

# Award-a-Dore User Guide

## *PAS Awarding Process*

**Summary:**

Steps to review and award candidates in a committee. In Scholarship Manager Online Support, you can find detailed instructions in the Committees - Review/Reward section (<https://nextgenweb-scholarship.screenstepslive.com/m/64713/c/365209>)

**Permissions Needed:**

To perform these steps, you will need the Decision Maker role and must be added as a Chairperson (Evaluate, Award, and Import) to the committee under your responsibility.

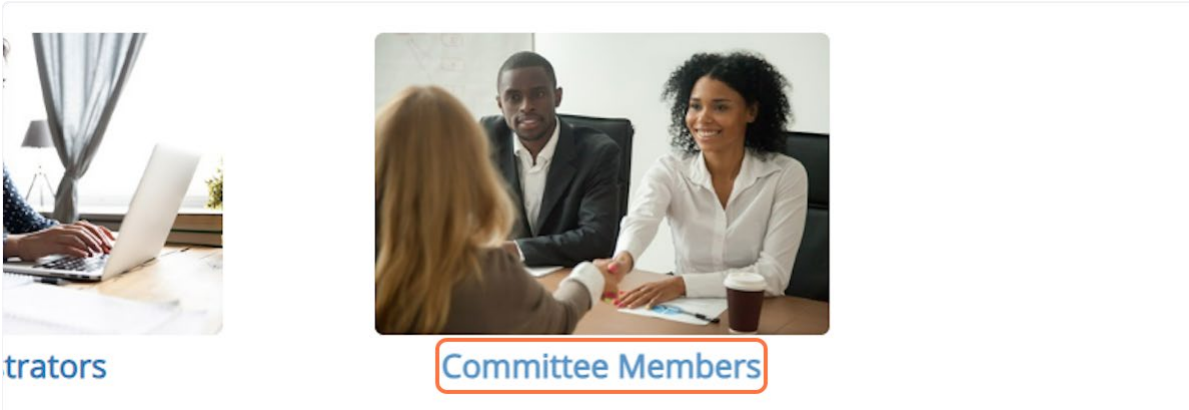
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### Contents

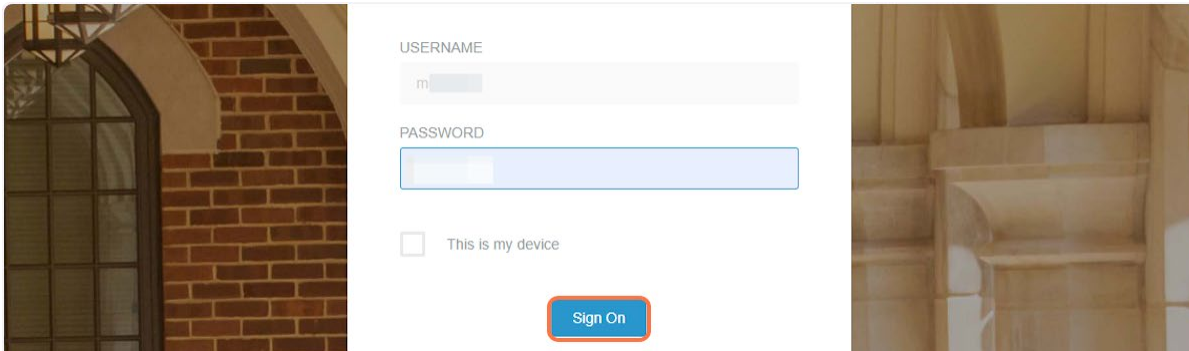
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# # Navigating to your Committee

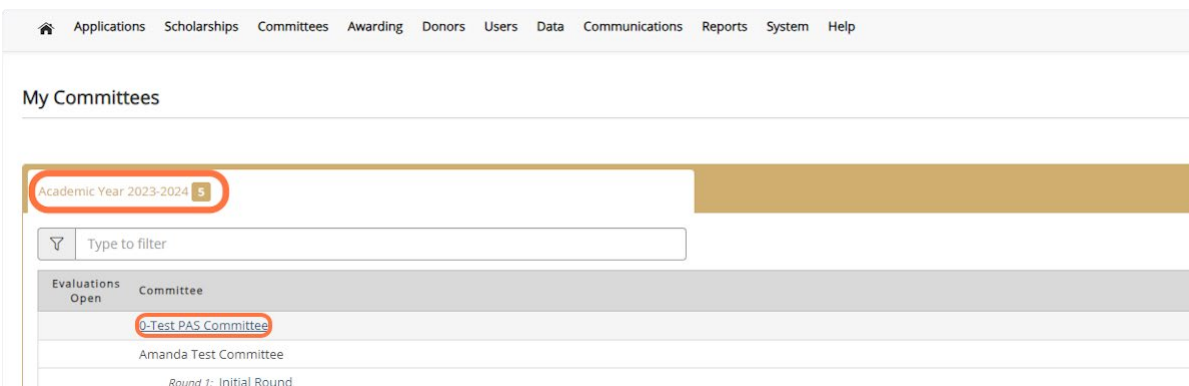
1. Click on **Committee Members** from the [Award-a-Dore login page](#).



