

# Next Gen Scholarship Manager

## Scholarship Committee User Guide



Student Financial Aid and Scholarships  
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## Contents

<b>General Information</b> .....	3
<b>Important Scholarship Dates</b> .....	3
<b>Scholarship Spending</b> .....	3
<b>Scholarship System Login</b> .....	4
<b>Reviewing Candidates</b> .....	6
<b>Committee Chairs</b> .....	8
<b>Candidate Tab</b> .....	8
<b>Awarding—Renewable Scholarship Selections</b> .....	8
<b>Awarding – New Awardee</b> .....	10
<b>Notating Alternative Awardees</b> .....	11
<b>Awarding— Outside the Pool, When Appropriate</b> .....	11

## General Information

Austin Peay State University uses Next Gen Scholarship Manager for scholarship application and awarding. Students apply for the next academic year's scholarships online beginning October 1<sup>st</sup> through February 1<sup>st</sup> each year. Read below for important information.

- If a scholarship is noted as renewable and the renewal candidate meets the retention requirements, the student must be renewed.
- All scholarship information (description, criteria, amounts, etc.) and applicant information are available for view within the system.
- Students must appear in the candidate pool to be selected for the scholarship.
- Committee members should review candidates and make their recommendations to the Scholarship Committee Chair.
- Decisions for alternates must also be shared with the Chair.
- The Chair is responsible for entering the final award decisions in the scholarship system.
- Reports:
  - All committee members may export an Excel document with pre-determined applicant information.
  - Committee chairs have access to a "Report" feature that can pull additional applicant information (as deemed necessary).
- Student Financial Aid & Scholarships will verify the awards and send the official award notifications to the awardees' APSU email account. Departments or committees should not notify awardees.

## Important Scholarship Dates

October 1 <sup>st</sup>	Opening of APSU Scholarship Application
February 1 <sup>st</sup>	Closing of APSU Scholarship Application
February 2 <sup>nd</sup>	Committee Members Begin Review
February 23 <sup>rd</sup>	Priority Deadline for Award Selections

## Scholarship Spending

The individual scholarship spending figure will be visible in the scholarship system. This section will also display the number of intended awards unless it has been left up to the discretion of the committee. Be aware encumbered funds represents funds earmarked for renewable awards and reduce the scholarships available funds shown. This is why your Committee Chair will need to address renewals first. If an increase or new funds are received, the Committee Chair will be notified of the new spending figure. Occasionally, new scholarships will be established after the application has closed and this information will also be shared with the Chair.

## Scholarship System Login

1. Go to [APSU Scholarship Application](#).
2. Select **Faculty/Staff Login** in the **Scholarship Committee Members** section.

**AP Austin Peay State University**

Academic Year 2019/2020

Applications Scholarships Committees Awarding Donors Users Data Communications Reports System Help


### APSU Scholarship Application

Austin Peay State University endowed scholarships give students the edge they need in pursuing their dreams. Use the "Explore Scholarships" button to search our inventory.

[Explore Scholarships](#)

The scholarship application is tailored to each student, based on the most current data the university has on file. The questions you are presented with will be based on this data. If you are planning to change any of your information, such as switching from one degree program to another, you should make the change before beginning the application. You would then need to wait one day for the system to update to the most current information.


By completing the application, you will be automatically matched to every scholarship within the system for which you are potentially eligible. Each scholarship is reviewed by a committee, beginning after the submission deadline. These scholarships are not awarded on a first-come, first-served basis, nor does meeting the eligibility criteria guarantee receipt of the award. You will only receive notification via APSU e-mail if you are selected as a recipient.



**Students**

If you are an admitted student at the university and would like to apply for scholarship opportunities please click the "Apply Now" button below. You will be directed to the APSU login page. Sign in using your [AP OneStop credentials](#).

[Apply Now](#)



**Scholarship Committee Members**

If you are a member of a scholarship fund committee please use the login button below. You will be directed to the APSU login page. Sign in using your [AP OneStop credentials](#).

[Faculty/Staff Login](#)

3. Enter **AP OneStop Login** and **Password**. This information is the same credentials used for other APSU systems.

**AP Austin Peay State University**

Welcome to Scholarship Manager!

