

KSU Foundation K-State Scholarship Network Applicant Centered Awarding

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KANSAS STATE UNIVERSITY
FOUNDATION

BOLDLY ADVANCING **K-STATE** FAMILY

Applicant centered awarding will help scholarship administrators award Putnam recipients quickly & easily.

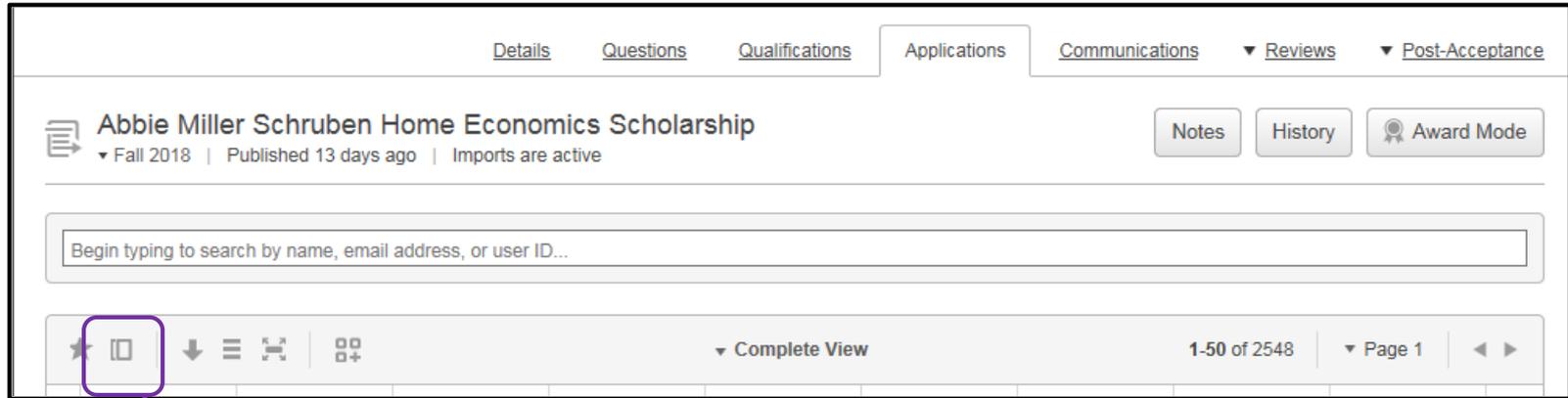
Step 1: Choose your broadest fund where the only criteria is for your college.
This will provide all of your students in your program of study.

The screenshot shows the top section of a scholarship application page. At the top left, there is a document icon followed by the title "Abbie Miller Schruben Home Economics Scholarship". Below the title, it says "▼ Fall 2018 | Published 13 days ago | Imports are active". To the right of the title are two buttons: "Notes" and "History". Below this is a search bar with two filters: "'Current Program' must include HEGDG or HEUDG." and "'Eligibility' must not include Ineligible.". Below the search bar is a dropdown menu labeled "Choose a question to qualify on.". At the bottom left, it says "2548 general application matches based on this group". At the bottom right, there are two buttons: "Duplicate Group" and "Delete Group".

Step 2: Go to your applicant grid and create a new grid view.

The screenshot shows the main interface of a scholarship administrator. At the top, there is a navigation bar with four tabs: "Site", "Opportunity", "Stewardship", and "Scholarship Administrator". Below the navigation bar, there is a sub-navigation bar with four tabs: "Dashboard", "Portfolios", "General Applications", and "Evaluators". Below the sub-navigation bar, there is a main navigation bar with several tabs: "Details", "Questions", "Qualifications", "Applications" (which is highlighted in yellow), "Communications", "Reviews", and "Post-Acceptance". Below the main navigation bar, there is a section for the "Abbie Miller Schruben Home Economics Scholarship". It includes the title, the text "▼ Fall 2018 | Published 13 days ago | Imports are active", and three buttons: "Notes", "History", and "Award Mode". Below this is a search bar with the placeholder text "Begin typing to search by name, email address, or user ID...". At the bottom, there is a footer bar with several icons (star, square, down arrow, list, printer, grid) and the text "Complete View". To the right of the footer bar, it says "1-50 of 2548" and "Page 1" with navigation arrows.

Step 3: Create a new grid view:



This icon allows you to create a new grid view and name it whatever you choose. For this example we are going to name it Putnam as we are sorting on our Putnam recipients.



Step 4: Sorting and filtering your new grid:



Abbie Miller Schruben Home Economics Scholarship

▼ Fall 2018 | Published 13 days ago | Imports are active

Notes

History

Award Mode

Begin typing to search by name, email address, or user ID...



▼ Putnam

1-50 of 2548

▼ Page 1

This icon allows you to select your columns you want to view. From here you can select none to uncheck all columns and select only what you need (make sure to include the column “Scholarship Award Code” in your selection.) The window is very responsive and if you move your mouse off the window it will close. Don’t worry it keeps your selections and you can go back in and select more.

