MANAGING EXTERNAL SCHOLARSHIPS IN STUDENT CENTER

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Introduction

Menu Path: Financial Aid > Awards > External Funding

The External Funding branch of Financial Aid facilitates the processing of NSERC, SSHRC and OGS competition applications, assessments, results, communications and payments.

The key functions of these pages are:

For Staff:

- Tracking and measuring the progression of the scholarships
- Automated communicating with students through the life-cycle of the scholarship application process through automated e-mail communications
- Centralized external scholarship information in one system

For Students:

- Payment of external scholarships follow processes for paying internal scholarships (e.g. WGRS) through Student Center including issuing T4A tax receipts
- Access to one system (Student Center) to get an overall view of scholarship income
- Access to an online external scholarship application tracking tool within Student Center
- Timely communications as students move through the various phases of the application

The External Funding folder is divided into three distinct sections:
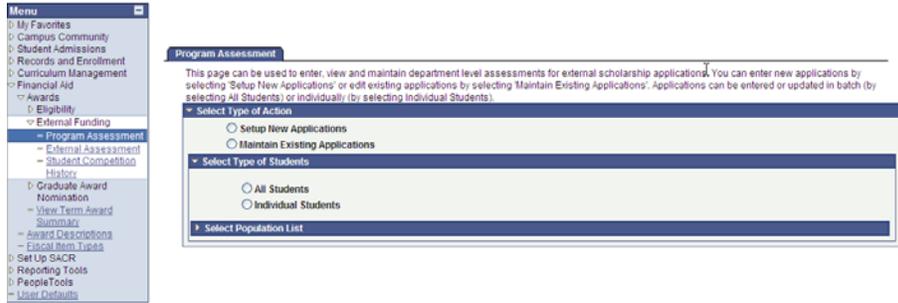
- Program Assessment
- External Assessment
- Student Competition History

This documentation will guide you through how these three pages coordinate the processing of external scholarships for you and your students.

Program Assessment

Menu Path: Financial Aid > Awards > External Funding > Program Assessment

The Program Assessment page is available to External Scholarship Coordinators as a means to record and track the internal stages of external scholarship applications.

Entering New Applications

You can choose to supply the page with new information on an application by application basis, or load a batch of applications for one competition at one time. To enter new applications into the Program Assessment page, select "Setup New Applications" under "Select Type of Action".

After choosing to Setup New Application you are prompted to select if they would like to load a batch of applications for one competition or select individual students for addition.

Submitting a Batch of New Applications

If you choose to load a batch of applications into the process all at once, select "All Students" under "Select Type of Students". Choosing this option will prompt you with a series of parameters in order to define this grouping of new competition applicants.

Parameters (required fields):

- Aid Year*
- Competition
- Career
- Application Program
- Application Cohort

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*Note on Aid Year

Please remember the Aid Year for a given competition will always indicate the aid year that the competition results will be reflected on student accounts. In most cases this means the Aid Year reflects the upcoming financial cycle; not the current one.

Once all required parameters are entered select "Populate Students" in order to generate a listing of possible applicants. This listing may take a few minutes to populate depending on the size of your program. Results will display for all students that are currently active for the Application Program you have indicated.

In order to indicate that a particular student has submitted an application, select the check box ☐ to the left of their Western ID number. You may choose to Select All in order to work from a list that has already pre-populated checks into every possible checkbox. This would be advisable if the majority of your current students have applied for the competition. Once you have identified your batch of applicants for this competition, select Submit.

An acknowledgement screen will appear in order to allow you to confirm the batch of applications you are about to submit. If you wish to proceed, select OK.

Submission of External Scholarship information. (27000,402)

You must carefully review the transactions you have selected.
Once you hit OK on this page, processing will begin to update external scholarship information for these students.

Your transactions are about to be processed.

Click OK if you want to proceed
Or
Click Cancel if you wish to go back and review and/or change your transaction details.

OK   Cancel

Once you select OK, your submissions are received and you are directed back to the start of the process. You have successfully submitted a batch of new scholarship application records into the system. They will be submitted with a status of NEW.

Submitting New Applications Individually

If you have a small batch of new applications, or have to enter an application for students who are not currently enrolled in your program, you can do so by selecting "Setup New Applications" and "Individual Students".

