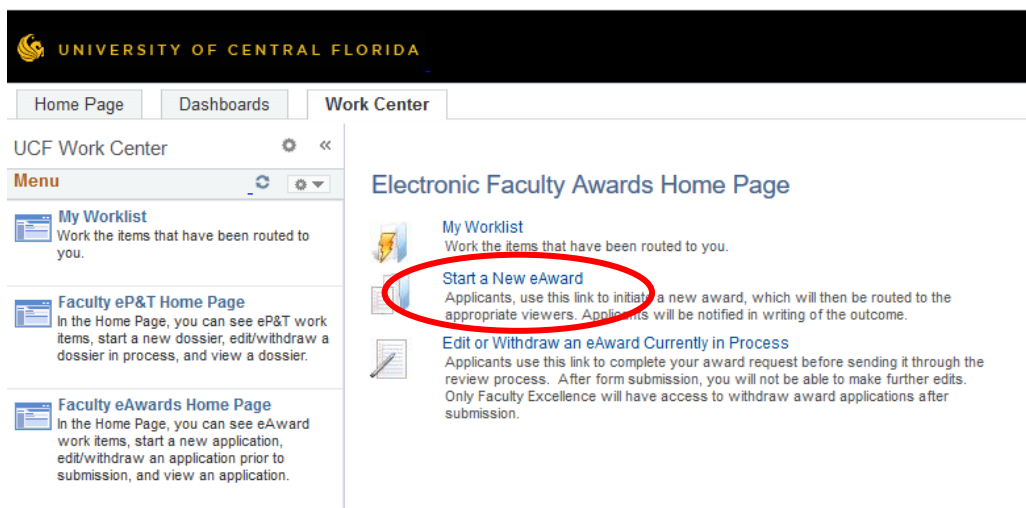
1. Sign in to the myUCF portal (my.ucf.edu) and click the **Work Center** tab. If you do not see the **Work Center** tab, contact Faculty Excellence at 407-823-1113 or facultyexcellence@ucf.edu.



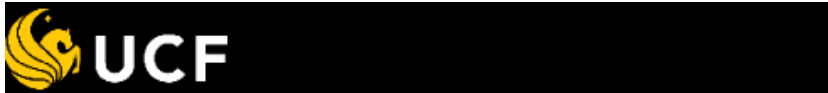
2. Select **Faculty eAwards Home Page**.



3. Select **Start a New eAward**.



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"/> TIP	Teaching Incentive Program	02/03/2020

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

OK

5. Begin the application by entering the requested information in the three text fields.

TIP Information

[Link to TIP Requirements](#) ← Click here to view the TIP application requirements.

NOTE: * Denotes a Required Field & Supporting Documentation

- * Teaching and Learning Philosophy Statement (500 words maximum)

In this box, describe your teaching and learning philosophy, in 500 words or less.

- * Summary of Instructional Activities (300 words maximum)

Use this box to summarize your instructional activities, in 300 words or less.

- * Impact of Instruction including evidence of Student Learning (300 words maximum)

In this box, include your impact of instruction including evidence of student learning, in 300 words or less.

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

* Impact of Instruction including evidence of Student Learning (300 words maximum)

Supporting Materials Section

Find First 1 of 1 Last

Size: 0 bytes Attach Delete +

Uploaded:

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

* Impact of Instruction including evidence of Student Learning (300 words maximum)

01-Curriculum Vitae*
02-Annual Assignments*
03-Annual Evaluations*
04-Course Assignments*
05-Student Evaluations*
06-Examples of Teaching Products

Find First 1 of 1 Last

Size: 0 bytes Attach Delete +

Uploaded:

Submit Hold/Save ?