2. Use SSO to sign on



3. You will land on "My Committees". Verify you are in the correct academic year. Click on your committee.



4. If your committee has multiple funds, you will see them listed. Click on the fund you want to award.

## 0-Test PAS Committee

[My Committees](#) > [Committee Funds](#)

### Funds

Awarding Open	Fund	Candidate
✓	<a href="#">0-Amanda-PAS-Test</a>	6
✓	0-Amanda-PAS-Test-2	4

**5. You will land on the Description tab. Click on the Candidates tab.**

ps [Committees](#) [Awarding](#) [Donors](#) [Users](#) [Data](#) [Communications](#) [Reports](#) [System](#) [Help](#)

ds > [Review Candidates](#)

Description

Candidates

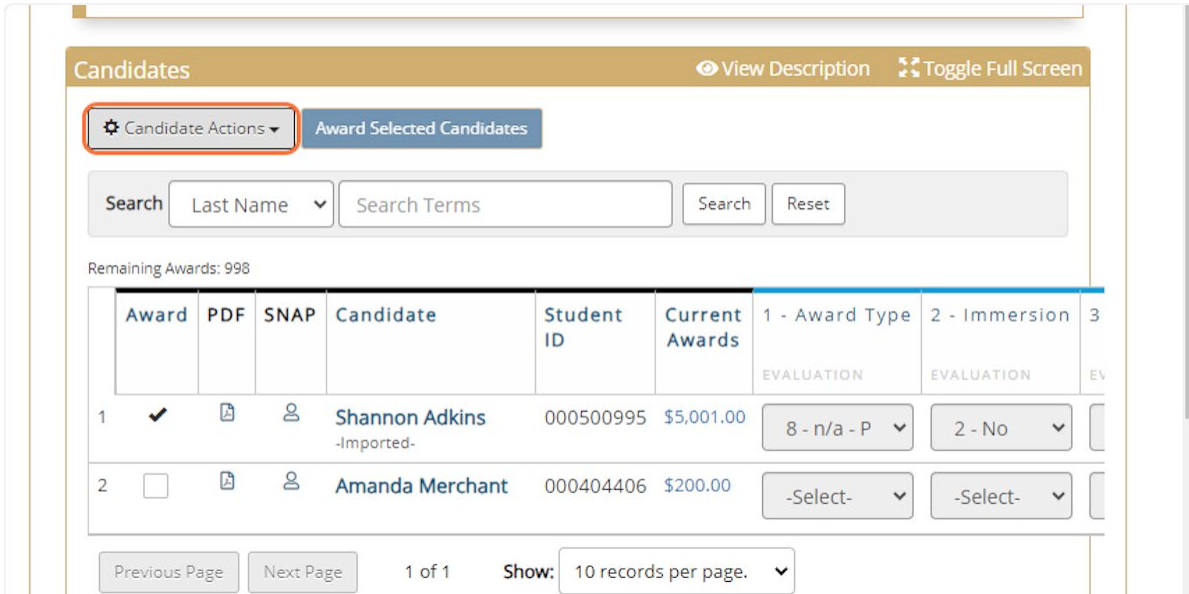
6

Awarded

25.000.RFR.GET\_300525.17040.FAidTP.1

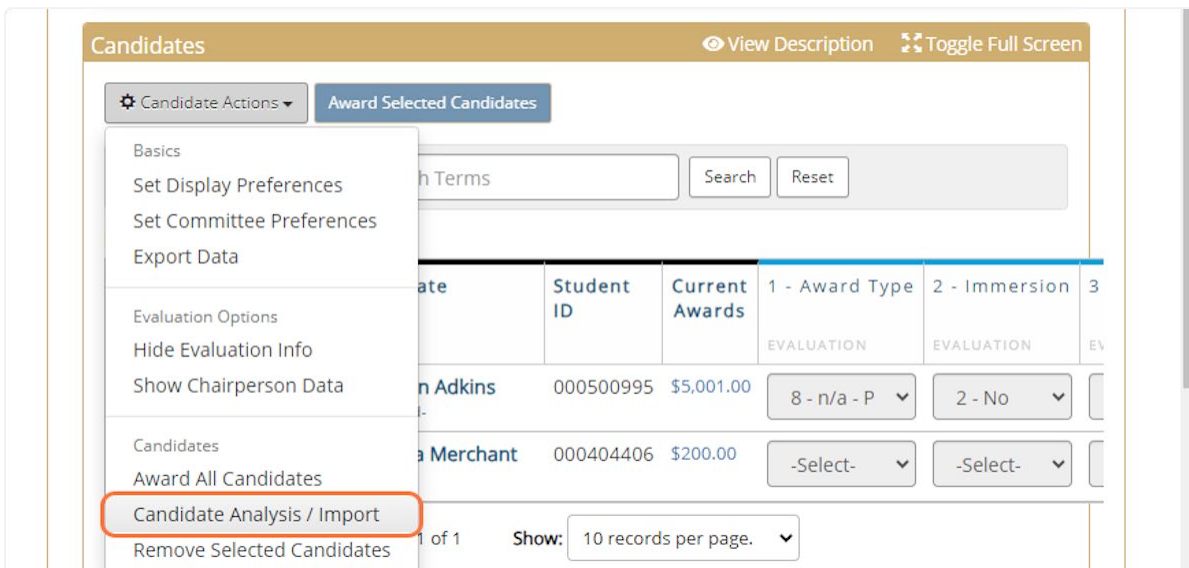
## # Importing a Candidate

### 6. If you need to add a candidate, Click on the Candidate Actions



The screenshot shows the 'Candidates' page interface. At the top, there are links for 'View Description' and 'Toggle Full Screen'. Below this is a 'Candidate Actions' dropdown menu, which is highlighted with a red box. To its right is a button labeled 'Award Selected Candidates'. Below the dropdown is a search bar with a 'Search' button and a 'Reset' button. The search bar contains the text 'Last Name' and 'Search Terms'. Below the search bar, it says 