Choosing this option will prompt you with a series of parameters in order to define this new competition applicant.

Parameters (required fields):

- Aid Year*
- Competition
- Career
- Application Cohort

Note on Aid Year

Please remember the Aid Year for a given competition will always indicate the aid year that the competition results will be reflected on student accounts. In most cases this means the Aid Year reflects the upcoming financial cycle; not the current one.

Once all required parameters are entered a row will appear below.

You can search for individual students by entering a Western ID number directly into the *Student Id field. If the number matches an existing student record, the appropriate name and relevant information will populate in the row.
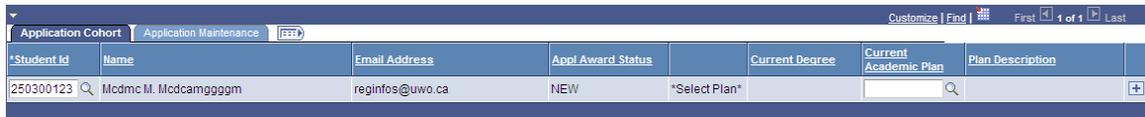
							Customize | Find | ▦	First ◀ 1 of 1 ▶ Last	

Application Cohort | Application Maintenance | (⊞)

*Student Id	Name	Email Address	Appl Award Status		Current Degree	Current Academic Plan	Plan Description	
250300123 🔍	Mcdmc M. Mcdcamggggm	reginfos@uwo.ca	NEW	*Select Plan*		🔍		⊞

You must indicate the student's current academic plan by selecting that appropriate field and choosing one of the available options. You may also update any available application information via the Application Maintenance tab.

									Customize | Find | ▦	First ◀ 1 of 1 ▶ Last			

Application Cohort | **Application Maintenance** | (⊞)

*Student Id	Name	Competition	Averages	Proposed Degree Level	Committee Code	Discipline Code	Department Rank	Department Pool	*Appl Award Status	Email Sent Date	Send Email?	
250300123 🔍	Mcdmc M. Mcdcamggggm	OGS	Averages	🔍	🔍	🔍			NEW		N	⊞

Once you have successfully identified your applicant, select Submit . An acknowledgement screen will appear in order to allow you to confirm the batch of applications you are about to submit. If you wish to proceed, select OK .

Once you select OK, your submission is received and you are directed back to the start of the process. You have successfully submitted a new scholarship application record into the system. They will be submitted with a status of NEW.

The Application Cohort

The identifier unique to the external funding pages is called the "Application Cohort". This "Cohort" allows users to tag all applications within their area of responsibility into one grouping. When you submit a new application record into this process, you associate an Application Cohort with it. This allows the process to group applicants currently active within your program with external applicants who later intend to register with Western.

Maintaining Existing Applications

Once you are ready to key information relating to your students' applications, or mark their progression. You may access a listing of all submitted applications by selecting Maintain Existing Applications.

▼ Select Type of Action
○ Setup New Applications
◉ Maintain Existing Applications

After choosing to Maintain Existing Applications you are then prompted to select if you would like to maintain a cohort of applications for one competition by selecting "All Students" or particular students by selecting "Individual Students".

Maintaining a Cohort of Applications

Each time you submit a new application record it is tagged with a particular cohort, aid year, competition and career. This makes it possible for you to gather applications by any combination of these parameters. Once you select the "All Students" option for maintaining existing applications, you will be prompted to enter these parameters to narrow your search results. Only aid year and application cohort are required.

Select Populate Students in order to retrieve any application records that match your search criteria. Any application records that exist from your request will populate into a listing. This list will default into the Application Cohort tab.

					Customize | Find | ▦ First ◄ 1-5 of 5 ► Last

Application Cohort | Application Maintenance | ▦

*Student Id	Name	Email Address	Appl Award Status	Current Degree	Current Academic Plan	Plan Description
250054775	Mdgg Magccammd Dcaagdgaa	reginfos@uwo.ca	NEW	Ph.D.	26121 🔍	Ph.D. Biochemistry
250055355	Ddmgmca Dmgm DdAmaacg	reginfos@uwo.ca	NEW	Ph.D.	26121 🔍	Ph.D. Biochemistry
250057798	Gmmcdmg Dgddcma Mdcagg Dmcm	reginfos@uwo.ca	NEW	Ph.D.	26121 🔍	Ph.D. Biochemistry
250066000	Cgmc Acdgdm	reginfos@uwo.ca	NEW	Ph.D.	26121 🔍	Ph.D. Biochemistry
250013097	Amgmcdgg Dcddmg Dmmc	reginfos@uwo.ca	NEW	Ph.D.	26121 🔍	Ph.D. Biochemistry