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

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

Supporting Materials Section

01-Curriculum Vitae*

Find First 1 of 1 Last

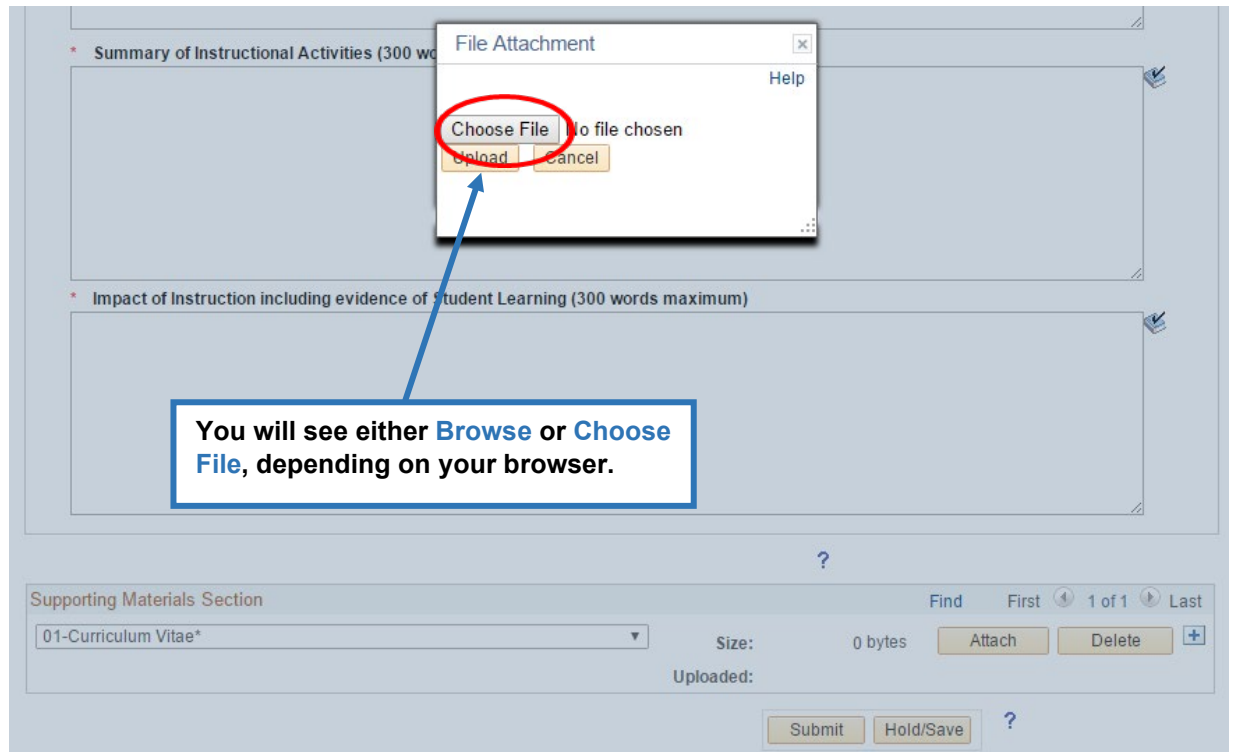
Size: 0 bytes Attach Delete +

Uploaded:

Submit Hold/Save ?

