

Training Guide: Internal Application Scholarships: Award Processing

This training guide will walk you through the awarding phase in Scholarship Universe for Internal Application scholarships.

Prerequisites:

- For scholarships using the Scholarship Universe review process, the review pool must be complete to start the awarding process. Navigate to the review tile, manage pools, reviewing to check the progress of the review pool. When the review pool is at 100% progress, click the edit pencil and complete review.

Review > Manage Pools > Pool Builder

Los Diablos 25-26 Scholarship Review: Reviewing

Cancel Save **Complete Review** Cancel Review

*Pool Name: Los Diablos 25-26 Scholarship Review

*Application: ASU Latino Partnership Scholarship-... View Scholarships (1)

Total Number of Applicants: 93

Round 1

Click on the ready to award tab within manage pools and click the edit pencil to start the awarding process. Navigate to Review Tile, Manage Pools, ready to award and click start awarding.

Scholarship Universe

Review > Manage Pools

Manage Pools

Reviewing Draft **Ready to Award** Complete

Add +

Pool Name	Deadline	Progress	Round	Reviewer	Edit
SOS Norton and Ramsey	4/7/2025	100%	1	SOS Undergrad	
JSI: Brayboy	4/7/2025	100%	1	Justice and Social Inquiry UG	
Si Se Puede 2025-2026 Scholarship Committee	3/28/2025	100%	2	Si Se Puede 2025-2026 Scholarship	
USDA NextGen (Undergraduate)	3/28/2025	100%	1	USDA NextGen Undergraduate Committee	
Hope for Recovery Round 1	3/28/2025	100%	1	Samantha Pinkley	

1 - 5 of 5 items

Review > Manage Pools > Pool Builder

Si Se Puede 2025-2026 Scholarship Committee: Ready to Award

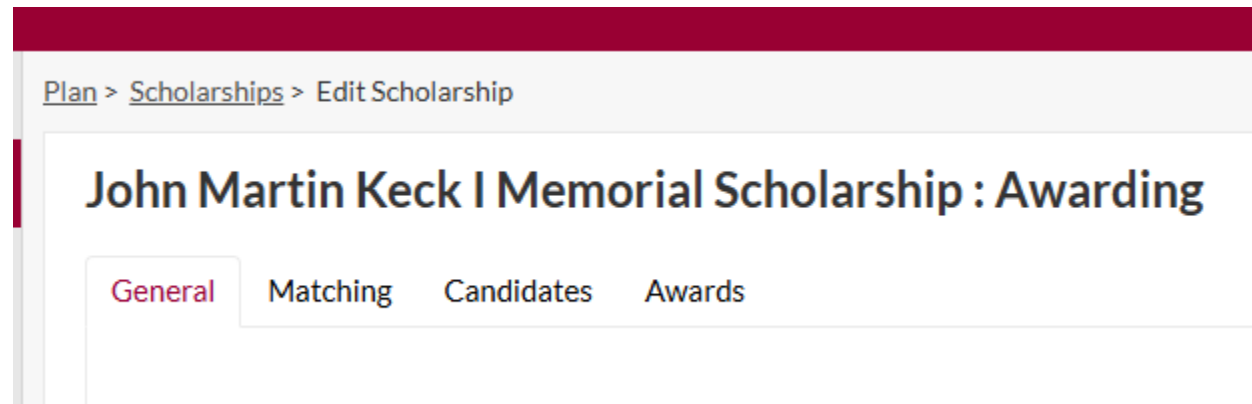
Cancel **Start Awarding** New Round

*Pool Name: Si Se Puede 2025-2026 Scholarship Committe

*Application: ASU Latino Partnership Scholars-Si S... View Scholarships (1)

Total Number of Applicants: 211

- The scholarship must be in an Awarding status to process student awards.



Funds must be available in the scholarship fund to avoid insufficient funds.

Internal Application Scholarships: Award Process Overview

Internal Application scholarships use an application and require students to apply within a given cycle. These scholarships may use the built-in Review Pool functionality to review and score applicants.

The steps involved in awarding Internal Application scholarships may include:

Prepare Award Offers:

- Rank and Select Applicants
- Allocate awards
- Nominate students if applicable

After Awards are Allocated:

- Optionally Approve Awards
- Notify Recipients
- Optionally Review and Approve Thank You Letters
- Remove awards for failure to complete acceptance or Thank You Letter