This online system allows you to complete & submit forms online. To access this system, enter your username & password.

Log In

**STUDENTS:**  
Your username is your AP OneStop login (this is not your Financial Aid System login). Your password is your AP OneStop password.

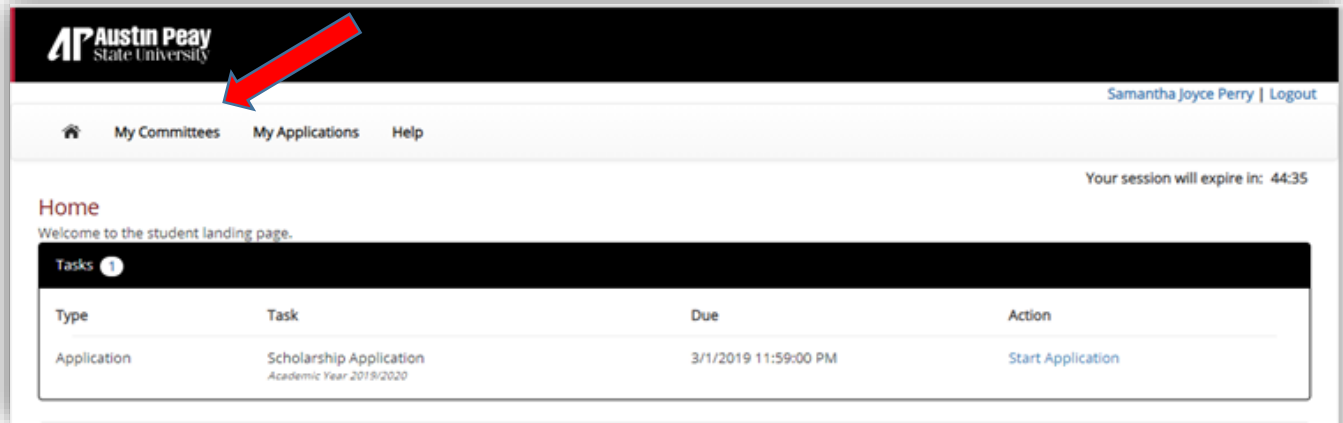
**FACULTY/STAFF:**  
Your username and password is your AP OneStop Login and password.

Please enter your AP OneStop login

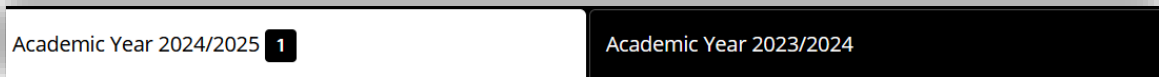
Password

[Log In](#)

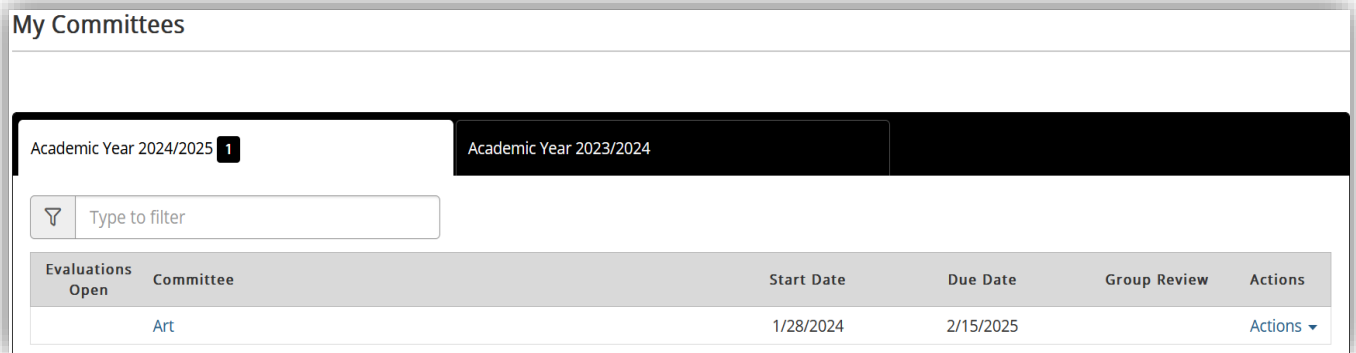
4. Select “My Committees.”



