



**Georgia State University Foundation, Inc.
Online Scholarship Applications Procedure and Workflow**

Introduction

In an ongoing effort to provide better customer service to students by alleviating the burden of paper scholarship applications, the Georgia State University scholarship website has been expanded to provide all departments within the university community access to administer and accept student applications online. It is the intent of Georgia State University and the Georgia State University Foundation to provide this access campus wide and all colleges/departments are encouraged to accept online applications where feasible.

College/Department Application Processing Contact Responsibilities

- The College/Department contact person will notify the Foundation Scholarship Coordinator of the department's intent to process and accept online scholarship applications and request administrative rights to the system. After discussion with the Foundation Scholarship Coordinator, a training session will be scheduled and access to the system will be provided. The Foundation Scholarship coordinator will also provide an Online Scholarship Spreadsheet/Worksheet for completion. (See Exhibit H for a sample report)
- The College/Department contact person will submit the Online Scholarship Spreadsheet/Worksheet to the Foundation Scholarship Coordinator. The form should indicate the specific scholarships that students may apply for online, Optional Information and Custom Information to be included for each scholarship, deadline dates for applying, and if desired, award dates.
 - Optional information includes class level, HS GPA, State Residency, or any other scholarship qualifying information. The more optional information listed, the easier it is for students to search for scholarships for which they may qualify.
 - Custom information includes items that the student must complete and/or upload to complete the online application. This may include personal statements, academic goals, community service, letters of recommendation, etc.
- Once the scholarship deadline has passed and is closed for applications. The College/Department contact person may begin to process the applications by logging into the system using their campus ID and password. To process applications:
 - a. Search for applicable scholarship on the right hand side of the screen (Exhibit A) and click on the scholarship title to open the scholarship (Exhibit B).
 - b. At the top of the page to the right click "Review Applicants". This will bring you to a screen that shows applicants, application status, and any attached documents (Exhibit C).
 - c. On the same screen, download the excel files to filter students by scholarship eligibility requirements, if any.
 - d. On the same screen, download documents for all "Complete" Applications where the student is eligible for the scholarship.
 - e. On the same screen, select "Awards" at the top of the page (Exhibit D). Notify students that scholarship applications are being reviewed by selecting "Pending" for

- each student. At the bottom of the screen select “Submit.” Student will receive an auto-response (Exhibit E).
- f. Review applications for selection using the process determined by the Memorandum of Understanding on file for each scholarship, if any, or the process established within the college/department.
 - g. Complete Notice of Intent to Award to Award Scholarship for selected recipients and obtain financial aid approval.
 - h. Log into the system, return to the scholarship, and click on “Awards”.
 - i. Select “Denied” for each student who has not been selected for the award. Student will be automatically notified of their status by system-generated email (Exhibit F).
 - j. Select “Award” for each selected student, click “Submit”, enter the scholarship amount, and click “Submit” again. Student will be automatically notified of their status by system-generated email (Exhibit G).
 - k. Mail Final Award Letters and Scholarship Acceptance Forms to recipients.

Foundation Scholarship Coordinator Responsibilities

- The Foundation Scholarship Coordinator will schedule training for online processing, provide access to the system and provide the Online Scholarship Spreadsheet/Worksheet to the College or Department contact. (See Exhibit H for a sample report). As new scholarships are established in the foundation, the Foundation Scholarship Coordinator will provide the college department contact with the scholarship spreadsheet requesting the online scholarship information.
- When the completed form is received. The Foundation Scholarship Coordinator will:
 - Set each scholarship on the website as either accepting or not accepting online applications.
 - Enter deadline dates for applying for the scholarships. (Students are not able to apply for scholarships once the deadline date has passed.
 - Add any optional and custom information provided by the college/department contact will be added for each scholarship by the Foundation Scholarship Coordinator.

Student Scholarship Applicant Responsibilities

- Students login to complete an online scholarship application on the Georgia State University scholarship website.
- Students must complete all requirements to be considered for any scholarship.

