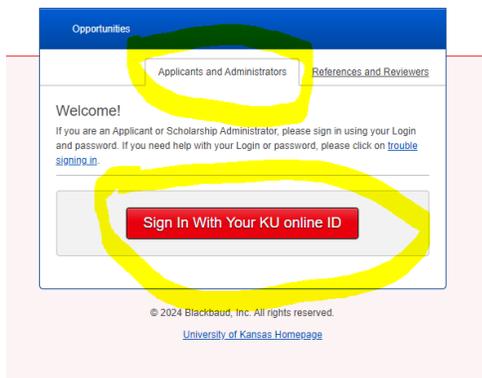


# UKASH Awarding

## Logging On:

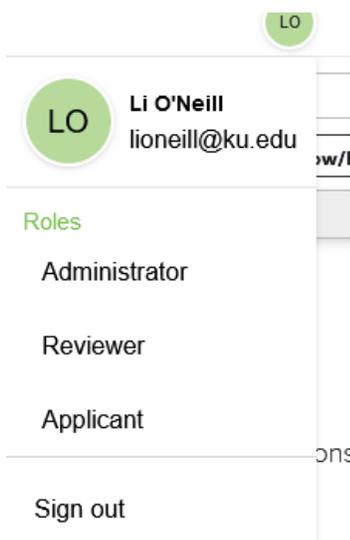
### Opportunity Administrators:

- UKASH URL: <https://ku.academicworks.com/>
- Select the **Applicants and Administrators** tab
- Select **Sign in With Your KU online ID**
- KU SSO
- If you run into login issues, email [ukash@ku.edu](mailto:ukash@ku.edu)

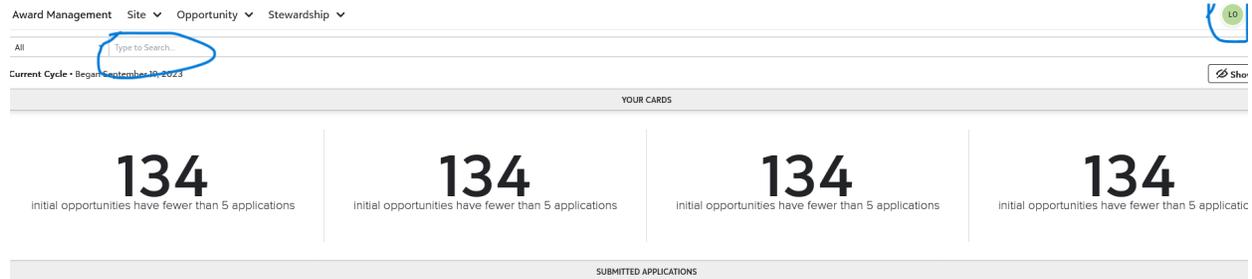


## Navigation:

In the **top right corner**, you will see your initials, and if you have multiple roles (i.e. opportunity administrator, applicant and/or reviewer) make sure you are using the correct role.



On the main screen, you will see your Dashboard. You can use the search bar to search for Opportunities, Portfolios, etc. if you know the specific name.



## Awarding Starting with Dashboard Cards:

To see your active auto-match and apply-to funds from your dashboard, scroll down to the bottom of the page. In this example, there are 85 submitted applications for the apply-to scholarship. Select **submitted** to go directly to the view of the submitted applications or select **apply-to** to see all the applications in the **apply-to** view.

		APPLICATION COUNT	
Auto-Match - 0		Apply-To - 80	
Offered	<input type="radio"/>	Drafted	1
Accepted	<input type="radio"/>	Submitted	85
Applicant Declined	<input type="radio"/>	Offered	0
Not Qualified	<input type="radio"/>	Accepted	0
Declined - Admin	<input type="radio"/>	Applicant Declined	0

Show More Ci

On the next screen, you will see this view. If you select **view**, you will see the student's application details. If you select **award mode**, you will move to the awarding screen (*more information on this a little later*).

Apply-To Applications

<input type="checkbox"/>	View	Award Mode	ID	Category	Categor...	Qualifi
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/02/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/02/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/02/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/02/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/02/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/02/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/02/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	1
<input type="checkbox"/>	View	Award Mode	1...	Submitted	05/01/2024	0

Before moving into **award mode**, move over to the right on this screen and make sure the **season** and the **fund period** are both correct.

Season	Start At	End At	Archive At	Archived?	Portfoli...	Fund Code	Auxiliary Fu...	Portfolio Pro...	Fund Period	Fund P
				All ▾					Academic Year 2024 - 2025 ▾	
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000
Winter 2024	01/15/2024	03/15/2024		No	2534	42903	860000004318		Academic Year 2024 - 2025	\$11,000

If everything is correct and you are ready to award, select **award mode** for the specific student you would like to award and you will move to a screen like this. The specific fund you are awarding will be highlighted in gray.