5. Select the applicable “Academic Year” tab.

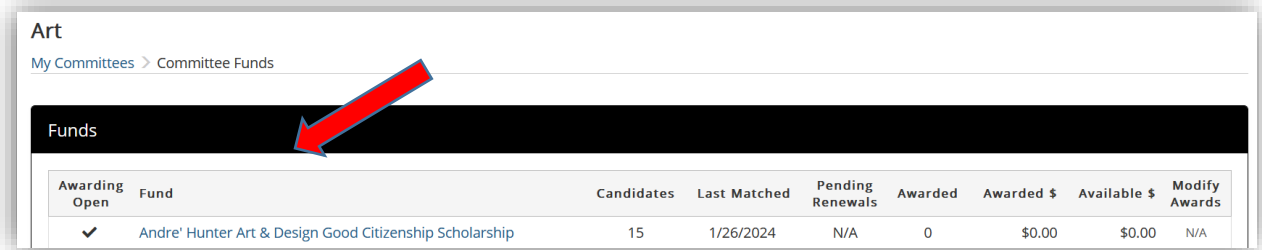


6. Select the “Committee Name” you need to view. You should only see the names of committees for which you are a member.

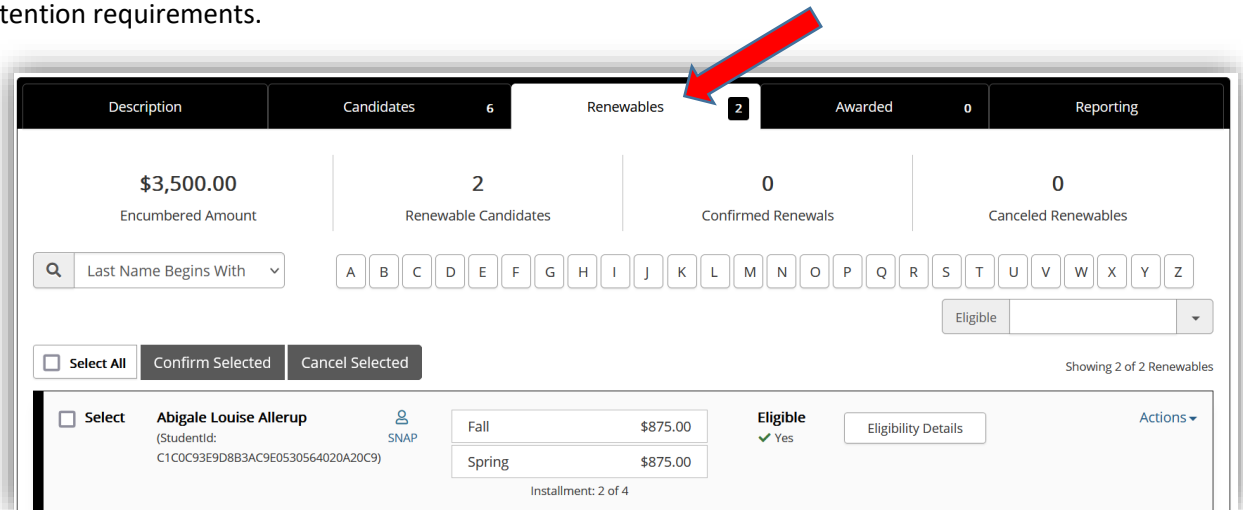


## Reviewing Candidates

7. Then select the **“Fund”** name of the scholarship you need to view.



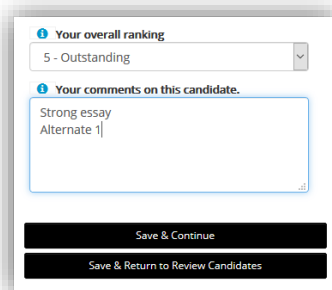
8. Always review the **“Renewables”** tab first. This tab will populate if the scholarship has been designated renewable at the request of the donor. The prior year’s recipients must be awarded if the recipient meets the retention requirements.