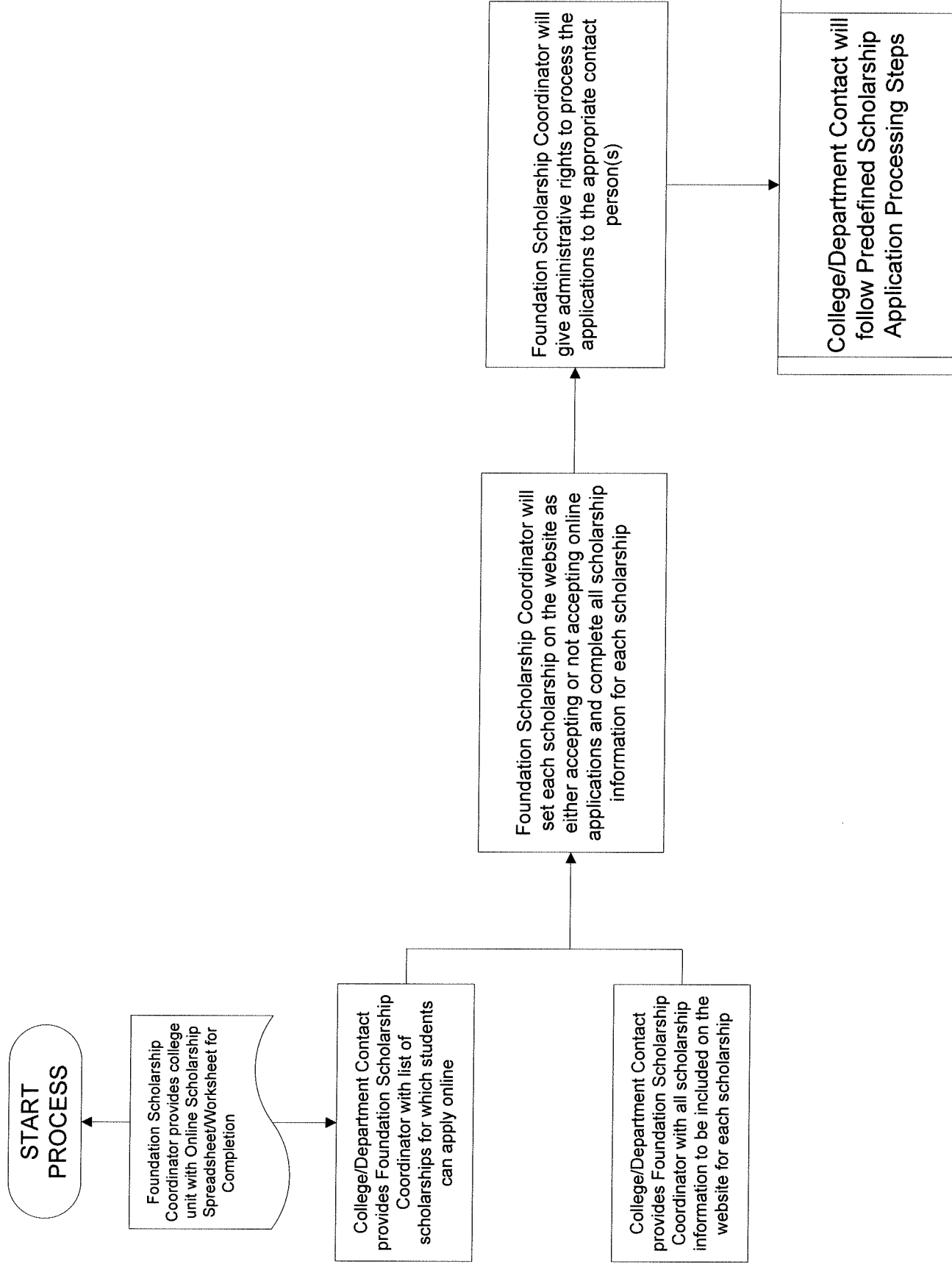
Attachments:

Online Scholarship Application Processing Guide
Online Scholarship Administrative Workflow Chart
Exhibits A-H

