



Faculty Excellence

OVERVIEW

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

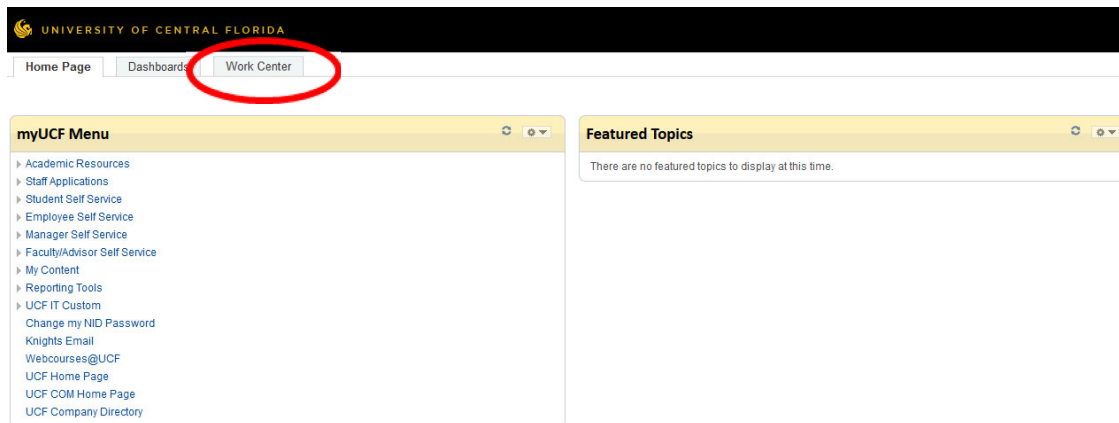
TIP Applicant System Navigation Manual

Academic Year 2021-22

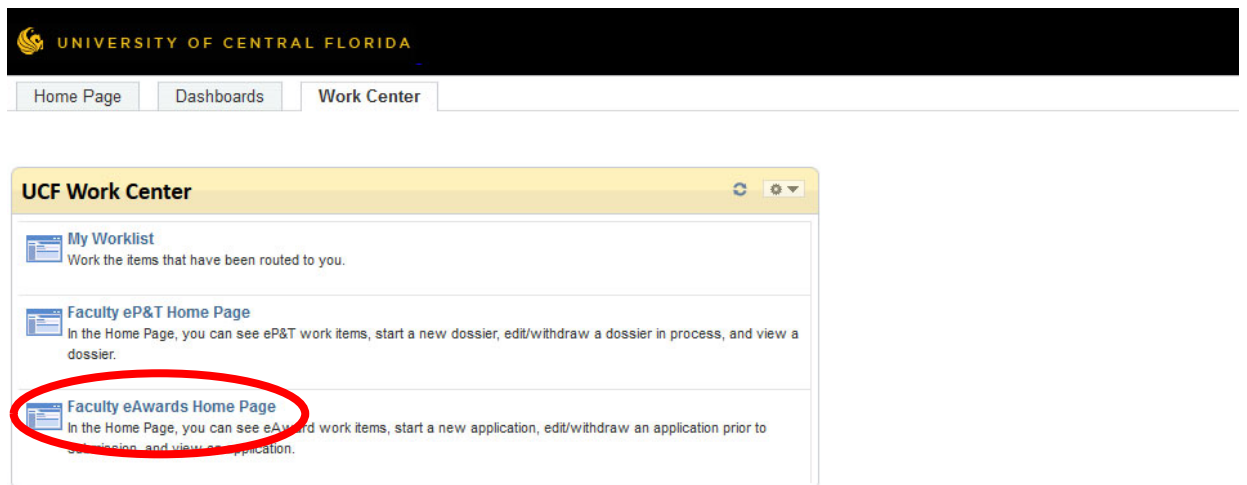
Important Notes

- ❖ 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.