By selecting the Application Maintenance tab, you can update the application with all pertinent information attached to that application including averages, rankings and status. Fields such as Committee Code and Discipline Code should default to competition specific values. Any field marked with a 🔍 can be searched for possible values by selecting the 🔍.

						Customize | Find | ▦ First ◄ 1-5 of 5 ► Last

Application Cohort | **Application Maintenance** | ▦

*Student Id	Name	Competition	Averages	Proposed Degree Level	Committee Code	Discipline Code	Department Rank	Department Pool	*Appl Award Status	Email Sent Date	Send Email?
250054775	Mdgg Magccammd Dcaagdgaa	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW 🔍		N
250055355	Ddmgmca Dmgm DdAmaacg	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW 🔍		N
250057798	Gmmcdmg Dgddcma Mdcagg Dmcm	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW 🔍		N
250066000	Cgmc Acdgdm	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW 🔍		N
250013097	Amgmcdgg Dcddmg Dmmc	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW 🔍		N

Once you have made any updates you are planning to make, you may submit your updates to the application records by selecting [Submit]. An acknowledgement screen will appear in order to allow you to confirm the batch of applications you are about to submit. If you wish to proceed, select [OK].

Once you select OK, your submissions are received and you are directed back to the start of the process. You have successfully submitted a batch of new scholarship application records into the system. They will be submitted with a status of NEW.

Maintaining Individual Applications

If you are interested in updating the application record for one or a small group of submitted application records, you may choose to select and update individually. To do this, select "Maintain Existing Applications" and "Individual Students". Once you have selected the "Individual Students" option an "Individual Student Search" will appear.

▼ Individual Student Search					
*Student Id	🔍				
				Customize | Find | ▦	First ◀ 1 of 1 ▶ Last
Aid Year	**Competition**	**Competition Description**	**Academic Career**	**Application Cohort**	**Select**
					Select

You may search for a specific student by entering their Western ID number into the *Student ID field. Any existing external scholarship application records will populate in the field below it.

Aid Year	**Competition**	**Competition Description**	**Academic Career**	**Application Cohort**	**Select**
2012	OGS	Ontario Graduate Scholarship	GRAD	Mathematics	Select
2012	NSERC	NSERC	GRAD	Biochemistry	Select

Choose the application record you wish to update by pressing [Select] in the corresponding row. This action will populate the application record in the field below it and allow you to make updates to the information or status.

Application Cohort	Application Maintenance	▦▶					
*Student Id	**Name**		**Email Address**	**Appl Award Status**		**Current Degree**	**Current Academic Plan**
250300123	Mcdmc M. Mcdcamggggm		reginfos@uwo.ca	CANCELED			🔍

Once you have made all of the updates you require to the application record, you may save those changes by selecting [Submit]. An acknowledgement screen will appear in order to allow you to confirm the batch of applications you are about to submit. If you wish to proceed, select [OK].

Once you select OK, your submissions are received and you are directed back to the start of the process. You have successfully submitted a batch of new scholarship application records into the system. They will be submitted with a status of NEW.

The Application Cohort Tab

"Application Cohort" displays information relevant to your students' academic identity at Western as well as contact information.

▼						Customize | Find | ▦	First ◀ 1-80 of 80 ▶ Last
Application Cohort	Application Maintenance	▦▶					
☐ ***Student Id**	**Name**	**Email Address**	**Appl Award Status**	**Current Degree**	**Current Academic Plan**	**Plan Description**	
☐ 250013097	Amgmcdgg Dcddmg Dmmc	reginfos@uwo.ca	NEW	Ph.D.	26121	Ph.D. Biochemistry	
☐ 250054775	Mdgg Magccammd Dcaagdgaa	reginfos@uwo.ca	NEW	Ph.D.	26121	Ph.D. Biochemistry	
☐ 250055355	Ddmgmca Dmgm DdAmaacg	reginfos@uwo.ca	NEW	Ph.D.	26121	Ph.D. Biochemistry	
☐ 250057798	Gmmcdmg Dgddcma Mdcagg Dmcm	reginfos@uwo.ca	NEW	Ph.D.	26121	Ph.D. Biochemistry	

All information within the application cohort tab is view only with the exception of the current academic plan field. This field will always default to the most recent academic plan on a student's record, however if this is not accurate and the student is applying through an older academic plan, you are able to update this field to ensure accuracy in reporting.