Site Opportunity Stewardship Shawn Jordan Jordan None

Dashboard Portfolios

Abbie Miller Schruben Home Economics Scholarship

▼ Fall 2018 | Published 13 days ago | Imports are active

Begin typing to search by name, email address, or user ID...

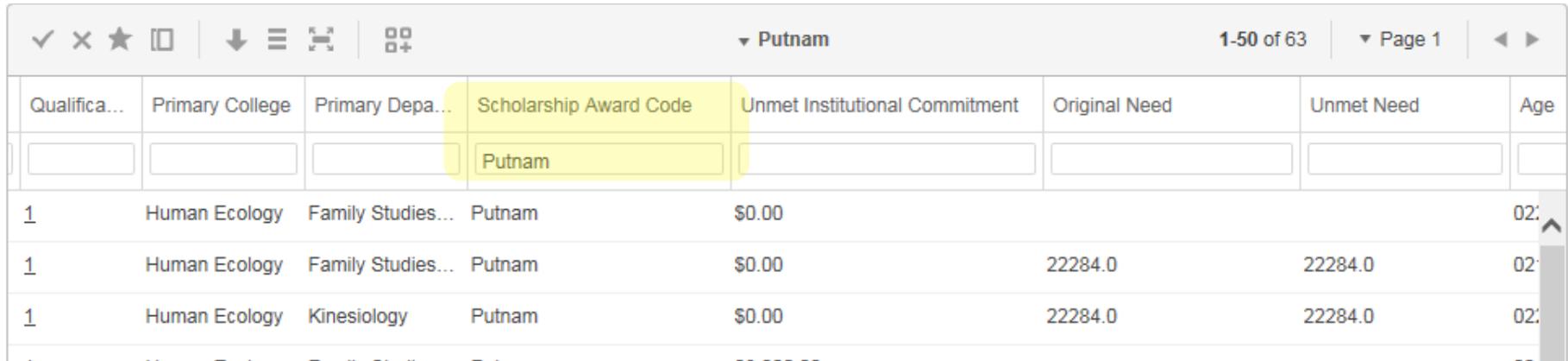
- Id
- View
- Award Mode
- Category
- Categorized At
- Primary Email
- Email Aliases
- Name
- General Application Score
- Reviewer Score
- Award Period
- Amount Offered
- Qualification Points

▼ Putnam

1-50 of 2548

▼ Page 1

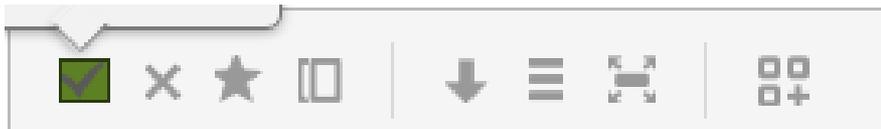
Step 5: Sort on Putnam – type in Putnam in the Scholarship Award Code column and enter



The screenshot shows a table interface with a search bar at the top. The search bar contains the text "Putnam". The table has the following columns: Qualifica..., Primary College, Primary Depa..., Scholarship Award Code, Unmet Institutional Commitment, Original Need, Unmet Need, and Age. The "Scholarship Award Code" column is highlighted in yellow, and the text "Putnam" is entered in the search bar. The table contains three rows of data:

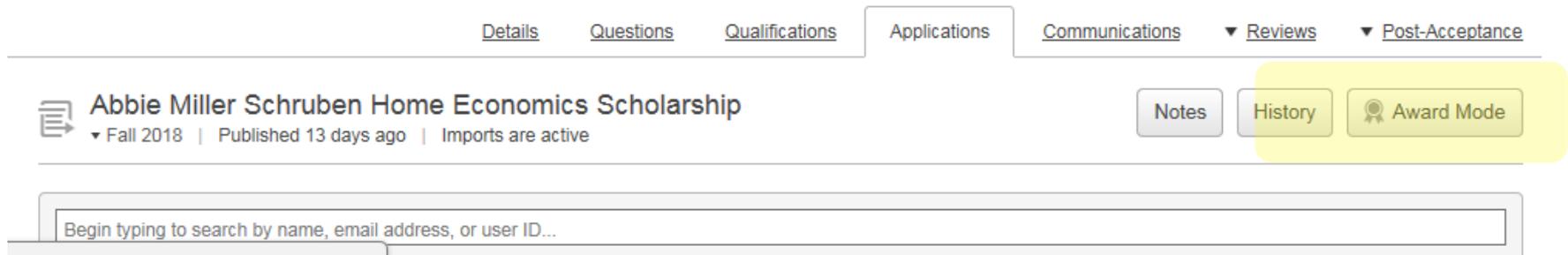
Qualifica...	Primary College	Primary Depa...	Scholarship Award Code	Unmet Institutional Commitment	Original Need	Unmet Need	Age
1	Human Ecology	Family Studies...	Putnam	\$0.00			02:
1	Human Ecology	Family Studies...	Putnam	\$0.00	22284.0	22284.0	02:
1	Human Ecology	Kinesiology	Putnam	\$0.00	22284.0	22284.0	02:

After sorting by Putnam's save your new grid view by clicking on the checkmark in the top left hand corner, it will turn green so you know it has been saved.