Link to Scholarship Universe: <https://asu.scholarshipuniverse.com>

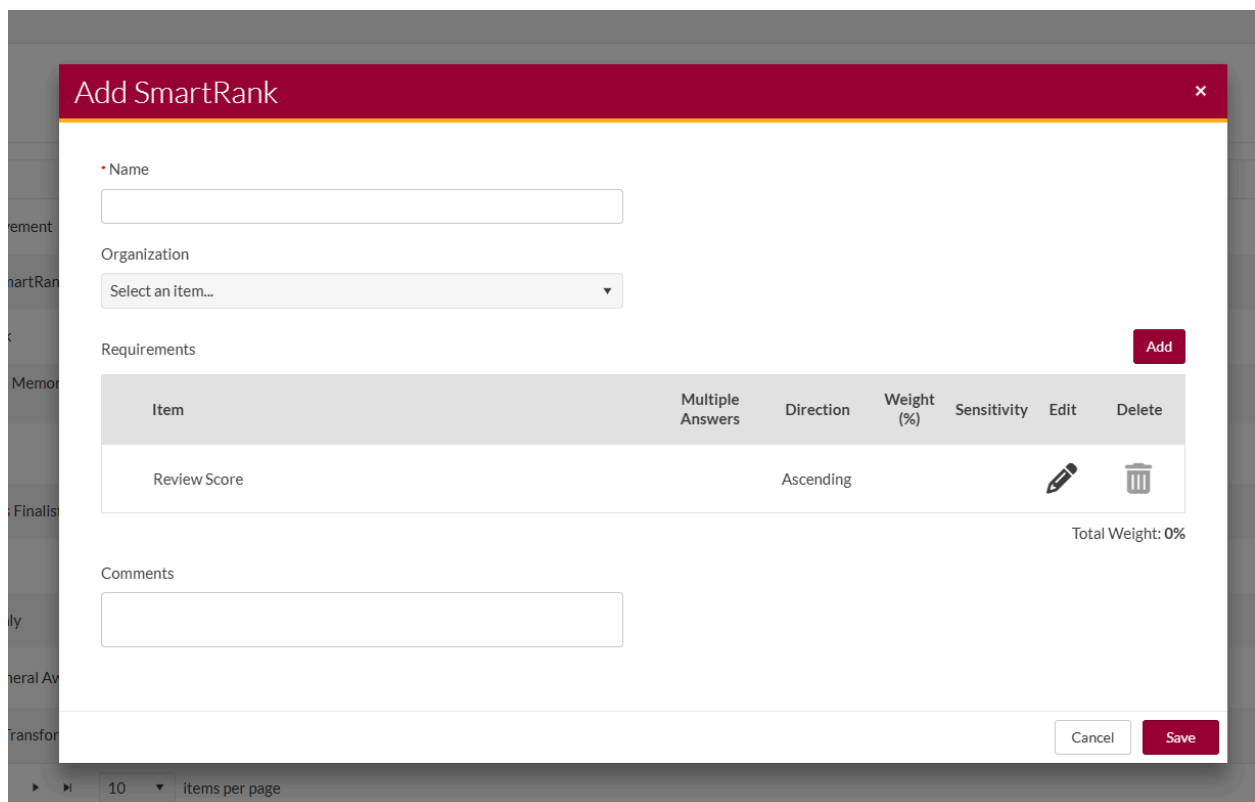
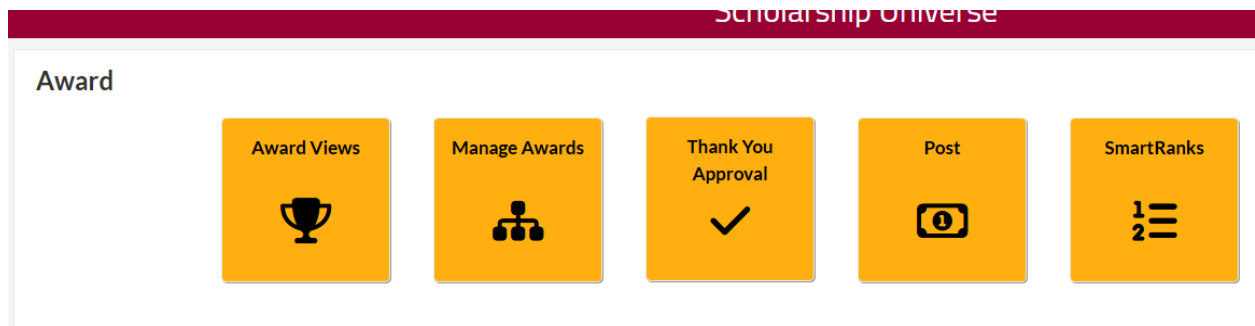
Link to Awarding Series Videos:

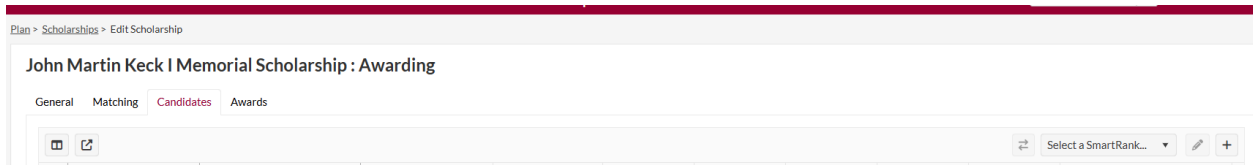
https://resources.elluciancloud.com/bundle/cl_scholarshipuni_acn_use/page/c_su_ovrvw_apps_awards_videos.html

Step 1: Use SmartRank and Column Filters to Select Applicants

To facilitate final awarding decisions, users can utilize SmartRanks and the Column Manager. SmartRanks use a combination of information (including Review Score if applicable) to rank students based on weighted criteria.