The Application Maintenance Tab

Application Maintenance displays information relevant to a student's particular scholarship application.

	*Student Id	Name	Competition	Averages	Proposed Degree Level	Committee Code	Discipline Code	Department Rank	Department Pool	*Appl Award Status	Email Sent Date	Send Email?
☐	250013097	Amgmcdgg Dcddmg Dmmc	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW		N
☐	250054775	Mdgg Magccammd Dcaagdgaa	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW		N
☐	250055355	Ddmgmca Dmgm DdAmaacg	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW		N
☐	250057798	Gmmcdmg Dgddcma Mdcagg Dmcm	OGS	Averages	🔍	BIOS 🔍	400 🔍			NEW		N

This is the tab that will see the vast majority of your data input. Fields that require information relating to the application are as follows:
- Proposed Degree Level, as per the application
- Committee Code, as per the application
- Discipline Code, as per the application
- Department Rank, as per your internal assessment results
- Department Pool, as per your internal assessment results
- Appl Award Status (see below)
- Send Email?, indicating whether the current Appl Award Status is set up to generate an e-mail to the scholarship applicant

*To view both tabs of information at once, select the 🔳 button.

Application Award Status

Along the lifecycle of an application record a number of Application Award Statuses may be applied to the record at given times. Five statuses exist within the scope of program assessment and you may use them to notate the movement of applications as they pass through your evaluation process.

- NEW – Every application record will automatically be assigned a Status of NEW, this Status indicates the application has been received for a given competition and aid year, however no decisions have been made.
- CANCELED (Cancelled) – Any application that must be removed from circulation for administrative reasons/errors must be applied a status of CANCELED. Applications, once submitted, cannot be removed and may only be placed into a status of CANCELED.
- NOTELIG (Not Eligible) – Any application that does not meet the basic eligibility requirements for a given competition and will not progress to the program assessment stage should be assigned a value of NOTELIG.
- NOTRECOM (Not Recommended) – Any application that is assessed by your program committee but deemed as not recommended for SGPS selection committee assessment should be noted as NOTRECOM.
- RECOMMEND (Recommended) – Any application that is assessed by your program committee as worthy of recommendation to SGPS should be noted as RECOMMEND. This status indicates to SGPS that an application will be forwarded to SGPS for further assessment.

Averages

A critical factor in determining competition eligibility and rank, academic averages are a key part of the assessment process. For each application record a valid set of averages is to be recorded. Each section of the Department Assessment page facilitates this process by maintaining a page solely dedicated to this information.

The page to maintain averages can be found within the Application Maintenance tab. Within that tab exists a hyperlink titled "Averages". Selecting this link will take you to the Averages page for that particular application record.

Each external scholarship application maintains a standard for calculating averages. For specific information on how those averages can be calculated, refer to the School of Graduate and Postdoctoral Studies website. The Averages page accommodates those possibilities within two factors: average type and allowing multiple rows of record.

The Average Type listing allows you to define the possible average parameters that the student might fall within the academic history of the application and the context of the competition. Only average types that are particular to that competition are available within this field.

Some competitions require more than one average. In order to populate more than one average row of information, you can select the ⊞ button. Should you choose to remove a given row from the page, select ⊟.

The average field itself is capable of holding a number with up to three decimal places. Once you have indicated the average type and average, and any additional rows of averages, in order to complete this task* select OK .

*Changes to the averages page are saved only when you select Submit on the main Program Assessment page.

The main Program Assessment page will always indicate application records that do not contain any averages by displaying the Averages link in red. Once any value is input into the average page, the link turns blue to indicate to you that a value has been entered for this application record.