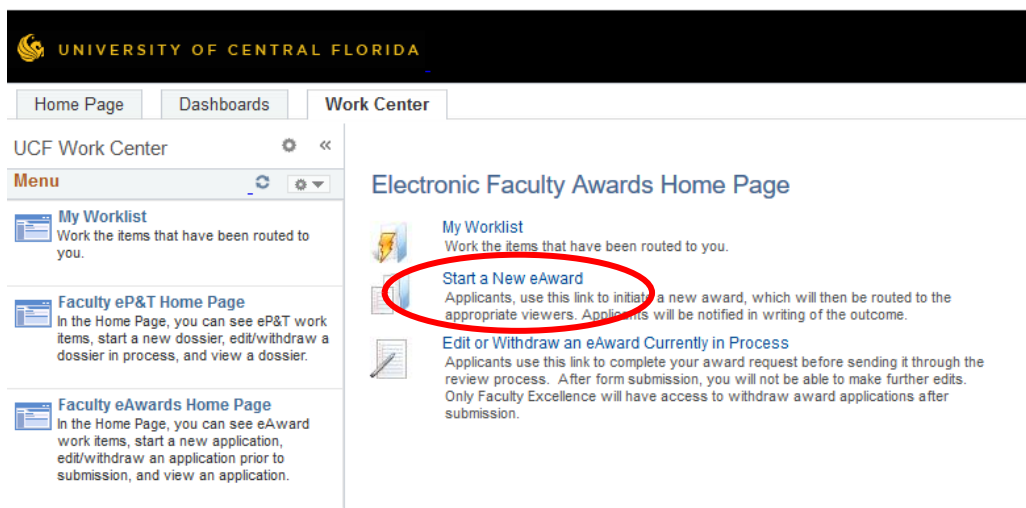
1. Sign in to the myUCF portal (my.ucf.edu) and click the **Work Center** tab. If you do not see the **Work Center** tab, contact Faculty Excellence at 407-823-1113 or facultyexcellence@ucf.edu.



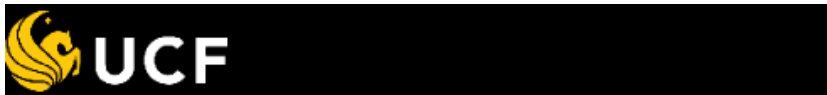
2. Select **Faculty eAwards Home Page**.



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](#)

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.

Click here to view the TIP application requirements.

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

The screenshot shows a form titled "Impact of Instruction including evidence of Student Learning (300 words maximum)". Below the text area, there is a dropdown menu labeled "Supporting Materials Section" which is circled in red. To the right of the dropdown are buttons for "Find", "First", "1 of 1", "Last", "Attach", and "Delete". Below these buttons is an "Uploaded:" label.

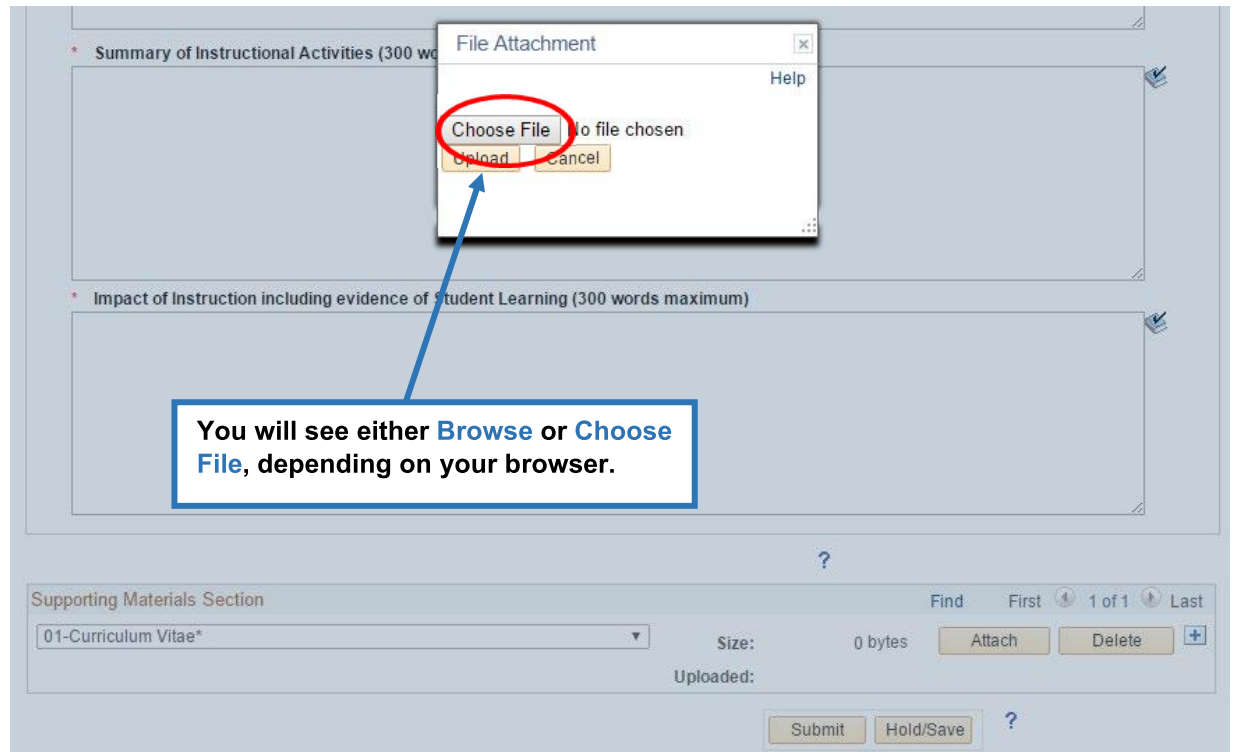
7. Click the down arrow and select the item to be uploaded.