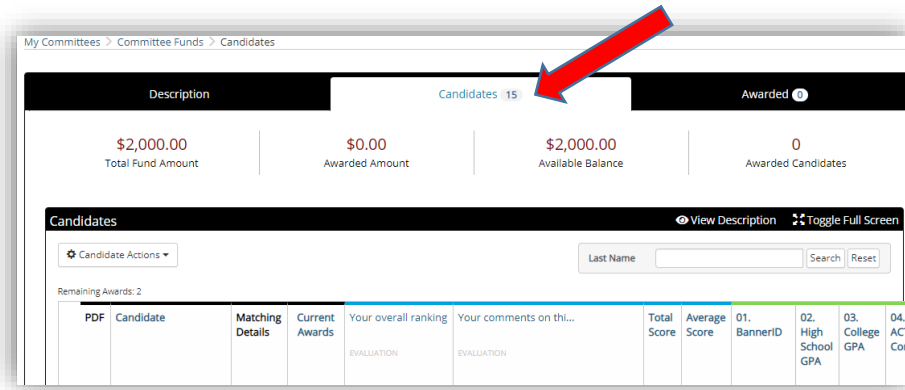
Standard Committee Members need to inform their Committee Chair if renewal recipient(s) should be Confirmed or Canceled.

If spending is available after renewals have been confirmed and awarded, new selections can be made from the Candidates tab.

If you click on the student’s name, you may enter your comments (Ex. Alternate 1, Alternate 2, etc.). It will be important to inform the Chair of your desired recipients and alternates.



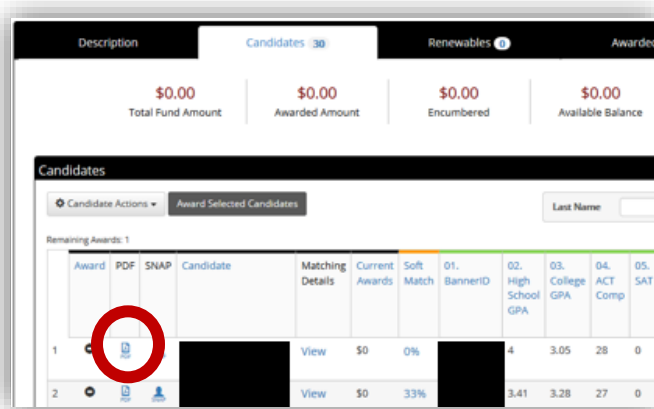
9. For non-renewable scholarships, recipients should be selected from the “**Candidates**” tab.



10. Reviewing candidates (2 options)

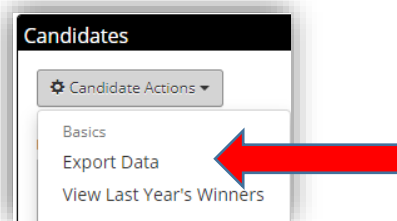
**Option 1** -- To view individual candidate’s full application

- Click on the individual student’s icon under the **PDF** column.



**Option 2** -- To view all applicants in an Excel format

- Click on **Candidate Actions** box and select **Export Data** from the dropdown box
  - Data will include limited predetermined candidate information (Ex.: major, GPA, etc.)



- Candidate list for “\_\_\_ Scholarship” will appear for you to export data into Excel.



11. After reviewing the candidates, select your top students from the applicant pool to share with the Chair of your committee. The Chair will enter the committee’s final award selection(s) and comments to indicate the designated alternates.

## Information beyond this point is specifically for the **Chairs of the Committees**

### Committee Chairs

The awarding process should occur after your committee members have shared their comments on renewal recipients and decision on top selections. Chairs will be responsible for notating alternates and entering the final award selections.

Once the Chair enters the scholarship award, Financial Aid will be prompted to post the award in the Banner system and notify the scholarship recipient via APSU email account.