50 YEAR CLASS SCHOLARSHIP ⓘ AUTOMATCH

7818 Qualified Applicants 1 of 1 Qualification Points

Award Amount Range: Any Amounts

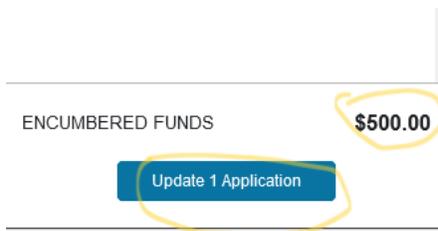
---

RSS Pre-Offer
Fall 2024 and Spring 2025, even split
\$50.00

The **first dropdown** is where you change the status to either **Pre-Offer** or **RSS Pre-Offer** if it is meeting your RSS obligations. The **second dropdown will appear** after you make a selection in the first dropdown. Here you will choose the correct aid year. The third box is where you will put the award amount.

***IF** you try to award more than the maximum amount allowed for the award, **OR** you try to award over the total remaining fund balance, you will get a popup asking if you are sure you want to do that.*

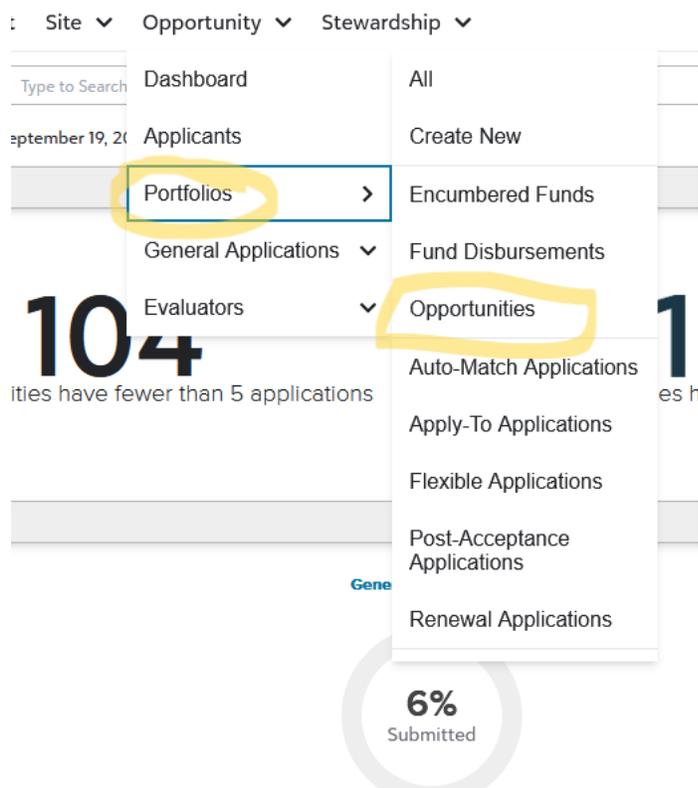
After you enter the award amount, the **Encumbered funds** amount will change in the lower right corner. Select **Update 1 Application** to finish awarding.



After you select **Update 1 Application**, you will return to the previous awarding screen and can start awarding the next scholarship recipient.

## Awarding from Viewing a Full List of Your Opportunities:

To see a **full list of** your opportunities, go to the top of your main dashboard page, select **Opportunity – Portfolios – Opportunities**.



This will lead you to the Opportunities page. On this page, you can view and sort the scholarship opportunities. You should **only** see the opportunities in your **scope**. If you are an opportunity administrator for several scopes, select the correct one from the dropdown menu.

Select **view** on a specific opportunity to see the details.

