



Faculty Excellence

RIA APPLICANT NAVIGATION MANUAL

Academic Year 2021-22

OVERVIEW

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

Important Notes

- ❖ 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.

The screenshot shows the myUCF portal homepage. At the top, there is a navigation bar with three tabs: "Home Page", "Dashboards", and "Work Center". The "Work Center" tab is circled in red. Below the navigation bar is a sidebar titled "myUCF Menu" containing various links such as "Academic Resources", "Staff Applications", and "UCF Home Page". To the right of the sidebar is a section titled "Featured Topics" which displays a message: "There are no featured topics to display at this time."

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

The screenshot shows the "UCF Work Center" page. At the top, there is a navigation bar with three tabs: "Home Page", "Dashboards", and "Work Center". Below the navigation bar is a section titled "UCF Work Center" which contains three items: "My Worklist", "Faculty eP&T Home Page", and "Faculty eAwards Home Page". The "Faculty eAwards Home Page" link is circled in red.

3. Select Start a New eAward.

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.

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.

4. Select the eAward and select OK.

UNIVERSITY OF CENTRAL FLORIDA

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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.

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"/> RIA	Research Incentive Award	10/11/2019

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.

Applicant Information

Empl ID: : First Name: Last Name: eForm ID: 809878

Current Rank: Associate Professor

College: College of Sciences

Application Duration: Fall 2015 - Spring 2019

RIA Information

Click here to view the RIA application requirements.

Link to RIA requirements

NOTE: * denotes a Required Field & Supporting Documentation

* Research - Primary Area (100 words maximum)

In this box, describe your primary area of research or creative activity, in 100 words or less.

* Research - Secondary Area (100 words maximum)

If applicable, use this box to describe your secondary area of interest, in 100 words or less. If you do not have a secondary area of research, indicate "N/A."

* Achievements and Recognition (500 words maximum)

In this box, describe your research or creative achievements, in 500 words or less.

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

* Achievements and Recognition (500 words maximum)

Hint: Click "?" for dossier files attachment instructions.

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.**

The screenshot shows a user interface for managing attachments. At the top, there is a field labeled "Achievements and Recognition (500 words maximum)". Below it is a dropdown menu titled "01-Curriculum Vitae*". The dropdown menu contains four items: "01-Curriculum Vitae*", "02-Annual Assignments*", "03-Annual Evaluations*", and "04-Supporting Materials". A red circle with a blue arrow points to the downward-pointing arrow of the dropdown menu. To the right of the dropdown, there is a table with columns for "Size", "Uploaded", and buttons for "Find", "First", "Last", "Attach", "Delete", "Submit", and "Hold/Save".

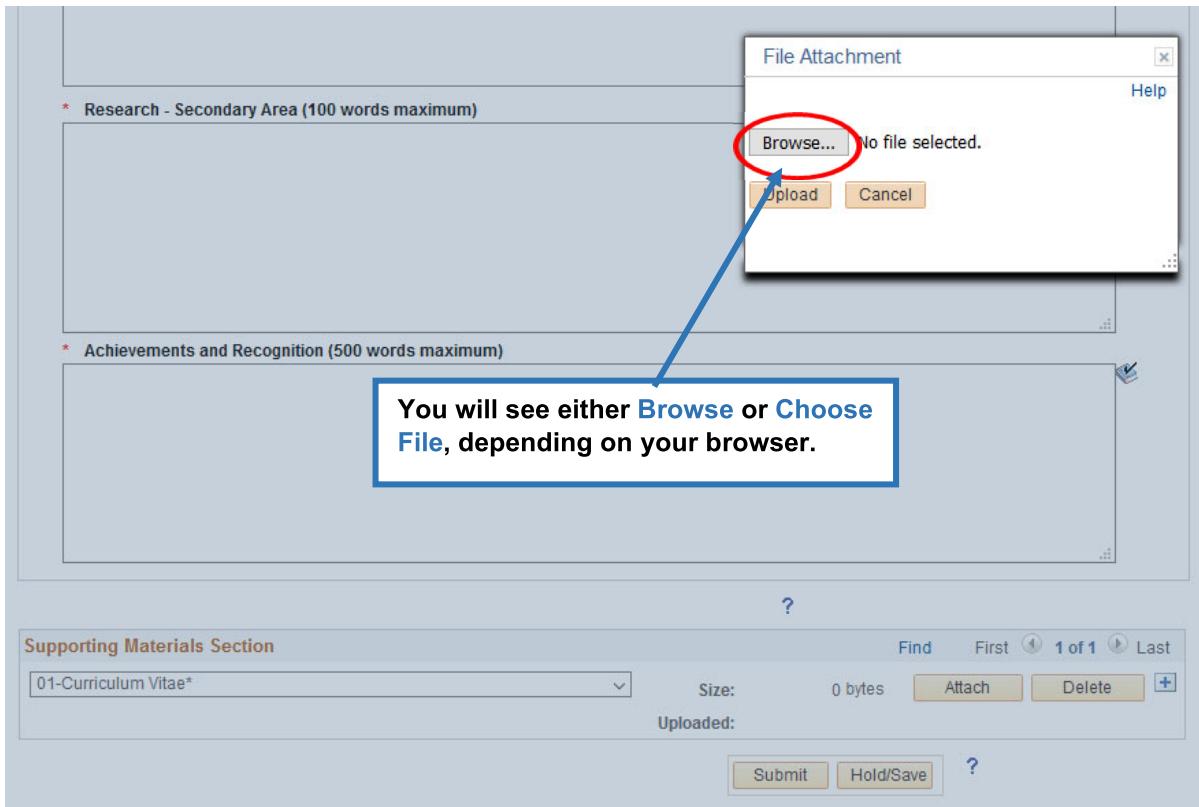
Click the down arrow for a list of application file attachments. Select the document to be attached.