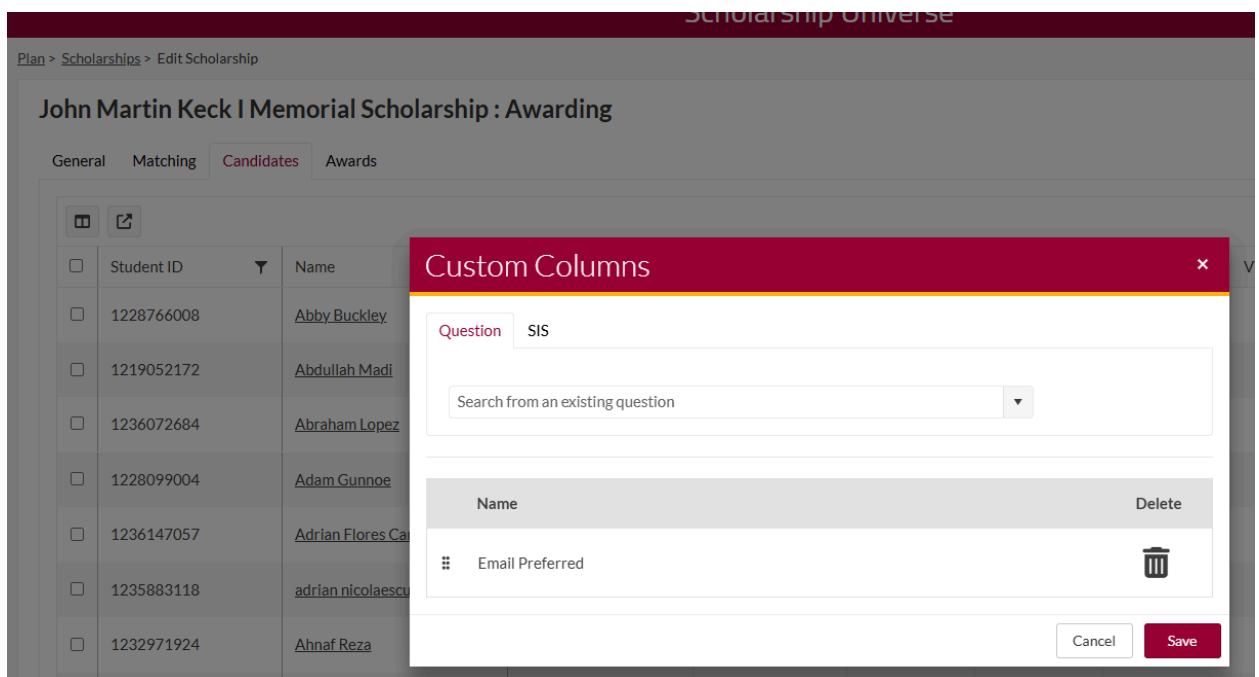
1. Create or apply existing SmartRank as appropriate to prioritize and select top candidates.





Use Column Manager to add additional fields to the view as necessary.

To use the Column Manager, click on the **column icon** and then select the SIS data or question you want to add.



Resources:

Product Article: [SmartRanks](#)

Product Video: [Apply a SmartRank to candidates](#) (3 minutes)

Step 2: Allocate Awards

This step involves allocating awards for your students and scholarships. At this stage of the process, initial award amounts are not finalized and are not viewable by students.

Option 1: Awarding an Individual Scholarship

1. Navigate to **Plan > Scholarship**, click on the Pencil Icon, and then go to the **Candidates** Tab.
2. To initiate the awarding process for a student, click on the **\$** icon.
3. Navigate to the **Scholarship > Awards** Tab (right next to the Candidates tab).
4. Click on the Award Amount value for a student and enter awards by term.

Scholarship Universe

Plan > Scholarships > Edit Scholarship

Jason R. Carlson Memorial Scholarship : Awarding

General Matching **Candidates** Awards

Student ID	Name	Candidate Type	Created	Matching	Comment	Awarded ...	View Applica...	Award
1227362892	Annell Sorensen	Applicant	12/26/2024	✓		\$3,000.00		\$
1229146206	Elizabeth Biek	Applicant	02/24/2025	✓		\$0.00		\$
1210262726	Jesus Santos	Applicant	02/04/2025	✓		\$0.00		\$
1224084446	Mya Haen	Applicant	10/21/2024	✗		\$0.00		\$
1228459156	Nicole Hoang	Applicant	03/01/2025	✓		\$0.00		\$

Plan > Scholarships > Edit Scholarship

Jason R. Carlson Memorial Scholarship : Awarding

General Matching Candidates **Awards**

Students selected for renewal will be included in the awarding process.
Award amounts can be adjusted in the Award View.