'Remaining Awards: 998'. The main content is a table with columns: 'Award', 'PDF', 'SNAP', 'Candidate', 'Student ID', 'Current Awards', '1 - Award Type', '2 - Immersion', and '3'. The first row shows a candidate named 'Shannon Adkins' with a Student ID of '000500995' and 'Current Awards' of '\$5,001.00'. The second row shows 'Amanda Merchant' with a Student ID of '000404406' and 'Current Awards' of '\$200.00'. At the bottom, there are navigation buttons for 'Previous Page' and 'Next Page', and a 'Show: 10 records per page.' dropdown.

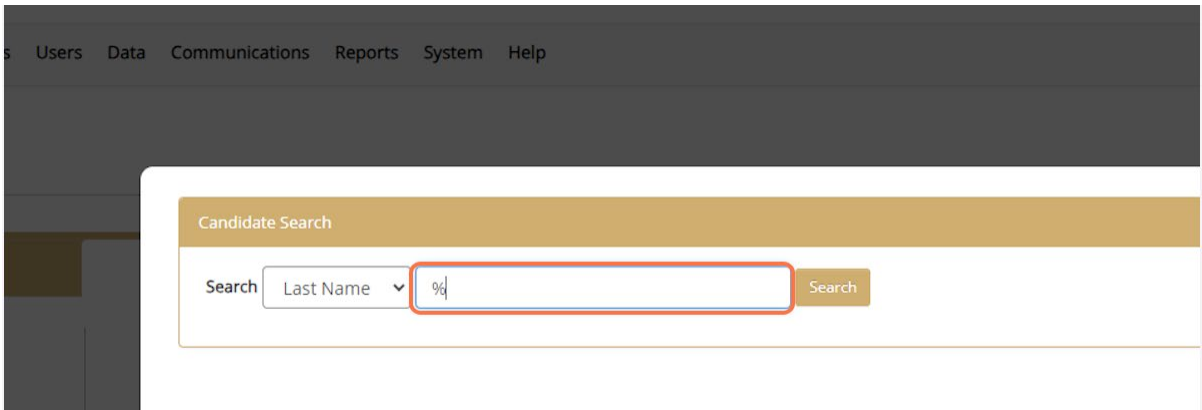
### 7. Select Candidate Analysis / Import



The screenshot shows the 'Candidates' page interface with the 'Candidate Actions' dropdown menu open. The dropdown menu is highlighted with a red box and contains the following options: 'Basics', 'Set Display Preferences', 'Set Committee Preferences', 'Export Data', 'Evaluation Options', 'Hide Evaluation Info', 'Show Chairperson Data', 'Candidates', 'Award All Candidates', 'Candidate Analysis / Import', and 'Remove Selected Candidates'. The 'Candidate Analysis / Import' option is highlighted with a red box. The background shows the same search bar and table as in the previous screenshot.

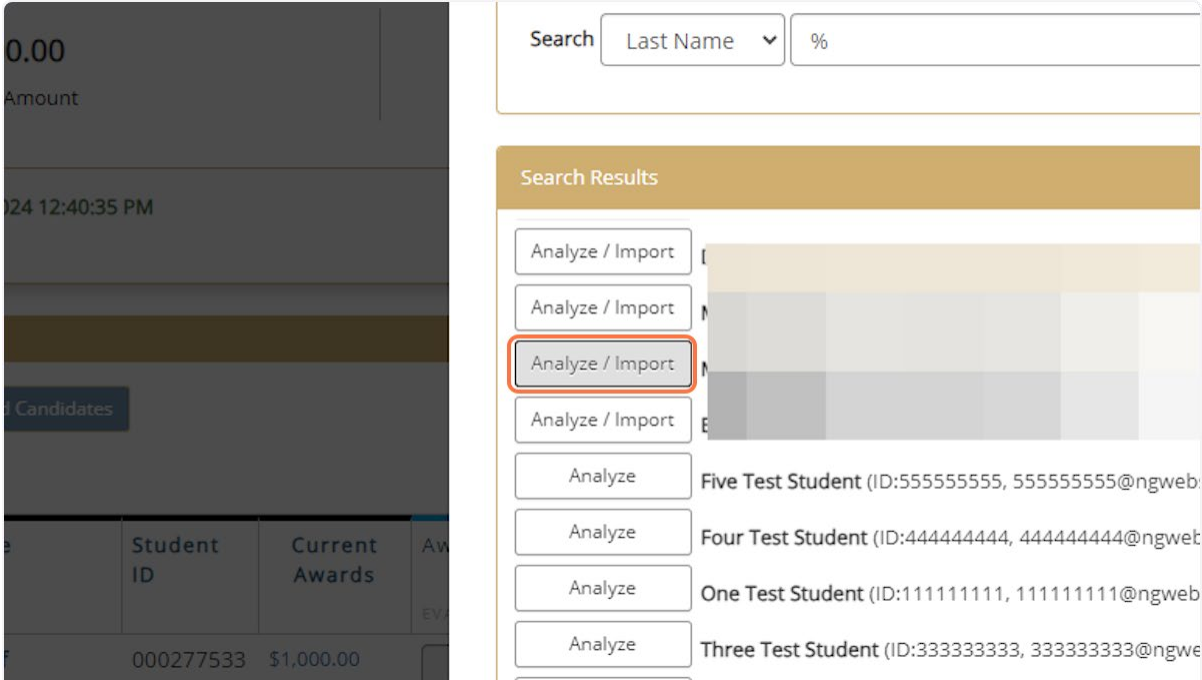
### 8. Select your search option, type all or part of the information, and click Search