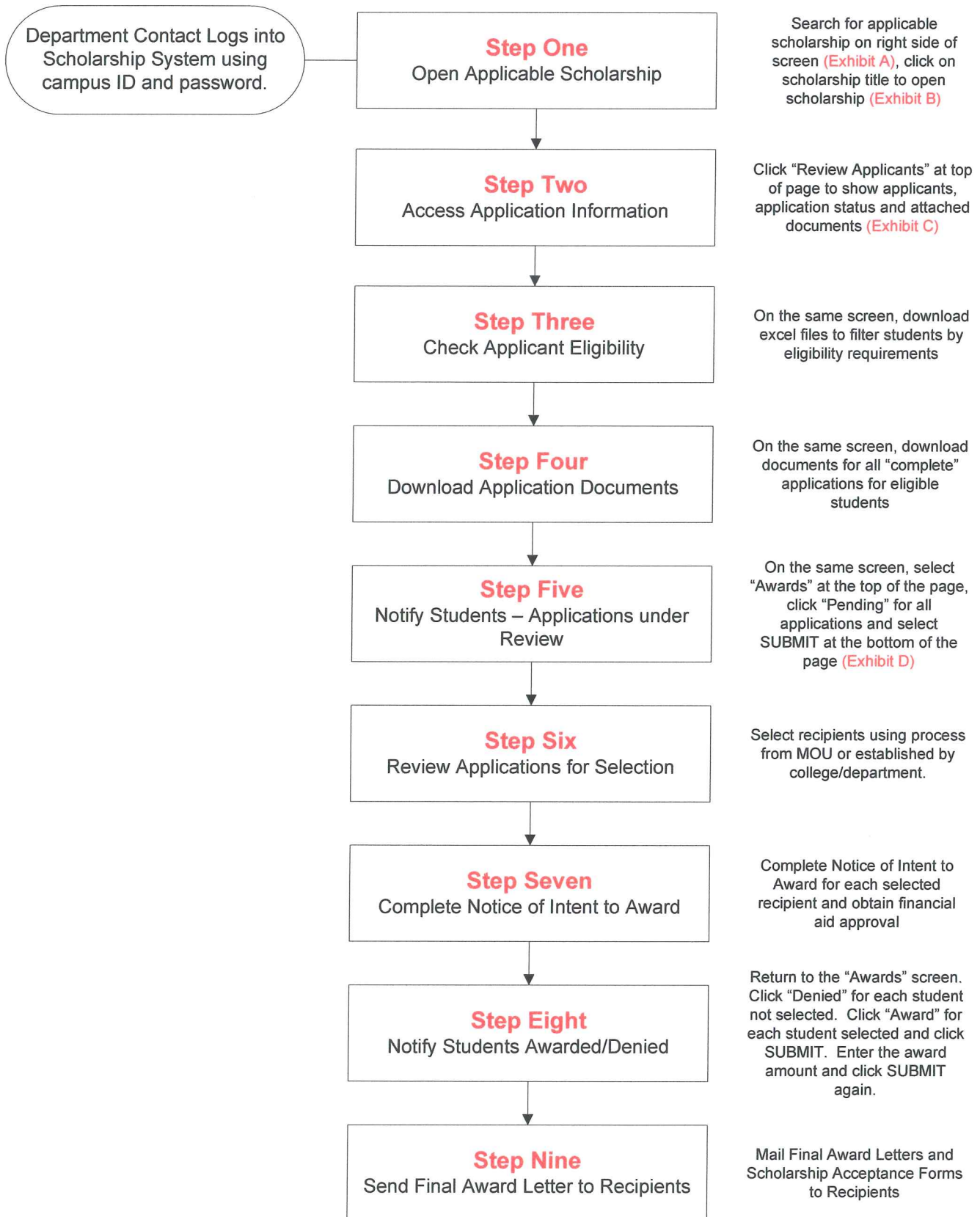
Georgia State University Foundation Contacts:

Controller, Arlene Charles acharles@gsu.edu 404-413-3485
Foundation Scholarship Coordinator, Michele Miller mmiller64@gsu.edu 404-413-3431

Online Scholarship Administrative Workflow Chart



Online Scholarship Application Processing



Scholarship System - Windows Internet Explorer

https://www.gsu.edu/scholarship/external-scholarships

File Edit View Favorites Tools Help

Welcome to Microsoft Online...

Oracle Application Server For... Georgia State University

12/06/2011 03:03 P.M.