Projected Amount
\$3,000.00

Remaining Budget
\$1,000.00

Student ID	Name	Candidate Type	Matching	Comment	Award Status	Award Amount	History
1227362892	Annell Sorensen	Applicant	✓		Posted	\$3,000.00	

1 - 1 of 1 Items

Option 2: Awarding Multiple Scholarships at Once with Award Views

1. Navigate to **Award > Award Views**
2. Click the **Add+** button

3. Name your Award View
4. Select Review Pool and Scholarship(s)

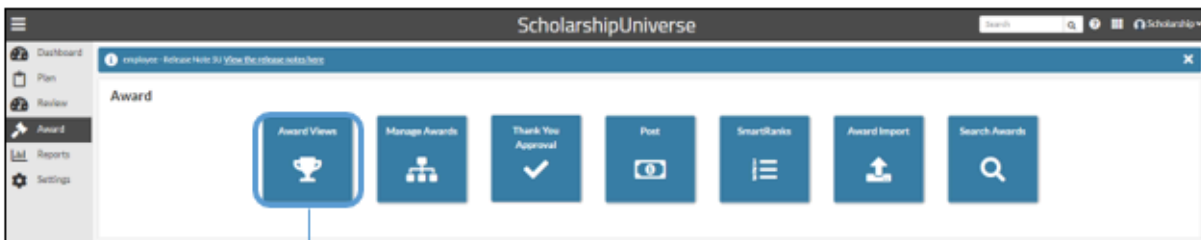
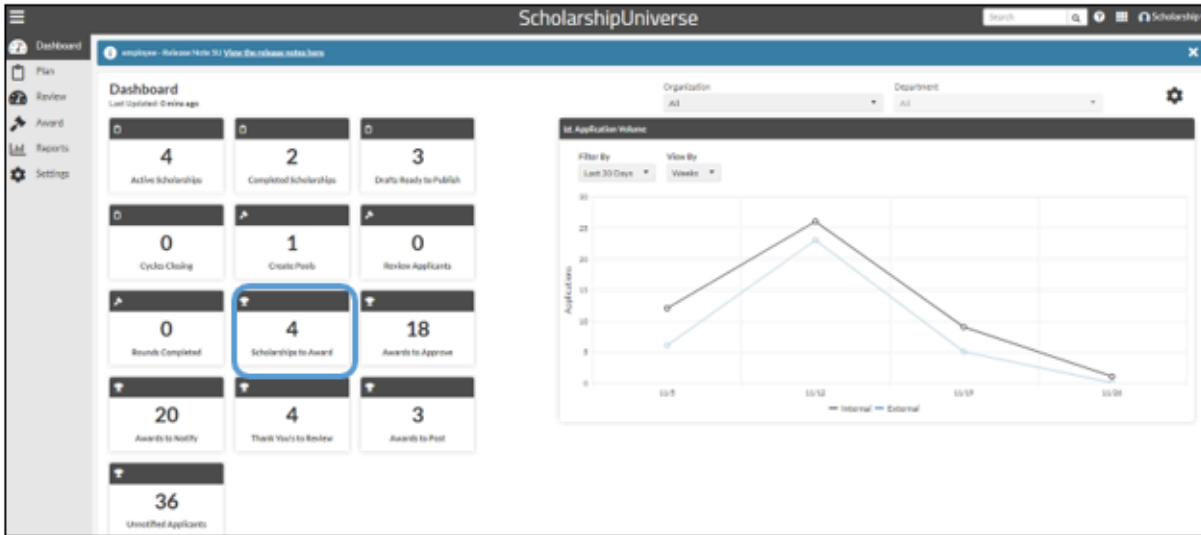
a. **Note:** if the scholarship being awarded did not use the formal review process, select “No Pools”

5. To initiate the awarding process for a student, click on the **\$0.00 link** in the Award Amount column.

6. Save your Award View.

Multiple users can offer awards to students from the same scholarship and see all awarded students from the same scholarship, but they cannot access each other’s Award Views.