### Candidate Tab

Description	Candidates 1	Renewables 1	Awarded 0	Reporting
\$1,000.00 Total Fund Amount	\$0.00 Awarded Amount	\$1,000.00 Encumbered	\$0.00 Available Balance	0 Awarded Candidates

- **Total Fund Amount:** total spending for the scholarship.
- **Awarded Amount:** amount awarded to students.
- **Encumbered:** There will only be an amount if the scholarship is renewable. This is the amount of money earmarked to award students eligible for renewal. You may modify renewable award amounts, but if the student is meeting the renewal criteria, he/she must be awarded.
- **Available Balance:** amount remaining after considering any renewables and amount awarded to new recipients.
- **Awarded Candidates:** indicates the number of current awardees.

### Awarding—Renewable Scholarship Selections

For renewable scholarships, last year’s winners will appear under the Renewables tab. The amount of scholarship money applicable to these renewals is included in the “Encumbered” section of the candidates tab. This amount is based on last year’s award amount. It is important to remember that spending amounts can vary from year to year. You can consider modifying the renewal recipients award based on the new year’s spending, by clicking “Confirm Selected” and making the adjustments, if applicable. Then save the transaction.

To review renewables, select “Renewables” tab.

Description	Candidates 6	Renewables 2	Awarded 0	Reporting					
\$3,500.00 Encumbered Amount	2 Renewable Candidates	0 Confirmed Renewals	0 Canceled Renewals						
<input type="text" value="Last Name Begin"/> <span>C</span> <span>D</span> <span>E</span> <span>F</span> <span>G</span> <span>H</span> <span>I</span> <span>J</span> <span>K</span> <span>L</span> <span>M</span> <span>N</span> <span>O</span> <span>P</span> <span>Q</span> <span>R</span> <span>S</span> <span>T</span> <span>U</span> <span>V</span> <span>W</span> <span>X</span> <span>Y</span> <span>Z</span>									
<input type="checkbox"/> Select All <input type="button" value="Confirm Selected"/> <input type="button" value="Cancel Selected"/> <span style="float: right;">Showing 2 of 2 Renewables</span>									
<input type="checkbox"/> Select <b>Abigale Louise Allerup</b> <small>(StudentId: C1C0C93E9D8B3AC9E0530564020A20C9)</small>			<table border="1"> <tr><td>Fall</td><td>\$875.00</td></tr> <tr><td>Spring</td><td>\$875.00</td></tr> </table>	Fall	\$875.00	Spring	\$875.00	<b>Eligible</b> Yes <input type="button" value="Eligibility Details"/>	<input type="button" value="Actions"/>
Fall	\$875.00								
Spring	\$875.00								

Installation: 2 of 4



- Select “**Confirm Selected**” when the award amount does not need to be modified. You may select multiple students (if applicable) to confirm simultaneously. The award amounts from the previous year will populate in the appropriate sections for you. Each renewal should have a fall and spring award amount. If not, the award may need to be modified.

Select All   **Confirm Selected**   **Cancel Selected**

If the amounts are correct for fall and spring and do not need to be modified “**Save**”.

If the amounts are not correct and need modified make the necessary adjustments and “**Save**”.

Candidate	Fall	Spring	Installment	Notes
[REDACTED]	<input type="text" value="\$ 875.00"/>	<input type="text" value="\$ 875.00"/>	2 of 4	[Menu Icon]

Cancel Save

**Important to Note:**

Renewal award amounts mirror the prior year. If a recipient received a spring only award last year, the award amount for the upcoming year will also display as spring only. You will need to be modified the award to reflect the appropriate fall/spring amounts.

- “**Cancel Selected**” should be used if a student did not meet eligibility requirements. You may also cancel one or both awards depending on the students confirmed graduation.
  - You must notate a cancellation reason and save the transaction.