MICHELE MILLER

HOME USER ADMINISTRATION CUSTOM INFORMATION REPORTING LOGOUT

Georgia State University's Online Scholarship System

Add a New Scholarship

Title:

Administrate External Scholarships Scholarships

Edit/Delete a University Scholarship

Scholarship Title

20th Anniversary Scholarship

African-American Alumni Club Scholarship

Ahmed T. Abdelal Fellowship in Molecular Genetics and Biotechnology

Alfredo Barili Scholarship

Allen and Eleanor Hollingsworth Scholarship

Alumni Association Graduate Student Scholarship

Scholarship Summary

To provide scholarships for first-year law students. Eligibility is based on merit.

To provide annual scholarship and/or book awards to full time undergraduate students who have completed at least 45 semester hours at Georgia State University. Recipients must be U.S. citizens, have a minimum cumulative GPA of 3.0 and be active participants in university, community, or public service-oriented activities. A personal statement must be submitted with the scholarship application.

Awarded to outstanding doctoral students for achievement in the field of molecular genetics or biotechnology. This fellowship is based on merit and recipients are selected by the Biology Department Awards Committee; students are not required to submit applications.

To provide scholarships for music students with preference given to undergraduate string performers. Students must have demonstrable skill evidenced through a combination of academic and musical talent, GPA and performance ability.

To provide scholarships to entering or first-year students in the masters degree program in gerontology. Students must have an outstanding academic record and show a commitment to improving the quantity and quality of life for older people through internship experience, volunteering or other experiences that the selection committee deems appropriate.

To provide scholarships to graduate students who have been accepted into a degree program at Georgia State University. Recipients must be in good academic standing and have achieved a minimum 3.0 GPA in their undergraduate degree program.

Filter Results

Student Type

☐ Entering Freshmen

☐ Undergraduate

☐ Graduate

By Keywords:

By Category:

☐ University

☐ Andrew Young School of Policy Studies

☐ Arts & Sciences

☐ Education

☐ Byrdline F. Lewis School of Nursing and Health Professions

☐ Law

☐ J. Mack Robinson College of Business

☐ Honors

☐ Assistantships

☐ Alumni Association

☐ External

By Major:

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Scholarship System - Windows Internet Explorer

https://webb.gsu.edu/scholarships/admin/index_of_page/scholarships-2013

File Edit View Favorites Tools Help

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Scholarship System

MICHELE MILLER 12/06/2011 03:04 P.M.

HOME USER ADMINISTRATION CUSTOM INFORMATION REPORTING LOGOUT

ALUMNI ASSOCIATION LEGACY SCHOLARSHIP EDIT SCHOLARSHIP REVIEW APPLICANTS AWARDS

Alumni Association Legacy Scholarship

The scholarship information is divided into categories. Any information about the scholarship that has been populated will be displayed. If you wish to add new information to the scholarship or change any existing information, please contact Michele Miller at mmiller64@gsu.edu or at 3-3431.

Full Description

To provide scholarships to students who are the child, stepchild or grandchild of a Georgia State University graduate and have a current GPA of 3.0 or higher. Personal essay and Letter of Recommendation from Legacy relative required.

Contact Information

The following list contains a description of the contact information for the scholarship.

Associated College/Unit: Alumni Association
Associated Department: Alumni Relations
Contact's Name: Dave Cohen
Contact's E-mail: dcohen@gsu.edu
Deadline: 08/17/2011
Award Date: 08/01/2011

Optional Information

The following list contains a description of the optional information pertaining to this scholarship.

Class Level: Freshman, Sophomore, Junior, Senior, Graduate, Law

Custom Information

The following list contains a description of the custom information pertaining to this scholarship.

Custom Information	Required
Academic Goals	Yes
Community Service	Yes
Extracurricular activities	Yes
Letter of Recommendation	Yes
Personal Statement	Yes

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Scholarship System - Windows Internet Explorer

https://webtools.gsu.edu/scholarships/legacy/index.cfm?cfhttpresponse=application:2078

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Welcome to Microsoft Onlin...