Option 2: Awarding Multiple Scholarships at Once with Award Views



Award > Award Views

Note: Will only display Award Views you have created

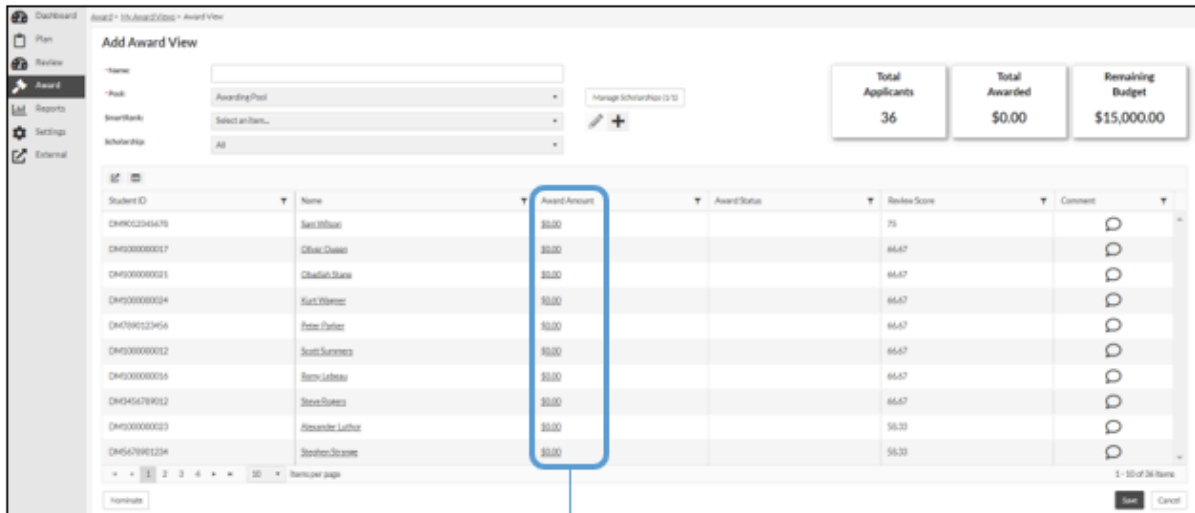
Active	Inactive	Name	Number of Scholarships	Review Pool	SmartRank	Edit	Deactivate
		University Application Awarding	1	Awarding Pool	10%		

1 - 1 of 1 items

The 'Add Award View' form includes the following fields:

- Name: [Text Input]
- SmartRank: [Select: Select an item...]
- Scholarship: [Select: All]
- Manage Scholarships: [Link]
- Total Applicants: 0
- Total Awarded: \$0.00
- Remaining Budget: \$0.00
- Table with columns: Student ID, Name, Award Amount, Award Status, Review Score, Comment
- Table content: No records available.
- Buttons: Save, Cancel

Displays "Review Pool" names from review stage. Select "No Pools" for scholarships in Awarding status which did not use formal Review process.



Enter
Award for
Student

Resources:

Product Article: [Scholarship - Candidates tab](#)

Product Article: [Scholarship - Awards tab](#)

Product Article: [Award Views](#)

Product Article: [Awards – Bulk Disbursement](#)

Product Article: [Scholarship Awards Import Introduction](#)

Step 3: Nominate Students if Applicable

Prerequisite:

Nominations can be used to bring a student into awarding who did not apply. These students will not have a review score but can be ranked on other SmartRank criteria and awarded from same budget pool for the scholarship.

1. Click **Nominate** Button.
2. Search for existing student record using Student Identifier

John Martin Keck I Memorial Scholarship : Awarding

General Matching Candidates **Awards**

Students selected for renewal will be included in the awarding process.
Award amounts can be adjusted in the Award View.

Projected
Amount
\$850.00

Remainin
Budget
\$150.00



Bulk Disbursement

Nominate

Select a SmartRank... ▾

Nominate



Please search by Student ID. If a student is not found, you can enter their information.



Cancel

Nominate ✕

Please search by Student ID. If a student is not found, you can enter their information.

Q

Student Information Matching Student ID

*** First Name**

*** Last Name**

*** Email**

*** Scholarships to Nominate for** 0 Selected

Scholarship

 John Martin Keck I Memorial Scholarship

At least one scholarship must be selected for nomination

Cancel
Update Student

Award Applicant ✕

Emily Reichman

1234835955

Student Total: \$0.00

Awarded

2025-2026 A...

\$0.00

John Martin Keck I Memorial Scholarship

Total Awarded: \$0.00

(2025-2026 Award Year)

Remaining Budget: \$150.00

Fall 2025: \$ ▲▼

Spring 2026: \$ ▲▼

Comment:

Cancel
Save

Resources:

Product Article: [How to Nominate](#)

Step 4: Approve Awards if Applicable

Prerequisite:

· Approvals will only be available if the “Award Approval Required” is set to yes on the scholarship General tab

An approval step can be required on a per scholarship basis. If approval is required this step can be required before students receive any communication of an award or before acceptance and Thank You Letter workflows are initiated. Unapproved awards are not visible to the student and cannot be posted.

1. Navigate to **Award > Manage Awards > Approve Tab**
2. Select awards and click **Approve** or **Deny** buttons to process.