The search options are Last Name, First Name, or Student ID. The Student ID is the emplid from PeopleSoft also referred to as the Commodore ID. You can use the percent sign (%) as a wild card.



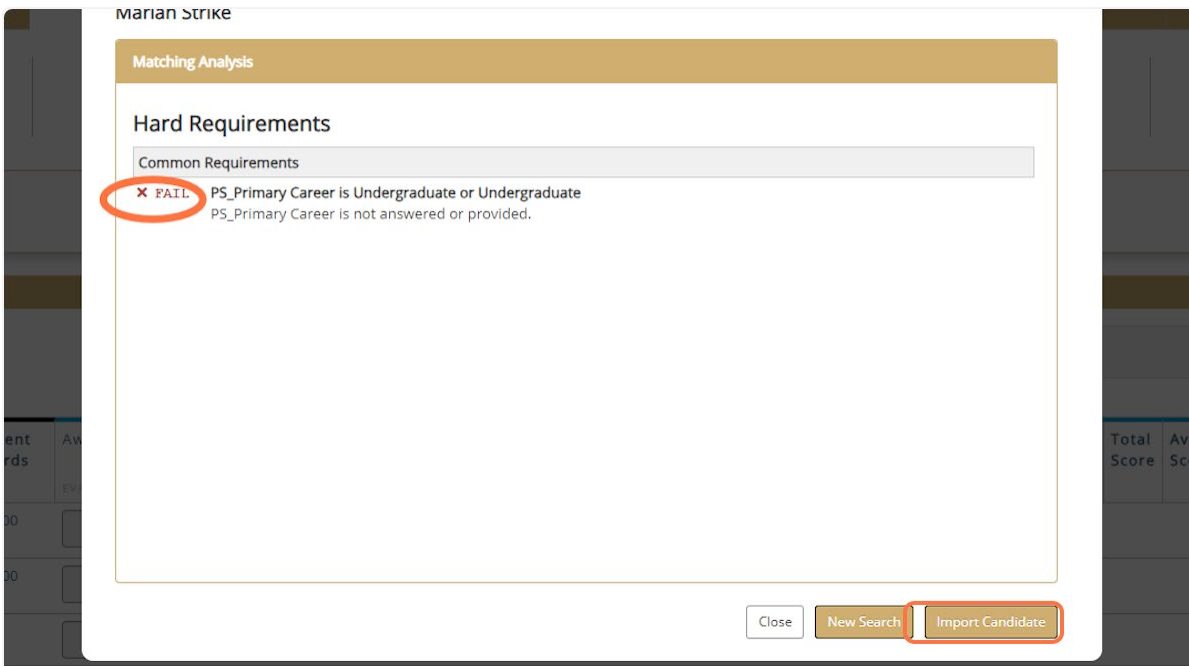
**9. To select a student, click on Analyze / Import next to their name.**

Be sure to check the ID and the email to verify you have the correct student. However, if you select the incorrect student, you can remove them from your committee later.



**10. You will see the Matching Analysis for the student. Click on Import Candidate to bring them into your committee.**

You can still import a candidate with the matching analysis comment 'FAIL' who does not meet your requirements. The New Search button will allow you to start a new search. The Close button will close the pop-up window.



**11. You can evaluate a candidate within the candidates list or click on their name to review them in the Review Candidate screen where you can see their information on one page.**

The PDF icon allows you to see the candidate information in PDF form. If you do not see the PAS items on this screen, you may need to select 'Show Evaluation Info' from the Candidate Actions menu.

Award	PDF	SNAP	Candidate	Student ID	Current Awards	1 - Award Type	2 - Immersion	3 - Related to POS	4 - International Tr...	5 - Award Cadence	6 - Early Summer	7 - Tax Coverage	Total Score	Average Score	PS_AWARDS_DISBURSED	PS_CITIZENSHIP_STATUS	PS_PRIM
			One Test Student <small>Unassigned</small>	111111111	\$0	Select	Select	Select	Select	Select	Select	Select			no data	US Citizen	Undergrad
✓			Amanda Merchant	000404406	\$1,200.00	1 - Resear	1 - Yes	2 - n/a - not inte	2 - n/a - not inte	5 - Summer 1	1 - Yes	1 - Yes	12.00	1.71	no data	International/Allen Permanent	no data
✓			Shannon Adkins <small>Unassigned</small>	000500995	\$5,001.00	8 - n/a - P	2 - No	3 - n/a - not t	2 - n/a - not inte	5 - Summer 1	1 - Yes	2 - No	23.00	3.20	no data	no data	no data

**12. On the Review Candidate screen, you can Click on Review Candidates to go back to your candidate list or begin to fill out the PAS evaluation**

Hovering over the blue information icon will show you any instructions on the PAS evaluation item.