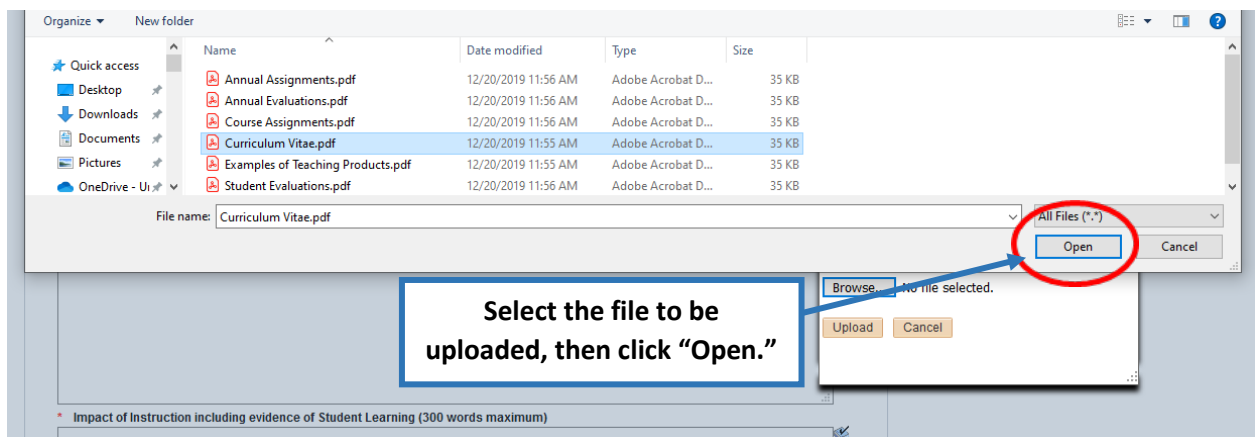
Click "Attach" to upload the document.