Award > Manage Awards

Manage Awards

Approve Notify Awards Pending Student Action Notify Non-Awarded Cancelled Completed

All Pools All Fund Codes Approve Deny

<input type="checkbox"/>	Student ID	Name	Award Am...	Com...	Scholarship	Awar...	Organization	Department	Tags	Candidat
<input type="checkbox"/>	1224926781	Omar Mahmoud Elsayed Abdelmawgoud	\$1,510.00	...	McGab/Bean Agribusiness Scholarship	2025-2026 Award Year	W. P. Carey School of Business	Morrison School of Agribusiness Department		Applicant
<input type="checkbox"/>	1235646869	Endrias Abebe	\$3,000.00	...	Huizingh-Mumford Scholarship	2025-2026 Award Year	W. P. Carey School of Business	School of Accountancy Department		Applicant
<input type="checkbox"/>	1232429213	Perla Aguilar Duenas	\$2,500.00	...	Ernst & Young Minority Scholarship	2025-2026 Award Year	W. P. Carey School of Business	School of Accountancy Department		Applicant

Manage Awards

Approve Notify Awards Pending Student Action Notify Non-Awarded Cancelled Completed

All Pools All Fund Codes Approve Deny

<input type="checkbox"/>	Student ID	Name	Award Am...	Com...	Scholarship	Awar...	Organization	Department	Tags	Candidat
<input checked="" type="checkbox"/>	1224926781	Omar Mahmoud Elsayed Abdelmawgoud	\$1,510.00	...	McGab/Bean Agribusiness Scholarship	2025-2026 Award Year	W. P. Carey School of Business	Morrison School of Agribusiness Department		Applicant

Resources:

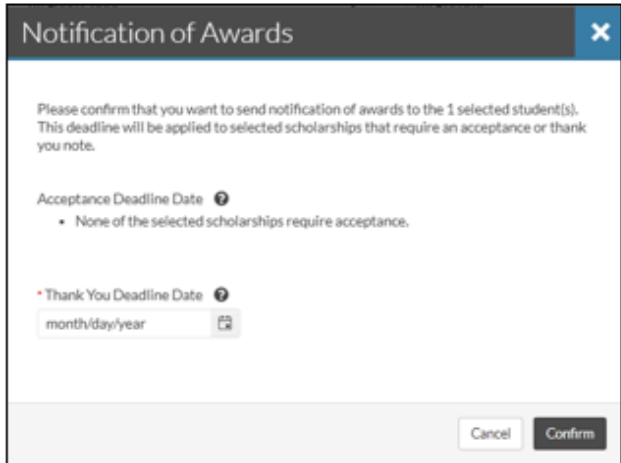
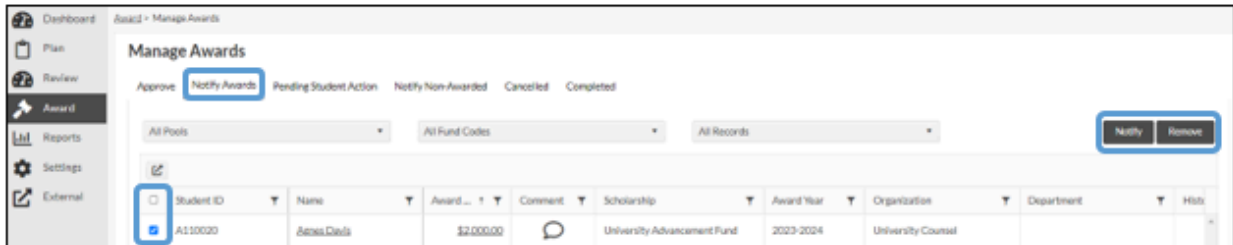
Product Article: [Manage Awards](#)

Step 5: Notify Award Recipients

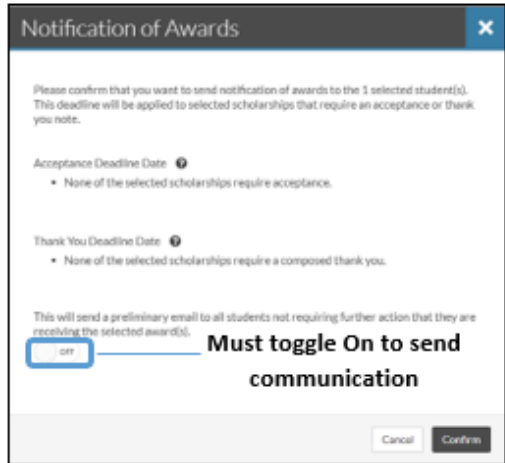
The next step is to notify recipients of their awards and any requirements.

Prerequisites:

1. Navigate to **Award > Manage Awards > Notify Awards**
2. Select the checkboxes of the student(s) you are ready to notify
3. Click the **Notify** button. You will be prompted to select deadline dates for students receiving scholarships which require Acceptance and/or Thank You Letters.
 - A. For scholarships not requiring Acceptance or Thank You Letters, users must toggle the switch "On" to send an award communication.
 - B. For scholarships that require external award communication, toggle the switch to "off" to suppress scholarship universe email notifications.