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HOME USER ADMINISTRATION CUSTOM INFORMATION REPORTING LOGOUT

ALUMNI ASSOCIATION LEGACY SCHOLARSHIP: EDIT SCHOLARSHIP REVIEW APPLICANTS AWARDS

Review Applicants for Alumni Association Legacy Scholarship

The table below lists all of the applications in progress or complete. You can click on an applicants name to view the application and see if anything is missing. You may also contact the applicant using the e-mail address they provided. You may also view any files they uploaded or save a pdf version of any completed application.

Also, we need to have the system prevent any applicants from submitting applications after the deadline.

Download an Excel Spreadsheet of all the applications submitted:

- Alumni Association Legacy Scholarship_applicants_2011_A-F.xls
- Alumni Association Legacy Scholarship_applicants_2011_G-N.xls
- Alumni Association Legacy Scholarship_applicants_2011_O-R.xls
- Alumni Association Legacy Scholarship_applicants_2011_S-Z.xls

Applicant List	
Applicants	Application Status Documents
Lina A Adams	Complete Application [PDF] Personal Essay - Scholarship Essay.docx Personal Essay - Personal Statement.docx Personal Essay - Ashley letter.doc
Chinelo E. Arinze	Complete Application [PDF] Personal Essay - Alumni Association Legacy Scholarship Award_Legacy Relative Letter of Recommendation.docx Personal Essay - Alumni Association Legacy Scholarship Award.docx
Gabrielle E. Arrington	Complete Application [PDF] Personal Essay - Alumni Association Legacy Scholarship.doc Personal Essay - Alumni Scholarship Letter.docx
Evonne O Bazemore	Incomplete Application [PDF]
Shon G Bolden	Incomplete Application [PDF]
Ariel J Brooks	Incomplete Application [PDF]
Kourtanie A. Bussey	Incomplete Application [PDF]
Kelly Elizabeth Cashion	Complete Application [PDF] Personal Essay - kcashion1_Personal_Statement.docx Personal Essay - VCA Recommendation.docx

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Scholarship System - Windows Internet Explorer

https://webb01.gsu.edu/scholarships/award/index.cfm?system_id=2023

Welcome to Microsoft Onlin...

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Georgia State University

Scholarship System

MICHELE MILLER | 12/06/2011 03:06 P.M.

HOME

USER ADMINISTRATION

CUSTOM INFORMATION

REPORTING

LOGOUT

ALUMNI ASSOCIATION LEGACY SCHOLARSHIP:

EDIT SCHOLARSHIP

REVIEW APPLICANTS

AWARDS

Award 'Alumni Association Legacy Scholarship' to Awardees

The table below lists all of the applications that were complete by the deadline. Select each applicant that was awarded the scholarship and click submit. After you submit your selections, you will have the opportunity to input the amount of each award. You may also notify each awardee with an individual e-mail.

Download an Excel Spreadsheet of all the completed applications submitted:

- Alumni Association Legacy Scholarship_applicants_2011_A-G.xls
- Alumni Association Legacy Scholarship_applicants_2011_H-P.xls
- Alumni Association Legacy Scholarship_applicants_2011_Q-Z.xls

Applicant List				
Applicants	Documents	Award	Denied	Pending
Lina A Adams	Application [PDF] Personal Essay - Scholarship Essay.docx Personal Essay - Personal Statement.docx Personal Essay - Ashley letter.doc	☐	☒ Denied	☐
Chinelo E. Arinze	Application [PDF] Personal Essay - Alumni Association Legacy Scholarship Award_Legacy Relative Letter of Recommendation.docx Personal Essay - Alumni Association Legacy Scholarship Award.docx	☐	☒ Denied	☐
Gabrielle E. Arrington	Application [PDF] Personal Essay - Alumni Association Legacy Scholarship.doc Personal Essay - Alumni Scholarship Letter.docx	☐	☒ Denied	☐
Kelly Elizabeth Cashin	Application [PDF] Personal Essay - kcashin1_Personal_Statement.docx Personal Essay - KEC Recommendation.docx	☐	☒ Denied	☐
Vayou Chittavong	Application [PDF] Personal Essay - I was born in a communist country.docx Personal Essay - letter of recommendation(Ms howard).docx	☐	☒ Denied	☐
Danielle Yvette Echols	Application [PDF] Personal Essay - Alumni Association Legacy	☐	☒ Denied	☐