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

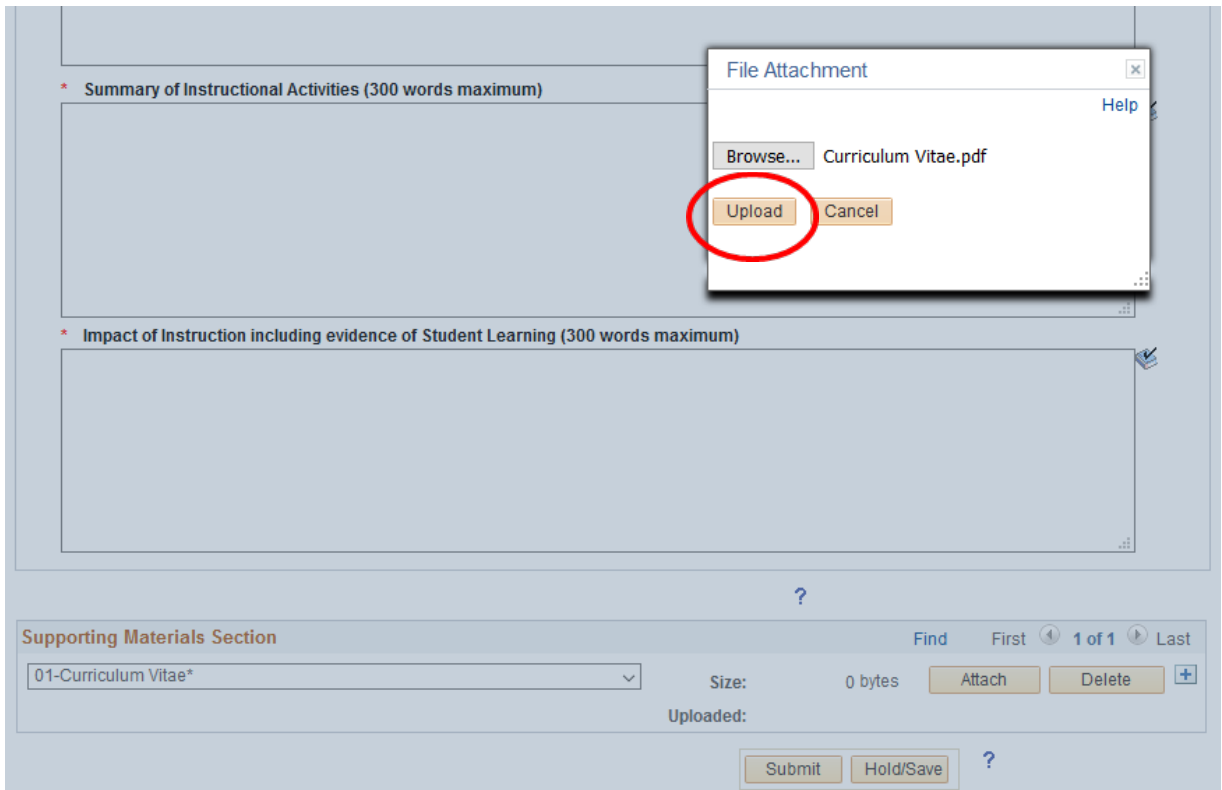


10. Select the appropriate pdf document from your files and click **Open**.

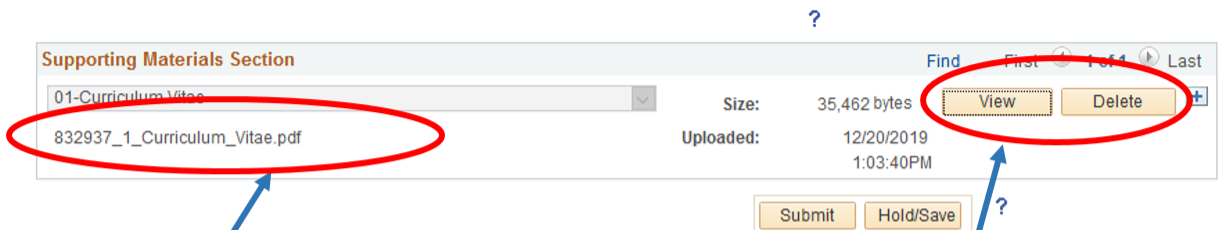
Note: Please note that the filename must be less than 40 characters for successful uploading.



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	832937_1_Curriculum_Vitae.pdf	Size: 35,462 bytes	View	Delete	+
		Uploaded: 12/20/2019 1:03:40PM			
		Size: 0 bytes	Attach	Delete	+
		Uploaded:			

Submit Hold/Save ?

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	832938_1_Curriculum_Vitae.pdf	Size: 35,462 bytes	View	Delete	+
		Uploaded: 12/20/2019 1:27:53PM			
02-Annual Assignments	832938_2_Annual_Assignments.pdf	Size: 35,463 bytes	View	Delete	+
		Uploaded: 12/20/2019 1:28:06PM			

Submit Hold/Save ?

“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.

Teaching Incentive Program (TIP) 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:

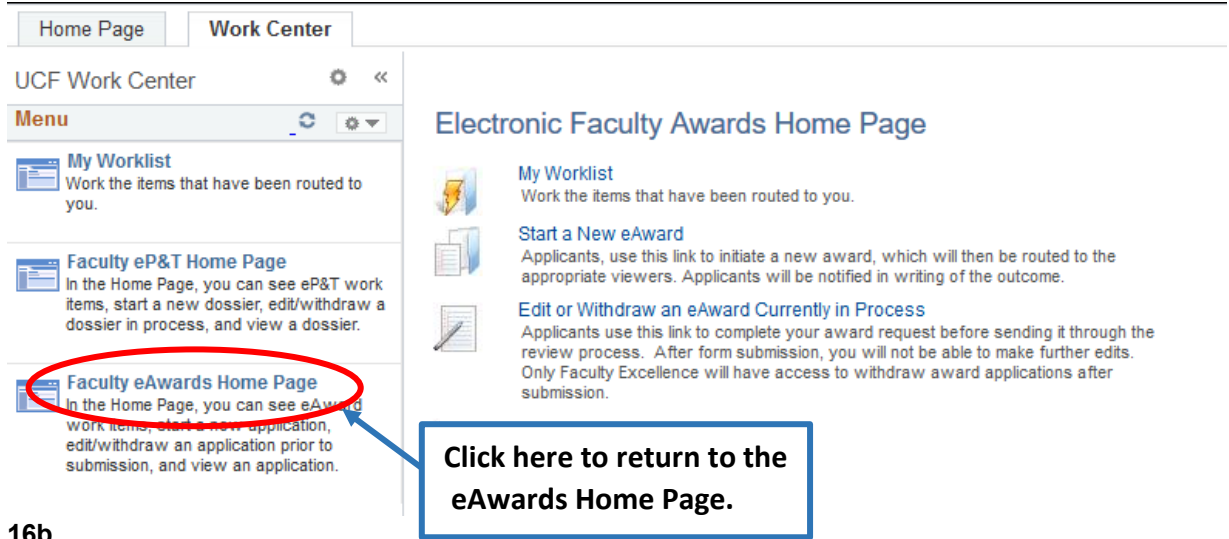
You have just PLACED ON HOLD this form.