Review Candidate

Review Candidates > Review Candidate

Save & Previous Candidate   Save & Next Candidate   - OR -   Save & Go To Candidate: One Test Student

#### One Test Student

View Committee Funds

1 - Award Type: 8 - n/a - Prize

2 - Immersion: Choose One:

3 - Related to POS: Choose One:

4 - International Travel: Choose One:

5 - Award Cadence: Choose One:

6 - Early Summer: Choose One:

7 - Tax Coverage: Choose One:

#### Applicant Information

Page 1

##### Student Information

The following fields are Read-Only. They come from your record in the student information system. If you believe any of the following are incorrect, please contact the University Registrar's Office at university.registrar@vanderbilt.edu. You can also review your information in YES.

First Name: One  
Last Name: Test Student  
VUnitID:  
EMPLID: 111111111  
Student Type:  
Citizenship Status: US Citizen  
Primary Career: Undergraduate  
Primary Plan:

## #PAS Evaluation Items

### **13. 1 - Award Type: How will this award be used by the student?**

The options are to categorize how the student will use the funds.

1. Research at VU
2. Research outside VU
3. Study Abroad/Maymester
4. International Experience
5. Internship (Domestic)
6. Internship (International)
7. Civic/Community Engagement
8. Creativity/Arts
9. Design/Innovation
10. Leadership and Professional Development
11. n/a - Prize

### **14. 2 - Immersion: Is the award to support costs associated with the awardee's Immersion requirement?**

- Yes
- No

**15. 3 - Related to POS: Is this payment to cover costs the awardee will incur (e.g. travel, research, etc.) that are associated with the awardee's program of study? If the awardee is not expected to use the payment to cover any costs, answer No.**

- Yes
- No

**16. 4 - International Travel: Has the awardee reviewed international travel registration requirements and completed necessary registration?**

- Yes
- n/a - not international travel

International travel registration website <https://www.vanderbilt.edu/global/travel-registration/>

**17. 5 - Award Cadence: Choose the disbursement cadence from the following options**

- Fall 1 Payment
- Fall 4 Payments Starting in September

- Spring 1 Payment
- Spring 4 Payments Starting in February
- Summer 1 Payment
- Summer 2 Monthly Payments May-June
- Summer 2 Monthly Payments June-July
- Summer 2 Monthly Payments July-Aug
- Summer 3 Monthly Payments May-July
- Summer 3 Monthly Payments June-Aug
- Summer 4 Monthly Payments May-Aug

The total award will be divided equally over the number of months based on your selection. For example, if the total award is \$4,000 for fall term and the "Fall 4 Payments Starting in September" option is selected, the awardee will have \$1,000 disbursed to their student account monthly starting in September.

Do not complete a payment request until you are ready for the funds to disburse. The financial aid office begins disbursing funds on dates related to the beginning of each term. . See the disbursement calendar to know when term disbursements begin for each career. Once a payment request is submitted, the financial aid office will authorize disbursement once the term calendar is open. There is one exception to this process which is early disbursement for travel/research funds for summer term. If you are requesting a payment for funds that a student will need access to to cover summer term expenses not charged to their student account, and the summer disbursement calendar is not open, please select the "yes" option on #6 to notify our office that you would like us to disburse the summer funds before the calendar is open.

**18.6 - Early Summer: Does the summer award need to be disbursed early?**

- Yes
- No
- n/a - not a summer term

Summer term disbursements begin the first week of June each year. If you are awarding summer funds that the student will need to access to cover expenses not charged to their student account before summer term disbursements begin in June, please select "Yes" and we will disburse the funds to the student's account on the next disbursement day once the award is added to the student financial aid panel. If the funds are to be applied to charges that will be posted to the student's account, select "No".

**19.7 - Tax Coverage: If awardee is an international student, will the department increase the award to cover taxes?**

- Yes
- No
- n/a - not international

You can review the Citizenship Status in Student Information to assist in answering the Tax Coverage question. The Citizenship Statuses that will need to go through an International Tax Office (ITO) review are 'International/Alien



Temporary' and 'Other'. If you have questions related to international taxation, please reach out to ITO at [ito@vanderbilt.edu](mailto:ito@vanderbilt.edu)

**Review Candidate**  
Review Candidates > Review Candidate

View Committee Funds

1 - Award Type  
8 - n/a - Prize

2 - Immersion  
2 - No

3 - Related to POS  
3 - n/a - not travel/research

4 - International Travel  
2 - n/a - not international travel

5 - Award Cadence  
5 - Summer 1 Payment

6 - Early Summer  
2 - No

7 - Tax Coverage  
1 - Yes

**Applicant Information** PDF

Page 1

**Student Information**

The following fields are **Read-Only**. They come from your record in the student information system. If you believe any of the following are incorrect, please contact the University Registrar's Office at [university.registrar@vanderbilt.edu](mailto:university.registrar@vanderbilt.edu). You can also review your information in YES.