Candidate	Award Date	Award Total	Cancel Reason - Not Required
[REDACTED]	3/14/2023	\$1,000.00	<input type="text" value="Student graduated Spring 2024"/>

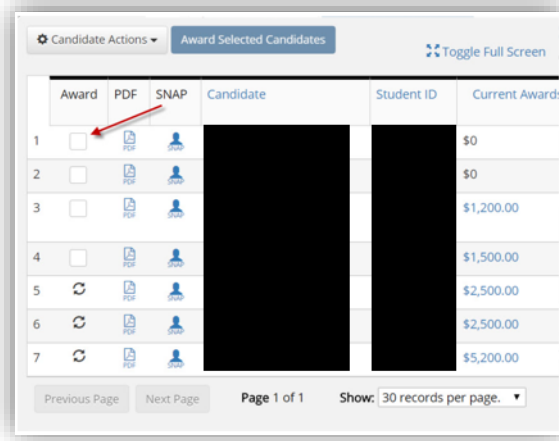
4 Renewable Years

Cancel Save

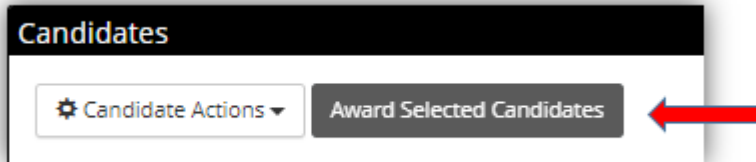
## Awarding – New Awardee

### Steps to Award New Awardees

1. Determine who you want to award.
2. Ensure you are on the “Candidates” tab.
3. Select the box beside the candidate’s name under “Award” column.
  - You can select multiple awardees



4. With desired Award boxes checked, select “Award Selected Candidates” button.



You will be directed to a page to enter award information. Awarding Guidelines are included for assistance.  
 Important to Note: 999 = number of awards are at Department’s Discretion

5. Enter awards.
  - Enter the amounts for fall and spring.
    - The amounts must be equal between semesters and candidates.
      - Example: If a scholarship award totals \$10,000.  
 Student 1 -- \$2,500 should be entered for fall and \$2,500 entered for spring  
 Student 2 -- \$2,500 should be entered for fall and \$2,500 entered for spring

Candidate	Fall	Spring	Renewal Duration
[Redacted]	\$ <input type="text"/>	\$ <input type="text"/>	4 years

Save Award Information    Cancel

6. After entering fall and spring award amounts, select “**Save**”
  - Student Financial Aid and Scholarships will review award entries. **We ask that departments not notify the recipients. The awards must be verified by our office to ensure no over award situation or eligibility issues exist.**

## Notating Alternative Awardees

All committees should select alternates in the event selected recipients do not enroll or are determined ineligible.

### Steps to Notating Alternates

1. After your committee selects alternates (should select at least **three**), the Chair must notate the alternates under the “Candidates” tab by clicking the Candidate’s name.
2. You will see a comment section on the left side of the screen. Type in comments to designate your alternates.

The screenshot shows a web interface titled "View Committee Funds". It contains two main sections:
 

- Your overall ranking:** A dropdown menu with the text "Choose One:" and a downward arrow.
- Your comments on this candidate:** A text input area with the placeholder text "Alternate 1".

 The interface is clean and uses a light blue and white color scheme.

## Awarding— Outside the Pool, When Appropriate

If a scholarship pool does not include any candidates, an eligible student who did not submit an application may be selected by the committee.

- Selected student must meet all minimum scholarship eligibility requirements.
- Committee Chair must complete the *Scholarship Candidate Exception Form*, provided by Student Financial Aid & Scholarships.
- With approval, the candidate will be imported into the pool. The Committee Chair will make the award after receiving an email confirmation from Sherri Devers, Student Financial Aid & Scholarships.

### Examples

- Not Acceptable ----- I am selecting recipients for the ABC Scholarship that needs two awardees. The candidate pool only includes two eligible students. I am aware of another student who qualifies, but this student did not complete the scholarship application.  
*I must award the two eligible candidates in the pool. The student who did not apply, cannot be considered over the two eligible candidates.*
- Acceptable ---- I am selecting candidates for the 123 Scholarship that needs one awarded candidate. My candidate pool does not include a student. I am aware of another student who qualifies, but did not complete the scholarship application.  
*I may award that student, but I must complete the Scholarship Candidate Exception Form and submit to Sherri Devers in order to do so.*