[Go To Worklist](#)

16. To edit an application that was saved:

- If you are still logged into the system,
 - a. Click [Faculty eAwards Home Page](#) from the UCF Work Center task panel (See 16a)
 - b. Click [Edit or Withdraw an eAward Currently in Process](#) (See 16b)
 - c. 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.



Home Page | Work Center

UCF Work Center

Menu

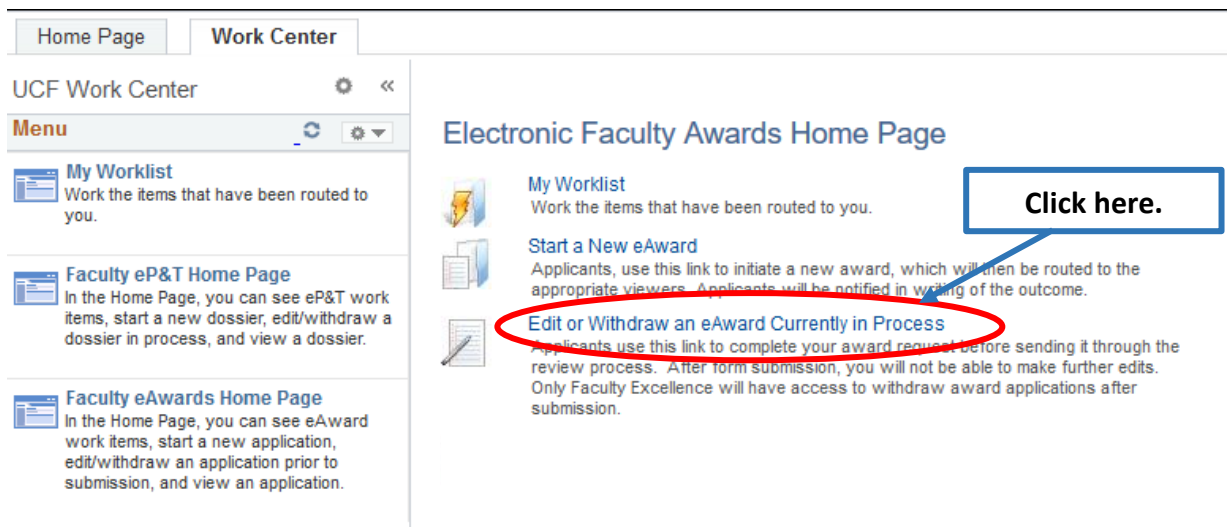
- My Worklist
Work the items that have been routed to you.
- Faculty eP&T Home Page
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page**
In the Home Page, you can see eAward work items, start a new application, 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 viewers. 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 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 viewers. 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	<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):

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.

05-Student Evaluations	Size:	35,468 bytes	View	Delete	+
832938_5_Student_Evaluations.pdf	Uploaded:	12/20/2019 1:29:32PM			
06-Examples of Teaching	Size:	35,487 bytes	View	Delete	+
832938_6_Examples_of_Teaching_Products.pdf	Uploaded:	12/20/2019 1:30:01PM			

[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 clicking [Submit](#). Please be patient, as it may take a few moments to receive the notification. Applicants will also receive confirmation by email.

Teaching Incentive Program (TIP) 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 TIP Committee for further processing.

[Go To Worklist](#)