The screenshot shows the "Supporting Materials Section" dropdown menu open, displaying a list of application file attachments: "01-Curriculum Vitae*", "02-Annual Assignments*", "03-Annual Evaluations*", "04-Course Assignments*", "05-Student Evaluations*", and "06-Examples of Teaching Products". A red circle highlights the down arrow button at the bottom right of the dropdown list. A blue arrow points from a text box to this button. The text box contains the instruction: "Click the down arrow for a list of application file attachments. Select the document to be attached."

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

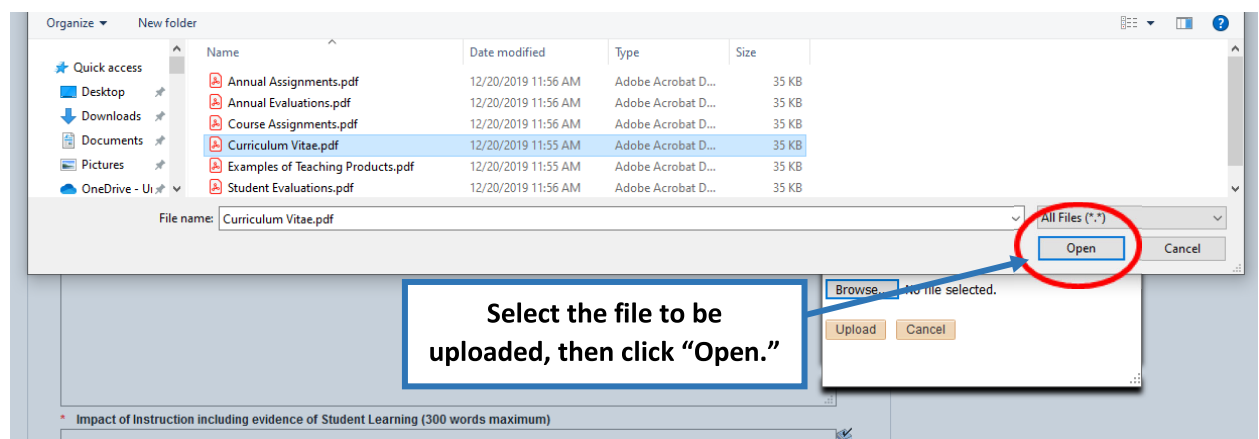
The screenshot shows the "Supporting Materials Section" dropdown menu with "01-Curriculum Vitae*" selected. The "Attach" button is circled in red. A blue arrow points from a text box to this button. The text box contains the instruction: "Click 'Attach' to upload the document."

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**.

The screenshot shows a 'File Attachment' dialog box with a red circle around the 'Upload' button. The dialog box contains the text 'Curriculum Vitae.pdf' and buttons for 'Browse...', 'Upload', and 'Cancel'. Below the dialog box, the 'Supporting Materials Section' is visible, showing a list of uploaded files with columns for filename, size, and upload date. The 'Upload' button is highlighted with a red circle.

12. Click **View** to confirm that you have uploaded the correct document. Click **Delete** if you wish to delete the uploaded document.

The screenshot shows the 'Supporting Materials Section' interface. A red circle highlights the filename '832937_1_Curriculum_Vitae.pdf' in the list. Another red circle highlights the 'View' and 'Delete' buttons. A blue arrow points from a text box to the filename, and another blue arrow points from a text box to the 'View' button.

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	+	
832937_1_Curriculum_Vitae.pdf	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	Size: 35,462 bytes	View	Delete	+	
832938_1_Curriculum_Vitae.pdf	Uploaded: 12/20/2019 1:27:53PM				
02-Annual Assignments	Size: 35,463 bytes	View	Delete	+	
832938_2_Annual_Assignments.pdf	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.

The screenshot shows the UCF Work Center interface. On the left, under the 'Menu' section, there are three links: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The 'Faculty eAwards Home Page' link is circled in red. A blue arrow points from this link to a text box that says 'Click here to return to the eAwards Home Page.' The main content area on the right is titled 'Electronic Faculty Awards Home Page' and contains three sections: 'My Worklist', 'Start a New eAward', and 'Edit or Withdraw an eAward Currently in Process'.

16b.

The screenshot shows the UCF Work Center interface. On the left, under the 'Menu' section, there are three links: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. The main content area on the right is titled 'Electronic Faculty Awards Home Page' and contains three sections: 'My Worklist', 'Start a New eAward', and 'Edit or Withdraw an eAward Currently in Process'. The 'Edit or Withdraw an eAward Currently in Process' link is circled in red. A blue arrow points from this link to a text box that says '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.

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](#)