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

The screenshot shows a "Supporting Materials Section" with a dropdown menu containing "01-Curriculum Vitae*". To the right, there is a table with columns for "Size", "Uploaded", and buttons for "Find", "First", "Last", "Attach", "Delete", "Submit", and "Hold/Save". A red circle highlights the "Attach" button. A blue arrow points from the text in the callout box below to the "Attach" button.

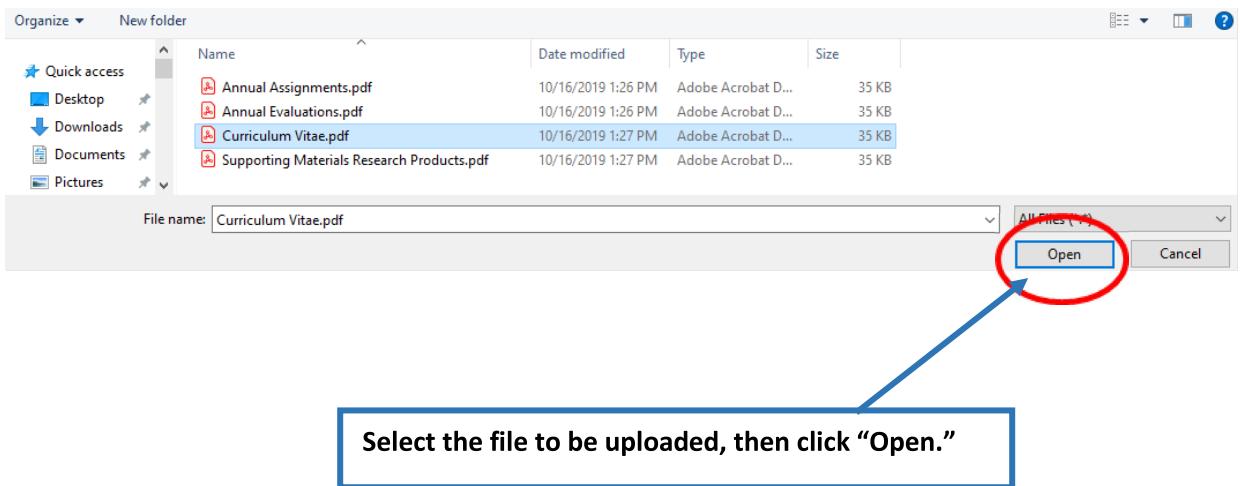
Click "Attach" to upload the document.