First Name	
Last Name	
VUnetID:	
EMPLID	
Student Type	Undergraduate
Citizenship Status:	International/Alien Temporary
Primary Career:	Undergraduate
Primary Plan:	Cello Performance (CLLOBLRBMU)

**20. Click on Save & Return to Review Candidates if you are on the review screen**

**One Test Student**

View Committee Funds

1 - Award Type  
8 - n/a - Prize

2 - Immersion  
2 - No

3 - Related to POS  
3 - n/a - not travel/research

4 - International Travel  
2 - n/a - not international travel

5 - Award Cadence  
6 - Summer 2 Monthly Payments May-June

6 - Early Summer  
2 - No

7 - Tax Coverage  
3 - n/a - not international

Save & Continue

Save & Return to Review Candidates

The follow  
university

First Na  
Last Na  
VUnetID  
EMPLID  
Student  
Citizens  
Primary  
Primary

Financi

PAS Aw  
Past PA

21. Click on Save Rankings/Comments if you are in the Candidates screen so that any choices you make are saved.

Candidates

Candidate Actions Award Selected Candidates Search Last Name

Remaining Awards: 998

	Award	PDF	SNAP	Candidate	Student ID	Current Awards	1 - Award Type EVALUATION	2 - Immersion EVALUATION	3 - Related to POS EVALUATION	4 - International EVALUATION
1	<input type="checkbox"/>			Amanda Merchant	000404406	\$200.00	1 - Resear	1 - Yes	1 - Yes	2 - n/a - not int
2	<input type="checkbox"/>			One Test Student -Imported-	111111111	\$0	-Select-	-Select-	-Select-	-Select-
3	<input checked="" type="checkbox"/>			Shannon Adkins -Imported-	000500995	\$5,001.00	8 - n/a - P	2 - No	3 - n/a - not t	2 - n/a - not int

Previous Page Next Page 1 of 1 **Show:** 10 records per page. Save Rankings / Comments

## # Awarding

### 22. To award a student, Check the box by their name

You can select multiple students at a time to award.

Candidates

Candidate Actions  Search

Remaining Awards: 998

	Award	PDF	SNAP	Candidate	Student ID	Current Awards	1 - Award Type EVALUATION	2 - Immersion EVALUATION	3 - Related to POS EVALUATION	4 - EV/
1	<input type="checkbox"/>			One Test Student -Imported-	111111111	\$0	-Select- <input type="button" value="v"/>	-Select- <input type="button" value="v"/>	-Select- <input type="button" value="v"/>	<input type="button" value="v"/>
2	<input checked="" type="checkbox"/>			Amanda Merchant	000404406	\$200.00	1 - Resear <input type="button" value="v"/>	1 - Yes <input type="button" value="v"/>	1 - Yes <input type="button" value="v"/>	<input type="button" value="v"/>
3	<input checked="" type="checkbox"/>			Shannon Adkins -Imported-	000500995	\$5,001.00	8 - n/a - P <input type="button" value="v"/>	2 - No <input type="button" value="v"/>	3 - n/a - not t <input type="button" value="v"/>	<input type="button" value="v"/>

Previous Page Next Page 1 of 1 Show: 10 records per page.

### 23. Click on Award Selected Candidates

Candidates

Candidate Actions  Search

Remaining Awards: 998

	Award	PDF	SNAP	Candidate	Student ID	Current Awards	1 - Award Type EVALUATION	2 - Immersion EVALUATION	3 - Relat EVALUATION	4 - EV/
1	<input type="checkbox"/>			One Test Student -Imported-	111111111	\$0	-Select- <input type="button" value="v"/>	-Select- <input type="button" value="v"/>	-Select- <input type="button" value="v"/>	<input type="button" value="v"/>
2	<input checked="" type="checkbox"/>			Amanda Merchant	000404406	\$200.00	1 - Resear <input type="button" value="v"/>	1 - Yes <input type="button" value="v"/>	1 - Yes <input type="button" value="v"/>	<input type="button" value="v"/>
3	<input checked="" type="checkbox"/>			Shannon Adkins -Imported-	000500995	\$5,001.00	8 - n/a - P <input type="button" value="v"/>	2 - No <input type="button" value="v"/>	3 - n/a <input type="button" value="v"/>	<input type="button" value="v"/>

Previous Page Next Page 1 of 1 Show: 10 records per page.

### 24. On the Award Candidates screen, enter the dollar amount awarded to the candidate under the appropriate term

For payments not associated with covering costs of attendance (e.g. a prize for best research essay or student voted top TA by peers), allocate the award amount to the term in which the contest or recognition occurred. For

payments to fund travel/research costs, allocate funds to the term in which the student is expected to participate in the travel or research. For undergraduate service-free-stipends, allocate funds to the term the student will be participating in the research, experience, etc. NOTE: it is possible for a payment to be disbursed during a term different from the term you allocate the funds to in Scholarship Manager (e.g. research/travel funding for allocated to a summer term may be disbursed to a student during the preceding spring term to allow for making travel arrangements by selecting "Yes" to question #6 - 'Does the summer award need to be disbursed early?').

Click the Notes icon to enter any notes about the award. Adding notes is optional. Click the Save button when finished.