### Opportunities

<input type="checkbox"/>	View	ID	Type	Opportunity S...	Name	Description	Start At	Created At	Auxiliary Code	Project ID	Scopes	Visibility	Season
<input type="checkbox"/>	<a href="#">View</a>	3...	Apply-To	Not Started	Honors Study Abro...			12/13/2023	860000030006		HONORS	Visible W...	Future
<input type="checkbox"/>	<a href="#">View</a>	3...	Apply-To	Ended	Honors Opportunity...	These awards, app...	12/02/2023	12/01/2023			HONORS	Visible W...	Winter 2023
<input type="checkbox"/>	<a href="#">View</a>	3...	Apply-To	Not Started	University Scholars...	Students in their *s...		09/19/2023			HONORS	Always Hi...	Future
<input type="checkbox"/>	<a href="#">View</a>	3...	Apply-To	Not Started	YARICK-MORGAN ...	The income from, b...		09/19/2023	860000011041		HONORS	Always Vi...	Future
<input type="checkbox"/>	<a href="#">View</a>	3...	Auto-Match	Not Started	KU HONORS EME...	Awards for student...		09/19/2023	860000011044		HONORS	Always Vi...	Future
<input type="checkbox"/>	<a href="#">View</a>	3...	Auto-Match	Not Started	HONORS PROGRA...	Support general sc...		09/19/2023	860000030001		HONORS	Always Vi...	Future
<input type="checkbox"/>	<a href="#">View</a>	3...	Auto-Match	Not Started	BROSSEAU JACK ...	The income from th...		09/19/2023	860000011043		HONORS	Always Vi...	Future
<input type="checkbox"/>	<a href="#">View</a>	3...	Auto-Match	Not Started	PARETSKY SARA N...	The Fund shall be ...		09/19/2023	860000011029		HONORS	Visible W...	Future
<input type="checkbox"/>	<a href="#">View</a>	3...	Auto-Match	Not Started	JEDEL HARRISON ...	This fund shall be ...		09/19/2023	860000011040		HONORS	Always Hi...	Future
<input type="checkbox"/>	<a href="#">View</a>	2...	Auto-Match	Not Started	Mary Klayder Study ...	Support students p...		09/19/2023	860000011042		HONORS	Always Hi...	Future
<input type="checkbox"/>	<a href="#">View</a>	2...	Apply-To	Ended	University Scholars...	Students in their *s...	08/28/2023	08/22/2023			HONORS	Always Hi...	Summer 2023
<input type="checkbox"/>	<a href="#">View</a>	2...	Apply-To	Not Started	University Scholars...	Students in their *s...		08/15/2023			HONORS	Visible W...	Future
<input type="checkbox"/>	<a href="#">View</a>	2...	Apply-To	Ended	Honors Opportunity...	These awards, app...	07/15/2023	07/14/2023			HONORS	Visible W...	Summer 2023
<input type="checkbox"/>	<a href="#">View</a>	2...	Apply-To	Archived	YARICK-MORGAN ...	The income from, b...		07/06/2023	860000011041		HONORS	Always Vi...	Future
<input type="checkbox"/>	<a href="#">View</a>	2...	Auto-Match	Archived	KU HONORS EME...	Awards for student...		07/06/2023	860000011044		HONORS	Always Vi...	Future
<input type="checkbox"/>	<a href="#">View</a>	2...	Auto-Match	Archived	HONORS PROGRA...	Support general sc...		07/06/2023	860000030001		HONORS	Always Vi...	Future

After selecting **view** for a specific opportunity, you will be directed to a screen like this. In the top right corner, there are several navigational tabs. Underneath the row of navigational tabs, you will see **Award Mode** if the scholarship is currently in the awarding season.

For awarding purposes, select the **Applications** tab and then locate **Award Mode** in one of the first columns on the left.

Emergency Grant Application  
Winter 2024 | Published, Ends in 28 days

Details Questions Qualifications **Applications** Communications Reviews Post-Acceptance

Notes History **Award Mode**

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

Complete View 1-50 of 192 Page 1

<input type="checkbox"/>	View	Award Mode	ID	Category	Category...	Applied On	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Period	Amount ...	Conditio...	Opportu...	Reviewe...	Assigne...	Comple...	Encumb...	Encumb...	Renewal...	Renewal...	1. Signature
<input type="checkbox"/>	<a href="#">View</a>			All								All											

In the **award mode** view, select **award mode** on the row of an applicant you will be awarding to move to the next step.



## Emergency Grant Application

▼ Winter 2024 | Published, Ends in 28 days

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

<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	
<input type="checkbox"/>			<input type="checkbox"/>	All		
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Submitted	04/02/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Submitted	04/02/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Drafted	04/02/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Submitted	04/02/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Drafted	04/01/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Drafted	04/01/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Not Reviewable	04/02/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Drafted	04/01/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Submitted	04/02/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Submitted	03/29/2024	0
<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Award Mode</a>	1...	Submitted	03/29/2024	0

After selecting **award mode** for the applicant row, you will move to this screen.

The screenshot shows the 'Emergency Grant Application' interface. At the top, it displays '192 Qualified Applicants' and 'Award Amount Range: At Most \$500.00'. Below this is a section for 'Opportunity Information' with a 'View' link. This section is divided into 'AWARD INFORMATION' and 'FUND INFORMATION'. Under 'AWARD INFORMATION', there are links for 'Opportunity Awards', 'Committed Awards', and 'Remaining Awards', along with a 'Maximum Award Amount' field. Under 'FUND INFORMATION', there are fields for 'Academic Year 2023 - 2024', 'Committed Amount', 'Total Remaining Amount', 'Fund Period Awards', 'Committed Awards', and 'Total Remaining Awards'. Below these is a 'SCOPE' section with 'EMERGENCY' selected. A yellow warning banner states: 'The total amount offered for this opportunity exceeds the amount originally designated'. At the bottom, there is a dropdown menu currently set to 'Submitted'. Two callout boxes with arrows point to the dropdown and the 'Academic Year' field. The first callout says: 'This is where you change the status of the award to **Pre-Offer**'. The second callout says: 'Make sure this is the correct aid year'.