External Assessment

Menu Path: Financial Aid > Awards > External Funding > External Assessment

Once your program has completed internal assessment of your applications, and you have submitted them to SGPS, you may track the external progression of your applications by using the External Assessment page.

Viewing External Assessment Results

Similar to the Program Assessment page, the External Assessment page lets you choose whether you would like to view a specific grouping of scholarship application records or individual applications.

Information displayed within the External Assessment section of External Funding is only for informational purposes and may not be edited.

Searching for External Assessment Results in Batch

If you select All Students, the page will present you with a series of fields that you can use to narrow your search results. The only mandatory field in this search is Aid Year.

Once you have entered any criteria you mean to search by, select Populate Students. This will generate a listing of scholarship application records that match your given criteria.

> **Note on Search Criteria**
>
> Few criteria entered into the Search Criteria fields may yield results that may take considerable time to load

Searching for Individual External Assessment Results

If you select the Individual Students option you will be presented with a required *Student ID field.

Entering a valid Western ID number into that field will return any existing scholarship application records for that student.

	Select	Aid Year	Aid Year Description	Competition	Competition Description	Academic Career	Academic Career Description	Application Cohort	Application Cohort Description
1	Select	2012	Financial Aid Year 2011-2012	OGS	Ontario Graduate Scholarship	GRAD	Graduate	MATH	Mathematics

If you would like to see the complete external assessment results for that particular application record press Select within the appropriate row.

External assessment results display across two tabs of information:
- Student Information
- Application

The Student Information Tab

The Student Information tab displays data relevant to the student's current academic structure at Western including current degree and academic plan as well as the current campus e-mail address for the student.

	*Student Id	Name	Email Address	Current Degree	Current Academic Plan	Plan Description
1	250300123	Mcdmc M. Mcdcamgggggm	reginfos@uwo.ca			

The Application Tab

The Application tab contains information relevant to the student's external scholarship application including their current status within the given application record, and if an award has been given awarded to the student the name of that award type, the terms of tenure and the value of the award.

	*Student Id	Name	Competition	Award Type	Proposed Degree Level	Averages	Committee Code	Discipline Code	*Application Status	Email Sent Date	Email Required
1	250300123	Mcdmc M. Mcdcamgggggm	NSERC		D	Averages	187	5400	CANCELED		N

Application Award Status

An additional eleven status possibilities exist as part of the External Assessment page. These statuses mark the progress of scholarship applications on the record as they pass from SGPS to external agency and back to SGPS.

- ACTIVATED (Activated) – This status indicates a student has been awarded a specific Award Type within a competition and has activated the award with Western.
- AWARDED (Awarded) – This status indicates a student has been awarded a specific Award Type within a competition and has yet to activate or decline the award with Western.
- AWDEXTERNL (Awarded - External) – This status indicates a student has been awarded a specific Award Type within a competition and is going to hold the award at another institution.
- DECLINED (Declined) – This status indicates a student has been awarded a specific Award Type within a competition and has declined the award with Western.
- DEFERRED (Deferred) – This status indicates a student has been awarded a specific Award Type within a competition and has deferred the award until a later date.
- INTERRUPT (Interrupted) – This status indicates a student has activated a specific Award Type within a competition and payment of that award type has been temporarily interrupted due to extenuating circumstances.
- NOMINATED (Nominated) – This status indicates a student was put forward to an SGPS selection committee and was forwarded to the agency.
- NOTAWARDED (Not Awarded) – This status indicates a student has been forwarded to the agency for consideration but was declined an award.
- NOTNOM (Not Nominated) – This status indicates a student was put forward to an SGPS selection committee but was not forwarded to the agency.

- TERMINATED (Terminated) - This status indicates a student has been awarded a specific Award Type within a competition, has activated the award with Western but the award was subsequently stopped.
- WAITLISTED (Waitlisted) - This status indicates a student has been forwarded to the agency for assessment but was placed on a wait list until further notice.

External Applications

External scholarship applicants from other institutions, whose applications are later diverted to Western, are directed to this process within External Assessment. Those applications are forwarded directly to SGPS, in turn keying those results into the process directly within the appropriate Application Cohort.

Any external application is designation as an "External" applicant type within Student Competition History.

Applicant Type: External

If an entry to your cohort is not one of your current students and you are unfamiliar with this individual, check this field to verify that this is an external applicant to the scholarship application process.