Notification when Student Action is Required



Notification when No Student Action is Required

Resources:

Product Article: [Scholarship Universe Communications](#)

Product Article: [Manage Awards](#)

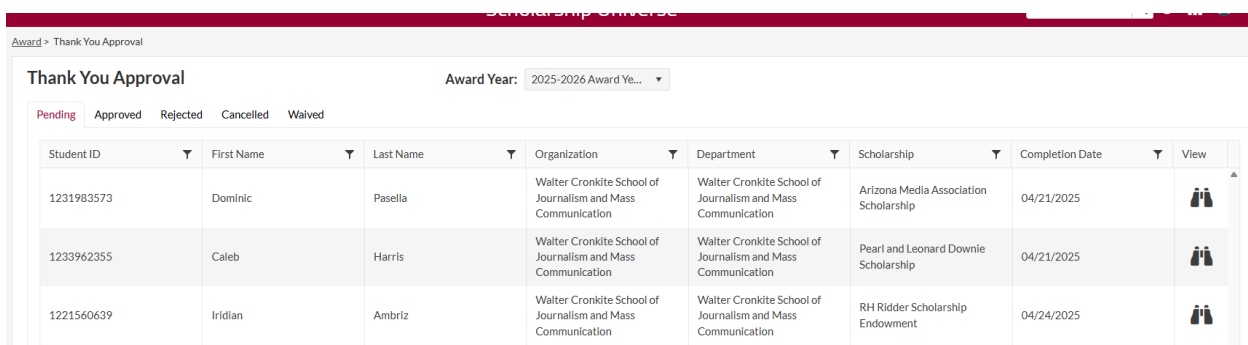
Step 6: Review and Approve Thank You Letters




If requiring thank you letter approval – which is configurable on a per-scholarship basis - all required thank you letters must be approved or waived by a Thank You Coordinator or an Admin, so the award records can move to the Ready to Post step. If **Settings > Basic** has “Bypass Thank You Approval for Posting” enabled, award records will move to the Ready to Post step as soon as the thank you letter is submitted by the student.

To Review and Approve Thank You Letters:

1. Navigate to **Award > Thank You Approval > Pending** tab
2. Click the appropriate Award Year
3. Click the **binoculars** icon in the View column
4. Review the letter and click the **Approve** button

Note: If staff would like to make minor edits to the Thank You Letter in the event of minor typos/grammar, they can do so by clicking on Previous, or by clicking directly on the Section they would like to edit.




Student ID	First Name	Last Name	Organization	Department	Scholarship	Completion Date	View
1231983573	Dominic	Pasella	Walter Cronkite School of Journalism and Mass Communication	Walter Cronkite School of Journalism and Mass Communication	Arizona Media Association Scholarship	04/21/2025	
1233962355	Caleb	Harris	Walter Cronkite School of Journalism and Mass Communication	Walter Cronkite School of Journalism and Mass Communication	Pearl and Leonard Downie Scholarship	04/21/2025	
1221560639	Iridian	Ambriz	Walter Cronkite School of Journalism and Mass Communication	Walter Cronkite School of Journalism and Mass Communication	RH Ridder Scholarship Endowment	04/24/2025	

Donors: Alban and Grayce Schuele View History

Entries

Please fill out the following entries to build your Thank You Letter

- About Me
- School Involvement
- Academic Plans
- Thank the Donor
- >Review and Submit



2025-2026 Award Year

Dear [[DonorName_Token]],

My name is Lily Cahoon, and I am proud to attend the W.P. Carey Business school for the fall of 2025. I will be majoring in Marketing and still deciding to minor in Business Law or Finance. Being selected for the Schuele Family Scholarship is a blessing that excited me beyond words as I am paying for college on my own.

Throughout high school, I have been involved in various activities from yearbook, to swim, and now DECA. I have also been involved in the dance program during my sophomore year. My biggest involvement now is DECA as I am the officer of New Member Recruits. I have increased membership by 20% and also helped aid four of my new members to DECA ICDC 2025. Additionally I held a fundraiser for the National Pediatric Cancer Foundation through DECA, raising over \$11,000.

My education is most important to me as my goal is to obtain my MBA from ASU. My career goals lie in the marketing world where I would like to become the head of PR for a Fortune 500 company. Lastly, I have also put thought into studying business law to further my knowledge.

I would like to thank the Schuele family for such a gracious opportunity. Paying for college can be scary but with this scholarship I can relax a bit more and focus on my academics even further. Thank you so much again, I will always be grateful for this chance.

Sincerely,
LilyCahoon

← Previous
Print
Reject
Approve

Resources:

Product Article: [Review and Approve Thank You Letters](#)

Step 7: Monitor Pending Student Actions

After notifying students of acceptance and thank you letter requirements, the status of those activities can be monitored three ways:

- By items: **Award > Manage Awards > Pending Student Actions**
- By student: **Student Search > Student Profile > Actions Required**
- By running the **Student Award Actions** report

Students receive automatic reminders of outstanding items. However, prior to completing the scholarship, it is recommended to review and remove any pending awards where past due items are incomplete. This will return the budget to the scholarship to be awarded to another student and provides the option of notifying the student that their award was revoked due to incomplete items.