TIP: You can also click on the ★ which will turn yellow. That makes this grid your default view.

Step 6: You can start awarding your Putnam scholars by clicking on Award Mode



The screenshot shows the "Abbie Miller Schruben Home Economics Scholarship" page. The page has a navigation bar with tabs: Details, Questions, Qualifications, Applications, Communications, Reviews, and Post-Acceptance. The "Award Mode" button is highlighted in yellow. Below the navigation bar, there is a search bar with the text "Begin typing to search by name, email address, or user ID..."

Step 7: Introducing the Applicant Centric Award View! This view lets you see each fund a Putnam student qualifies for.

Site
Opportunity
Stewardship
Scholarship Administrator

APPLICANTS > APPLICATIONS FOR [Redacted]
Return To Grid 63 Filtered Applicants 1 >> |

Opportunity Type

All

Scope

All

Sort By

A-Z

Categories

All

Encumbered

Not Encumbered

View

Only Qualified Applications

Only Opportunities with Remaining Funds

Active and Archived Applications

113 of 113 Applications
Hide Filters

Abbie Miller Schruben Home Economics Scholarship AUTOMATCH

2548 Qualified Applicants 1 of 1 Qualification Points

Award Amount Range: Any Amounts

Opportunity Information • View

AWARD INFORMATION	
Opportunity Awards	9999
Committed Awards	0
Total Remaining Awards	9999

FUND INFORMATION	
Opportunity Amount	\$862.79
Committed Amount	\$0.00
Total Remaining Amount	\$862.79

Application Information • View

REVIEWER SCORES	
General Application	None
Opportunity	None
Overall	None
Opportunity Range	None
Median in Opportunity	None

QUALIFICATION POINTS	
Highest in Opportunity	None

[Redacted]

First Name

[Redacted]

Last Name

[Redacted]

Student EMPID

000 [Redacted]

Primary College

ENCUMBERED FUNDS **\$0.00**

INSTITUTIONAL COMMITMENT **\$0.00**

MET COMMITMENT **\$0.00**

UNMET COMMITMENT **\$0.00**

Update Applications

Donor Intent is the most important consideration.

You can identify which funds this student may not be the best match for.

Do not make awarding decisions before viewing the MOU.

This fund has an applicant that is better qualified than the one you are awarding.

Andy and Cynthia Carswell Galyardt Family Scholarship AUTOMATCH

30690 Qualified Applicants
Award Amount Range: Any Amounts

1 of 2 Qualification Points

Opportunity Information • View

AWARD INFORMATION	
Opportunity Awards	1
Committed Awards	0
Total Remaining Awards	1

FUND INFORMATION	
Opportunity Amount	\$615.98
Committed Amount	\$0.00
Total Remaining Amount	\$615.98

Application Information • View

REVIEWER SCORES	
General Application	None
Opportunity	None
Overall	None
Opportunity Range	None
Median in Opportunity	None

QUALIFICATION POINTS	
Highest in Opportunity	

SCOPE
Student Financial Assistance

First Name
[REDACTED]

Last Name
[REDACTED]

Student EMPID
[REDACTED]

Primary College

Future Academic Level

Scholarship Award Code

Cumulative GPA UGRD
4

Leadership Index
None Given

[REDACTED]

General Application

Step 9: Choose a fund you want to award this student and select accepted in the dropdown box at the lower left, select your award period and enter in amount. With this view you can select funds that your Putnam Scholars qualify for and accept as many awards as you need to meet your schools Putnam Scholar commitment.

Ann English Syler and Robert T. Syler Human Ecology Scholarship - Fall 2018 AUTOMATCH

2548 Qualified Applicants 1 of 1 Qualification Points

Award Amount Range: Any Amounts

Opportunity Information - View

AWARD INFORMATION	
Opportunity Awards	1
Committed Awards	0
Total Remaining Awards	1

Application Information - View

REVIEWER SCORES	
General Application	None
Opportunity	None
Overall	None
Opportunity Range	None
Median in Opportunity	None

FUND INFORMATION

Opportunity Amount

Committed Amount

Total Remaining Amount

SCOPE

College of Human Ecology

QUALIFICATION POINTS

Opportunity

Accepted Fall 18 0.00

Student EMPID

Primary College
Human Ecology

Future Academic Level
Senior

Scholarship Award Code
Putnam

Cumulative GPA UGRD
3.829

Leadership Index
00000

General Application

ENCUMBERED FUNDS **\$0.00**

INSTITUTIONAL COMMITMENT **\$0.00**

MET COMMITMENT **\$0.00**

You can see the total of encumbered funds for this applicant here.