The fund you are awarding should have a slightly gray background. On the dropdown menu, select **Pre-Offer**. **If this award is to meet your RSS obligations, choose RSS Pre-Offer at this stage.**

After you select Pre-Offer (or RSS Pre-Offer), **Select Award Period** will appear in the next column over with dropdown selections. Choose the correct awarding period from the dropdown.

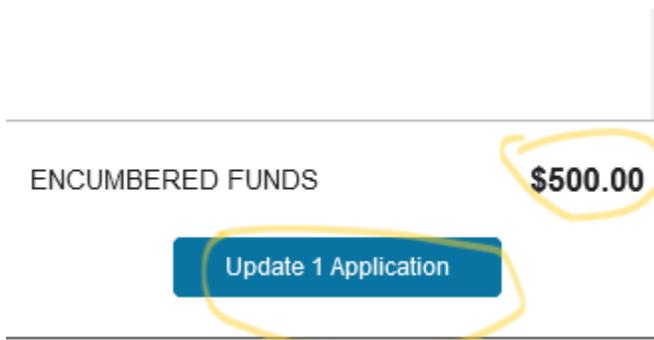


The screenshot shows a horizontal form with three main sections. The first section contains a dropdown menu with 'Pre-Offer' selected. The second section contains a dropdown menu labeled 'Select Award Period'. The third section contains a text input field with the value '0.00'. Blue arrows point from the text above to the 'Select Award Period' dropdown and the '0.00' input field.

Next, **enter the award amount** in the final column.

**IF** you try to award more than the maximum amount allowed for the award, **OR** you try to award over the total remaining fund balance, you will get a popup asking if you are sure you want to do that.

After you enter the award amount, the **Encumbered funds** amount will change in the lower right corner. Select **Update 1 Application** to finish awarding.



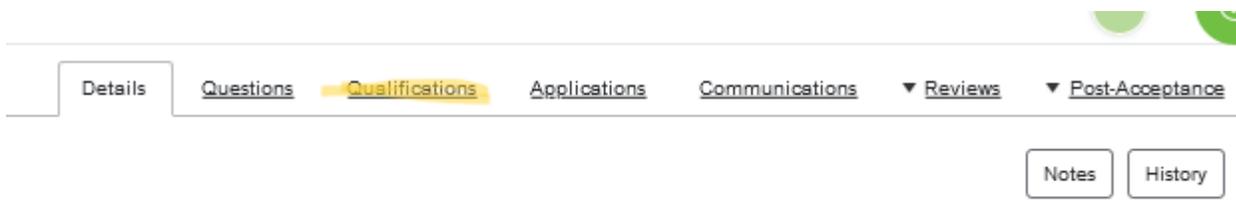
The screenshot shows a section with the text 'ENCUMBERED FUNDS' and a value '\$500.00' circled in yellow. Below this is a blue button with the text 'Update 1 Application', also circled in yellow.

After you select **Update 1 Application**, you will return to the previous awarding screen and can start awarding the next scholarship recipient.

## Force Apply Students

If you have a shell application and award students out of different funds for this scholarship, you may need to **Force Apply** a student to that fund in order to award them. **Please note that this is not referring to conditional applications.**

Prior to using **Force Apply** make sure that the qualifications for the funds you want to award the students are correct. You can do this by selecting the specific **opportunity** and then selecting **qualifications** from the top row.



The screenshot shows a navigation bar with several tabs: 'Details', 'Questions', 'Qualifications' (highlighted in yellow), 'Applications', 'Communications', 'Reviews', and 'Post-Acceptance'. Below the tabs are two buttons: 'Notes' and 'History'.

Next, go to Opportunity → General Application → Applications. Search for the student by UID, and then select the checkbox to the left.

<input checked="" type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0
<input type="checkbox"/>	View	Award Mode	1...	Drafted	05/02/2024	05/0

Act on Selected ▾

Select **Act on Selected** and then **Apply**. You will see a dropdown popup come up.

Apply Selected ⓘ

Applicant Opportunity

1927-35 ENGLISH FACULTY MEMORIAL SCHOLAR... ▾

Apply

From here, choose the opportunity that you want to **Force Apply** the student to and select **Apply**. **Please note that this does not mean the student has to fill out an application again.** You are just moving them to a fund so that you can award them from that fund.