**Award Candidates - 0-Amanda-PAS-Test**  
Review Candidates - Awarded / Awarding Candidates

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**Award Guidelines**  
These award(s) must total: **\$16,000.00** or less  
[View Possible Award Amounts](#)  
Minimum Applicant Award: **\$1,000.00**  
Maximum Applicant Award: **\$5,000.00**

**Candidates Already Awarded**  
**\$10,000.00** of **\$25,000.00** awarded.  
6 of 999 awarded.  
Encumbered amount: **\$0.00**

---

**Candidates (1)**

Type to filter

Candidate	Fall	Spring	Summer	Notes
Amanda Merchant	\$	\$	\$1000.00	

# # Modify or Cancel an Award

## 25. Click on the Awarded tab

0-Amanda-PAS-Test

My Committees > Committee Funds > Review Candidates

Description	Candidates 3	Awarded 2	Reporting
\$25,000.00 Total Fund Amount	\$6,000.00 Awarded Amount	\$19,000.00 Available Balance	2 Awarded Candidates

## 26. Click on Actions next to the student you want to modify

Description	Candidates 3	Awarded 2	Reporting
\$19,000.00 Available Balance	\$6,000.00 Awarded Amount	2 Awarded Candidates	3 Renewables

Close Awarding  
Send Award Emails

Search: Show All

Qualifies: [Dropdown]

Select All | Modify Selected | Cancel Selected

Showing 2 of 2 Candidates

<input type="checkbox"/> Select	<b>Shannon Adkins</b> (Student Id: 000500995) SNAP	Awarded: 4/18/2024 Summer \$5,000.00	Award Status Unavailable	Actions
	Qualifies - No	Matching Details		
<input type="checkbox"/> Select	<b>Amanda Merchant</b> (Student Id: 000404406) SNAP	Awarded: 4/30/2024 Summer \$1,000.00	Award Status Unavailable	Actions
	Qualifies ✓ Yes	Matching Details		

## 27. Click on Modify Award or Cancel Award

<input type="checkbox"/> Select	<b>Amanda Merchant</b> (Student Id: 000404406) SNAP	Awarded: 4/30/2024 Summer \$1,000.00	Award Status Unavailable	Actions
	Qualifies ✓ Yes	Matching Details		<ul style="list-style-type: none"><li>Review Candidate</li><li>Applicant Snapshot</li><li>Modify Award</li><li>Cancel Award</li></ul>

**28. Modify the award by entering the new amount. If a new note is needed, select the Notes icon and click Add Note. Then click Save.**

Candidates (1)

Type to filter

Candidate	Fall	Spring	Summer	Notes
Amanda Merchant	\$	\$	\$ 2000.00	

**Cancel the award by adding a cancellation reason (not required but can help you with tracking) and click Save.**

Cancel Awards - 0-Amanda-TEST-PAS-BLR-DIV

Review Candidates - Awarded / Cancel Awards

Candidates (1)

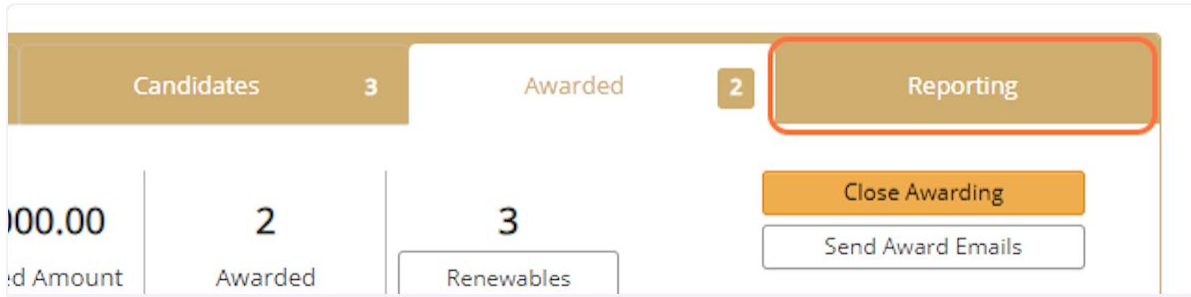
Type to filter

Candidate	Award Date	Award Total	
Two Test Student	12/9/2024	\$500.00	<p>Cancel Reason - Not required</p> <p>Student decided not to accept the award due to existing financial aid</p>