Done

start

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"PENDING" STATUS SCHOLARSHIP AUTO-RESPONSE

Michele A. Miller

From: Christina Marie Harris
Sent: Wednesday, December 07, 2011 9:59 AM
To: Michele A. Miller
Subject: FW: Decision on your scholarship application is pending

-----Original Message-----

From: The Scholarship Office [\[mailto:scholarships@gsu.edu\]](mailto:scholarships@gsu.edu)
Sent: Wednesday, May 25, 2011 1:57 PM
To: The Scholarship Office; @student.gsu.edu
Subject: Decision on your scholarship application is pending

Thank you for submitting an online application for the Leszek Wegrzyn Scholarship at Georgia State University. The decision on your scholarship application is pending. You will be notified when a final decision is made.

EXHIBIT E

"DENIED" STATUS SCHOLARSHIP AUTO-RESPONSE

Michele A. Miller

From: Christina Marie Harris
Sent: Wednesday, December 07, 2011 9:57 AM
To: Michele A. Miller
Subject: FW: Your scholarship application has been denied

-----Original Message-----

From: The Scholarship Office [\[mailto:scholarships@gsu.edu\]](mailto:scholarships@gsu.edu)
Sent: Wednesday, November 23, 2011 4:22 PM
To:
Subject: Your scholarship application has been denied

Thank you for submitting an online application at Georgia State University. You will receive a separate award status notification for each scholarship for which you applied. Unfortunately, you have not been selected for the Alumni Association Transfer Student Scholarship.

Please contact the scholarship coordinator listed in the description (on the scholarship website) with any questions.

EXHIBIT F

"AWARD" STATUS SCHOLARSHIP AUTO-RESPONSE

Michele A. Miller

From: Christina Marie Harris
Sent: Wednesday, December 07, 2011 9:57 AM
To: Michele A. Miller
Subject: FW: Award notification

-----Original Message-----

From: The Scholarship Office [\[mailto:scholarships@gsu.edu\]](mailto:scholarships@gsu.edu)
Sent: Friday, August 26, 2011 3:10 PM
To:
Subject: Award notification

Congratulations! You have been awarded the "Georgia State University Minority Scholarship" Scholarship. Please contact the scholarship coordinator listed in the description (on the scholarship website) to fill out the necessary paperwork so that your award can be posted to your GoSolar student account.

Please note that this award is contingent on final clearance by the Office of Student Financial Aid.

EXHIBIT G

Georgia State University Foundation									
Online Scholarship Worksheet									
ABC College/Department		Who in your department should be given administrative rights to access online applications: _____							
		Please provide your campus ID: _____							
Project #/Name	Online Apps Accepted YES or NO	Date to Start Accepting Applications	Application Deadline	Award Date	Optional information you want included in the search filter and description. See below and add value.	What custom information do you want the student to provide? See Below	Please provide instructions to student regarding custom information		
020086 - ABC Memorial Scholarship	Yes	January 1	March 1	May 15	Class Level - Juniors Major - English HS GPA - 3.0	Essay	Please upload a typed essay no longer than two pages that discusses your career goals.		
020111 - Jane Doe Scholarship Fund	No					Why Georgia State? Letter of Recommendation	Please describe why you are interested in attending an urban research university. Please deliver a Letter of Recommendation from a faculty member to the department, attention: Dr. Mary Doe		
020122 - William Smith Scholarship	No								
02069 - XYZ Memorial Fund	Yes	December 1	March 15	April 15	Class Level - Graduate Enrollment Status - part time Must be a GA resident	Personal Statement	Please upload your personal essay that describes your background and career aspirations. Essay should be no more than 500 words.		
02559 - Joe Smith Scholarship	No					Community Service	Please list your primary community service activities.		
Optional Information									
Custom Information (Please indicate if information should be an upload or text)									
You may also request that any information be delivered or mailed to the department									
Please note that you can request any custom information you require if not on the list below									
Class Level						Personal Statement or Essay			
Enrollment Status						Extracurricular activities			
High School GPA						Why Georgia State?			
Major						Letter of Recommendation			
Overall Georgia State GPA						Academic Goals			
Residency Status						Community Service			

EXHIBIT H