Student Competition History

Menu Path: Financial Aid > Awards > External Funding > Student Competition History

The Student Competition History page allows you to search for a particular student's external scholarship application record history as it exists in the Student Center (effective September 2010). The page will initially present you with a series of search parameters all with the intent on connecting you with the student you are searching for. To find your student, enter in as much detail as you believe will lead you to find that particular student.

Any records that match the criteria you have outlined will populate in a field below the search panel. A row populates for every instance one student has an application record for one particular competition in one particular aid year.

Search Results

EmplID	Competition	Academic Career	Aid Year	Application Cohort	Award Type	Last Name	First Name
001700731	NSERC	GRAD	2012	BIOCHM	(blank)	Gcdmcddma	Dcmmdmd
001700731	SSHRCD	GRAD	2012	ENG	(blank)	Gcdmcddma	Dcmmdmd

To view a particular application record, select the corresponding horizontal row. This will open the record to you. The competition history is stacked in a series of date effective rows. Each row captures a status that has occurred along the application cycle. The most recent event will always display atop the listing.

Information in the row is directly related to the status associated with that row. You can navigate the inventory of rows by one of two methods:

- Browsing row by row by using the Show Next/Previous Row buttons

- Displaying all rows for this application on one page by selecting View All

Information displayed on the Student Competition History pages is view only and is for informational purposes only. To request any sort of change in the information displayed on this page, please contact the School of Graduate and Postdoctoral Studies.

Automated E-mail Communications

The External Funding processes in Student Center automate key communications to scholarship applicants at significant status updates. These significant status stages are as follows:

- Recommended/Not Recommended

- Nominated/Not Nominated

- Awarded/Not Awarded/Waitlisted

These communications are sent out on a regular daily schedule, updating the applicant to significant status updates and communicating specific actions required on the part of the applicant. They are sent first to the student's Western e-mail account, and if necessary the student's home e-mail account initially associated with their academic application to Western.

Process Summaries

Submitting a Batch of New Applications

Menu Path: Financial Aid > Awards > External Funding > Program Assessment

Enter Parameters for Applications
- Select "Setup New Applications"
- Select "All Students" under "Select Type of Students"
- Enter parameters in Population List in order to define this grouping of new application records
- Select `Populate Students` in order to generate a listing of possible applicants

Select Students
- Select the check box ☐ to the left of the Western ID number of appropriate applications
- Select `Submit`
- Confirm the batch of applications, selecting `OK`

Results
- Submissions received and you are directed back to the start of the process
- Batch of new scholarship application records created in the system (status=NEW)

Submitting New Applications Individually

Menu Path: Financial Aid > Awards > External Funding > Program Assessment

Enter Parameters for Application
- Select "Setup New Applications"
- Select "Individual Student" under "Select Type of Students"
- Enter parameters in Population List in order to define this new competition application record

Select Student
- Enter a Western ID number directly into the *Student Id field
- Select `Submit`
- Confirm the new application, selecting `OK`

Results
- Record received and you are directed back to the start of the process
- New scholarship application record created in the system (status=NEW)

Maintaining a Cohort of Applications

Menu Path: Financial Aid > Awards > External Funding > Program Assessment

Enter Parameters for Applications
- Select "Maintain Existing Applications"
- Select "All Students" under "Select Type of Students"
- Enter parameters in Population List in order to search for a particular grouping of application records
- Select [Populate Students] in order to generate a listing of existing application records

Update Application Records
- Enter appropriate updates to the data applicable to application records
- Select [Submit]
- Confirm the batch of applications, selecting [OK]

Results
- Submissions received and you are directed back to the start of the process
- Scholarship application records reflect updated changes

Maintaining Individual Applications

Menu Path: Financial Aid > Awards > External Funding > Program Assessment

Enter Parameters for Applications
- Select "Maintain Existing Applications"
- Select "Individual Students" under "Select Type of Students"

Select Student
- Enter a Western ID number directly into the *Student Id field
- Find the appropriate Application Record and choose [Select]
- Confirm the new application, selecting [OK]

Update Application Records
- Enter appropriate updates to the data applicable to the application record
- Select [Submit]
- Confirm the batch of applications, selecting [OK]

Results
- Submissions received and you are directed back to the start of the process
- Scholarship application records reflect updated changes

Students Activating an External Scholarship

Once an external scholarship has switched to a status of "Awarded", a student is sent a communication directing them to activate payment of the award through the Student Center. External Scholarship information can be reached in one of two ways via the Student view of Student Center.