Award > Manage Awards

Manage Awards

Approve Notify Awards **Pending Student Action** Notify Non-Awarded Cancelled Completed

All Thank You Options All Acceptance Options Select an option...

<input type="checkbox"/>	Student ID	Name	Award Amount	Comment	Scholarship	Review Pool	Acceptance Status	Acceptance Deadline	Thank You Status	The
<input type="checkbox"/>	1225626922	Jackson Adlhoch	\$1,000.00		Mark Reda Memorial / Rocky Mountain Emmy Foundation Scholarship	No Pools		4/30/2025	Pending Approval	
<input type="checkbox"/>	1222976352	Mason Ailboye	\$1,000.00		Cronkite Nation Scholarship	No Pools		4/30/2025	Pending Approval	
<input type="checkbox"/>	1232301176	Sarav Albino	\$5,000.00		Early Outreach Scholarship	Early Outreach Scholarship		5/14/2025		
<input type="checkbox"/>	1221560639	Iridian Ambriz	\$1,750.00		RH Ridder Scholarship Endowment	No Pools		4/30/2025	Pending Approval	

Resources:

Product Article: [Manage Awards](#)

Thank you letter approval procedure

1. Access **Award** and Thank You Approval.

Result: The **Thank You Approval** page displays with the following tabs.

Tab	Description
Pending	Letters needing approval display.
Approved	Letters that have been reviewed and approved or letters that did not require approval per the Scholarship's requirements.
Rejected	Letters that have been reviewed and rejected by the approver.

Canceled	Letters that have been rejected by the approver and had the student's awards removed in the Pending Student Action tab.
Waived	Letters that have been waived in the Pending Student Action tab.

2. The thank you approval lists display submitted thank you letters from students. The list is by default first in and first out. You can filter and sort on the grid.
3. Click on the Award Year drop-down to filter thank you records by awards for scholarships tied to the selected year.
4. Select the check box next to the recipients name and the Notify button displays.
5. 5. Click on View (binocular) icon to review and approve the letter.

Result: The Thank You Letter opens in preview mode. The following information is included in the thank you.

Header Information	Description
Amount	Award amount
Donors	Donors information can be prefilled and are the recipients of emailed thank you letters. If a fund has multiple donors, select the donors to receive the thank you.

Status	Thank you letters are in Pending Approval, Rejected, Approved or Canceled statuses.
History	Click the View option to see an audit history of the submission, approval, and rejection information.
Deadline	Thank you deadline is set by the Award Manager during the notification process.

6. Open the **Thank You Editor** by clicking the Previous button.
7. Review the student's text and text as appropriate.
If your template has multiple sections, the navigation bar allows for moving across sections.
8. Click Continue through the wizard back to the **Preview** page.
9. Click Reject if the changes required need to be completed by the student.
Result: The **Reject Thank You** modal opens.
10. Enter instructions for the student and click Confirm.
Result: An email and text message alert the student to log back into Scholarship Universe and make the updates. The document is returned to the queue.
11. Click Approve button to approve the Thank You.
Result: Approving the thank you allows the award to be available to post.
12. Click Confirm on the **Approve Thank You** modal.
13. If the submission date and time is before the latest published version of the thank you letter template and a required field is missing, the **Confirm Approval** modal opens.
14. Click Confirm on the **Confirm Approval** modal to approve the thank you letter.
15. On the Approved tab, you can view approved letters and print thank you letters.
16. Click Print to open the print dialog in your browser.

The Batch Thank You Letters report allows the Scholarship Administrator to generate a file containing all thank you letters associated with a selected scholarship. All thank you letters are batched together. This report can be requested by Administrators and Thank You Coordinators only.

Access this report by going to Reports > Generate Reports > Batch Thank You Letters.

Request the report

A modal displays with the following filters when clicking the panel. After submitting the filter, the report processes and an email with a link to the report is sent to the user. The report opens as a CSV file in Excel.

Filter	Description
Award Year	Select the Award Year to show all Thank You Letters associated with the year. Organizations- This optional field enables the user to select Organizations in which the Thank You Letters are assigned to. When selecting an Organization, the user can only select Organizations that they have permission to.
Organization	Allows the user to filter the active users and roles by Organization.
Departments	Allows the user to filter the active users and roles by Department.
Donor	Allows the user to filter the Thank You Letters by Donor. This field is required.
Scholarships	Allows the user to filter the Thank You Letters by the Scholarships meeting the selected criteria. This field is optional. If one scholarship is selected, the user can view a list of students that have submitted Thank You letters for the selected scholarship. The user can select which student's Thank You Letters they want to display in the report.

Report

The report displays all of the Thank You Letters for the students that were selected in the modal vertically.

Step 8: Complete the Scholarship for the Award Year

When all student have been awarded for the award year, click the complete button to complete the scholarship for the award year. This ends the cycle for the award year and moves the scholarship to the completed tab.

John Martin Keck I Memorial Scholarship : Awarding

General Matching Candidates Awards

Save Complete Cancel

Scholarship Information