9. Click on the [Browse](#) or [Choose File](#) button.

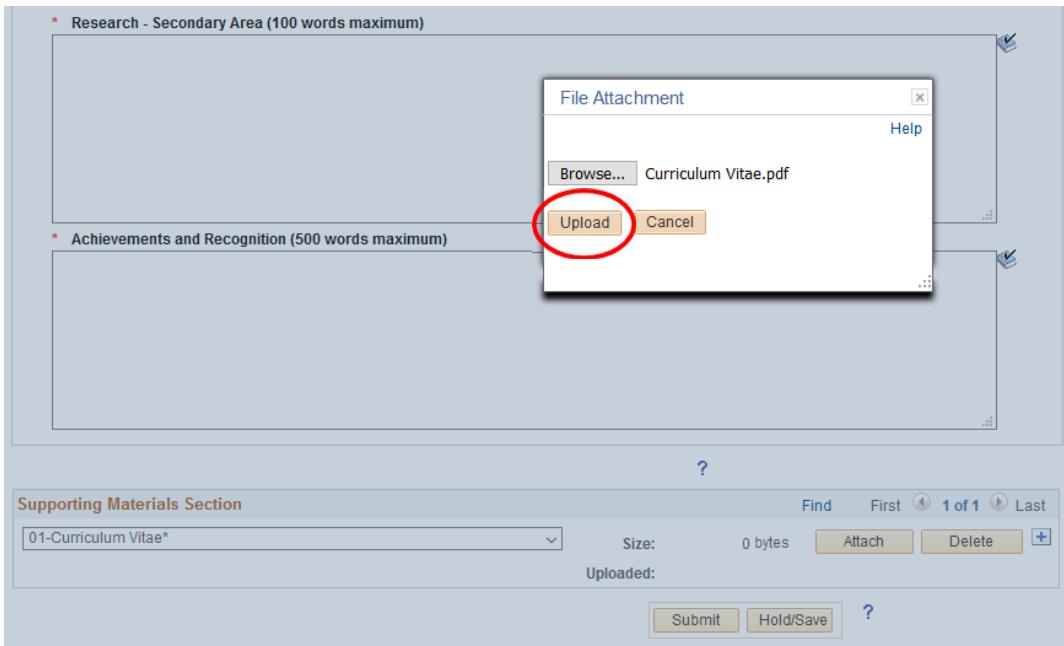


10. Select the appropriate pdf document from your files and click [Open](#).

Please note that the filename must be less than 40 characters to ensure 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.

A screenshot of the 'Supporting Materials Section' table. A red circle highlights the filename '809878_1_Curriculum_Vitae.pdf' in the dropdown menu. Another red circle highlights the 'View' and 'Delete' buttons. Two blue arrows point from text boxes at the bottom to these highlighted areas. The text boxes contain the following instructions:

- 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.**

Supporting Materials Section	
01-Curriculum Vitae*	Find First Last Attach Delete +
809878_1_Curriculum_Vitae.pdf	Size: 35,583 bytes Uploaded: 10/16/2019 1:34:54PM
	Submit Hold/Save ?

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.

The screenshot shows a table titled "Supporting Materials Section". It contains two rows of uploaded files. The first row has a dropdown menu showing "01-Curriculum Vitae", a size of "35,583 bytes", and an uploaded date of "10/16/2019 1:34:54PM". The second row is empty with a dropdown menu, size of "0 bytes", and an empty uploaded field. At the bottom right are buttons for "Submit", "Hold/Save", and "?". A blue arrow points from the text "To upload each additional document, click the "+" symbol to add a new row." to the plus sign icon in the top right corner of the table header. Another blue arrow points from the text "To upload each additional document, click the "+" symbol to add a new row." to the plus sign icon in the bottom right corner of the table header.

Supporting Materials Section		Find	First	1-2 of 2	Last
01-Curriculum Vitae	Size: 35,583 bytes	View	Delete	+	
809878_1_Curriculum_Vitae.pdf	Uploaded: 10/16/2019 1:34:54PM				
	Size: 0 bytes	Attach	Delete	+	
	Uploaded:				
		Submit	Hold/Save	?	

14. Click Hold/Save at any time to save the application. This will save the application without forwarding it.

The screenshot shows the same "Supporting Materials Section" table as above, now with two rows of uploaded files. The first row is identical to the previous screenshot. The second row has a dropdown menu showing "02-Annual Assignments", a size of "35,580 bytes", and an uploaded date of "10/16/2019 1:42:44PM". At the bottom right are buttons for "Submit", "Hold/Save", and "?". A blue arrow points from the text "'Hold/Save' saves the application, but does not forward it." to the "Hold/Save" button, which is highlighted with a red circle.