Cancel Save

## # Run a report in a committee

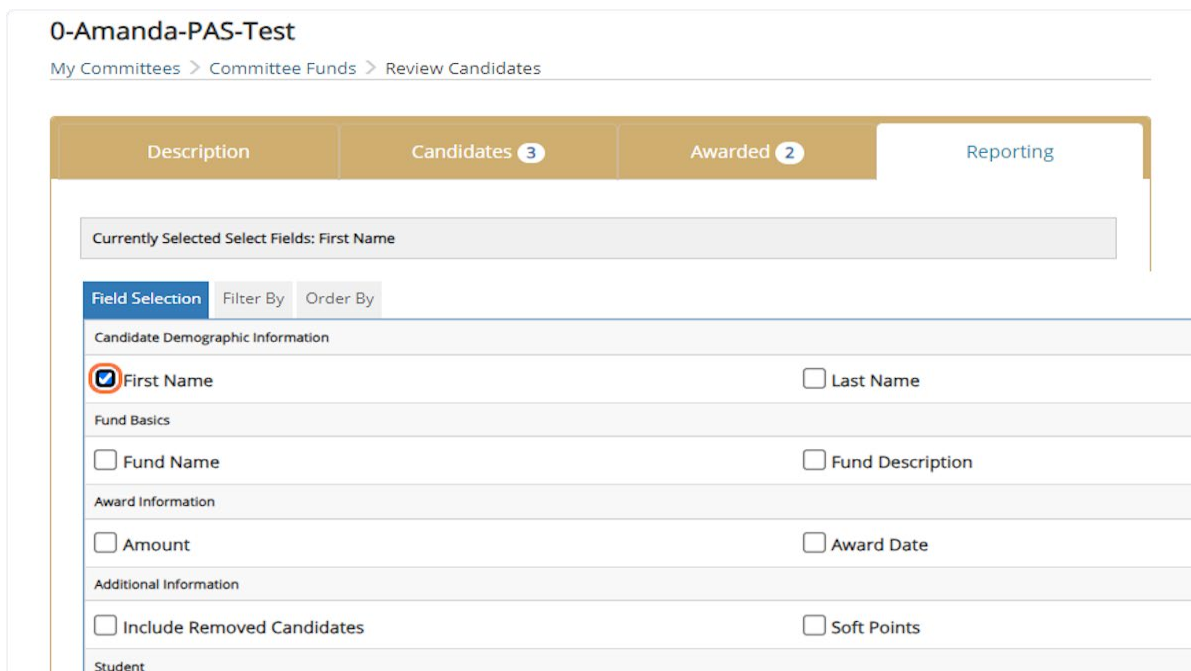
### 29. Click on the Reporting tab



The screenshot shows a navigation bar with three tabs: 'Candidates' (3), 'Awarded' (2), and 'Reporting'. The 'Reporting' tab is highlighted with a red border. Below the navigation bar, there are three columns: 'Award Amount' (100.00), 'Awarded' (2), and 'Renewables' (3). To the right, there are two buttons: 'Close Awarding' and 'Send Award Emails'.

### 30. In the Field Selection tab, select the items that you want to appear on the report. This is required to create a report.

The fields (criteria) that are available for you to pick are based on the Decision Maker View for the committee.



The screenshot shows the 'Field Selection' tab in the reporting interface. The title is '0-Amanda-PAS-Test' and the breadcrumb is 'My Committees > Committee Funds > Review Candidates'. The navigation bar shows 'Description', 'Candidates' (3), 'Awarded' (2), and 'Reporting'. Below the navigation bar, there is a text box 'Currently Selected Select Fields: First Name'. The 'Field Selection' tab is active, and there are three sub-tabs: 'Field Selection', 'Filter By', and 'Order By'. The 'Field Selection' sub-tab is selected. The fields are grouped into sections: 'Candidate Demographic Information' (First Name, Last Name), 'Fund Basics' (Fund Name, Fund Description), 'Award Information' (Amount, Award Date), 'Additional Information' (Include Removed Candidates, Soft Points), and 'Student'.

### 31. In the Filter By tab, select to display either the Awarded or the Candidates in this committee. This is required to create a report.

If you have multiple funds (scholarships) under this committee then you would want to select all that you would like to do reporting on.

## 0-Amanda-PAS-Test

My Committees > Committee Funds > Review Candidates

Description	Candidates <b>3</b>	Awarded <b>2</b>	Reporting
Currently Selected Filter By - Candidate Fields: 0-Amanda-PAS-Test			
Field Selection	Filter By	Order By	
Awarded	Candidate	Fund	
<input type="radio"/> Awarded	<input checked="" type="radio"/> Candidate	0-Amanda-PAS-Test	
<input type="radio"/> Awarded	<input type="radio"/> Candidate	0-Amanda-PAS-Test-2	
<input type="radio"/> Awarded	<input type="radio"/> Candidate	0-Amanda-Test-Next-Steps	

**32. In the Order By tab, you can pick the field you want to sort your report by, such as last name or email. You can only sort by one field. This is an optional step.**

## 0-Amanda-PAS-Test

My Committees > Committee Funds > Review Candidates

Description	Candidates <b>3</b>	Awarded <b>2</b>	Reporting
Currently Selected Order By Fields: First Name			
Field Selection	Filter By	Order By	
Candidate Demographic Information			
<input checked="" type="checkbox"/> First Name		<input type="checkbox"/> Last Name	
Fund Basics			
<input type="checkbox"/> Fund Name		<input type="checkbox"/> Fund Description	
Award Information			
<input type="checkbox"/> Amount		<input type="checkbox"/> Award Date	
Additional Information			
<input type="checkbox"/> Candidate Status		<input type="checkbox"/> Soft Points	
Student			
<input type="checkbox"/> Student ID (System Field)			
Candidate Information			
<input type="checkbox"/> PS_ACAD_LEVEL		<input type="checkbox"/> PS_AWARDS_DISBURSED	
<input type="button" value="Search for Candidates"/>			



### 33. Click on Search for Candidates

0-Amanda-PAS-Test

My Committees > Committee Funds > Review Candidates

Description

Candidates 3

Awarded 2

Reporting

Currently Selected Order By Fields: First Name

Field Selection

Filter By

Order By

Candidate Demographic Information

First Name

Last Name

Fund Basics

Fund Name

Fund Description

Award Information

Amount

Award Date

Additional Information

Candidate Status

Soft Points

Student

Student ID (System Field)

Candidate Information

PS\_ACAD\_LEVEL

PS\_AWARDS\_DISBURSED

Search for Candidates

### 34. You can Export to Excel

PS\_ACAD\_LEVEL

PS\_AWARDS\_DISBURSED

Search for Candidates

✕ Export to Excel

Fund Name	First Name	Student ID (System Field)
0-Amanda-PAS-Test	Amanda	000404406
0-Amanda-PAS-Test	One	111111111
0-Amanda-PAS-Test	Shannon	000500995