Supporting Materials Section		Find	First	1-2 of 2	Last
01-Curriculum Vitae	Size: 35,583 bytes	View	Delete	+	
809878_1_Curriculum_Vitae.pdf	Uploaded: 10/16/2019 1:42:13PM				
02-Annual Assignments	Size: 35,580 bytes	View	Delete	+	
809878_2_Annual_Assignments.pdf	Uploaded: 10/16/2019 1:42:44PM				
		Submit	Hold/Save	?	

15. After clicking Hold/Save, the application is saved and a notification similar to the following will appear.

The screenshot shows the UCF Work Center interface. The main content area displays a message for a "Research Incentive Award (RIA) Application". The message says "Step 1 of 1: Award Submitted" and "You have saved updates to the application or have submitted the application." Below this, there are two sections: "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." and "If you have selected the Submit button, you should receive a system notification confirming the submission." A "Form Status" box shows "eForm ID: 123456" and "You have just PLACED ON HOLD this form.". At the bottom left is a link "Go To Worklist".

UNIVERSITY OF CENTRAL FLORIDA

Home Page Dashboards Work Center

UCF Work Center

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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.

Research Incentive Award (RIA) 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:

- From within the award application,
 - 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 1-4 above to return to the eAwards Home Page. Then follow steps 16b and 16c below.**

a.

The screenshot shows the UCF Work Center interface. On the left, there's a sidebar with several options: My Worklist, Faculty eP&T Home Page, and Faculty eAwards Home Page. The Faculty eAwards Home Page option is circled in red. A blue arrow points from this circled link to a callout box on the right. The callout box contains the text: "Click here to return to the eAwards Home Page." The main content area is titled "Research Incentive Award (RIA) Application" and "Step 1 of 1: Award Submitted". It includes a note about saving updates and a "Form Status" section showing an eForm ID of 123456.

b.

The screenshot shows the UCF Work Center interface. On the left, there's a sidebar with several options: My Worklist, Faculty eP&T Home Page, and Faculty eAwards Home Page. Below the Faculty eAwards Home Page option, there's another entry for "Edit or Withdraw an eAward Currently in Process". This link is circled in red. A blue arrow points from this circled link to a callout box on the right. The callout box contains the text: "Click here." The main content area is titled "Electronic Faculty Awards Home Page" and includes sections for "My Worklist", "Start a New eAward", and "Edit or Withdraw an eAward Currently in Process".

c.

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 the application for editing.

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**

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 click Submit you will be unable to make further edits to the application.

03-Annual Evaluations	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="+"/>
809878_3_Annual_Evaluations.pdf	Size: 35,582 bytes	Uploaded: 10/16/2019 2:01:47PM	<input type="button" value="View"/> <input type="button" value="Delete"/>
04-Supporting Materials/Research Products	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="+"/>
809878_4_Supporting_Materials_Research_Products.pdf	Size: 35,579 bytes	Uploaded: 10/16/2019 2:00:03PM	<input type="button" value="View"/> <input type="button" value="Delete"/>

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. The applicant will also receive confirmation by email.

The screenshot shows the UCF Work Center interface. At the top, there is a navigation bar with links for "Home Page", "Dashboards", and "Work Center". The "Work Center" tab is active. Below the navigation bar, the title "Research Incentive Award (RIA) Application" is displayed. On the left side, there is a sidebar titled "Menu" with three items: "My Worklist", "Faculty eP&T Home Page", and "Faculty eAwards Home Page". The "My Worklist" item is currently selected. The main content area displays a message: "Step 1 of 1: Award Complete". It states: "You have saved updates to the application, withdrawn the application or have submitted the application." Below this, another message says: "If you have selected the Hold/Save button, please ensure that you return at a later time before the deadline to submit the application." Further down, it says: "If you have selected the Submit button, you should receive a system notification confirming the submission." A "Form Status" section is present, showing the "eForm ID: 123456". A message in this section states: "You have just RESUBMITTED this form. This action passed the form to GT eAwards RIA Committee for further processing." At the bottom of the status section, there is a link "Go To Worklist".