1. Menu Path: Campus Finances > My External Scholarships

2. Selecting the External Scholarships option within the Finances tab on the main Student Center splash page
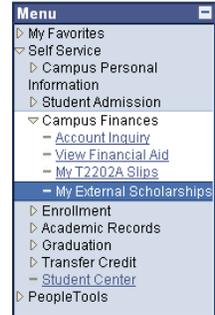
Both menu paths will direct students to the External Scholarships page.

External Scholarships

My External Scholarships

Aid Year	Competition	Status	Award	Annual Value	Terms of Tenure	Activate or Decline	Start Term	End Term
2012	Vanier	Awarded	NSERC-Vanier	$150,000.00	9	Activate or Decline		
2013	NSERC	Cancelled						
2012	NSERC	Declined	PGS Doctoral	$100,000.00	9		2011 Spring	2011 Spring

The External Scholarships page displays all External Scholarship records for the student. In order to accept or decline a specific award, a student must begin the process by selecting the "Activate or Decline" option along the appropriate horizontal row of the appropriate award.

After selecting "Accept or Decline", students will be directed to a page that summarizes the award and asks the student whether they wish to activate or decline.

Accept External Scholarship

Aid Year:	Financial Aid Year 2011-2012	**Competition:**	Vanier
Award:	NSERC-Vanier	**Career:**	Graduate
Annual Value:	$150,000.00	**Terms of Tenure:**	9

Select either the Proceed to Activation or Decline Award button to indicate your choice. You will then be asked to confirm your decision. Select the Back button if you do not wish to make a selection at this time.

[Proceed to Activation]   [Decline Award]

The activation process will ask all scholarship recipients questions relevant to the award they are activating. These will include when they would like payment of the award to begin, as well as confirm specific actions they must take in order to accept the award through the awarding agency.

Activate External Scholarship

Aid Year:	Financial Aid Year 2011-2012	**Competition:**	Vanier
Award:	NSERC-Vanier	**Career:**	Graduate
Annual Value:	$150,000.00	**Terms of Tenure:**	9

The information above summarizes your external scholarship activation. Please choose an appropriate start term and select the Activate button to activate the scholarship. The end term will be automatically calculated based on your start term selection and tenure of the award. Select the cancel button if you do not wish to make a selection at this time.

Start Term: [▼]   **End Term:**

The checkboxes below are for your information only, please check any that apply.

☐ Original research proposal changed and submitted to SGPS

[Activate]   [Cancel]

Students are then asked to confirm all the details of their award and their activation.

Aid Year:	Financial Aid Year 2011-2012	**Competition:**	Vanier
Award:	NSERC-Vanier	**Career:**	Graduate
Start Term:	2011 Summer Grad Term	**End Term:**	2014 Winter Grad Term
Annual Value:	$150,000.00	**Terms of Tenure:**	9

This page summarizes important information about your external scholarship. Please review and select the Confirm button to activate your payment at Western.

[Confirm]

A thank you screen, acknowledging acceptance completes the process.

Activate External Scholarship

Aid Year:	Financial Aid Year 2011-2012	**Competition:**	Vanier
Award:	NSERC-Vanier	**Career:**	Graduate
Start Term:	2011 Summer Grad Term	**End Term:**	2014 Winter Grad Term
Annual Value:	$150,000.00	**Terms of Tenure:**	9

Thank you for activating your external scholarship at Western.

[Return to Student Center]

Payment for this award is now queued to follow regular graduate student payment schedules at Western. If a student needs to cancel an activated award in order to accept another they must call SGPS in order to arrange this cancellation. Other changes in award status tied to processes such as leaves or completion will be processed centrally in SGPS as required.

Glossary

Term	Description
Activated	This status indicates a student has been awarded a specific Award Type within a competition and has activated the award with Western.
Aid Year	This number reflects the appropriate payment period associated with the award within the process.
Applicant Type	This value reflects whether is application was made at Western (internal) or at another institution (external).
Application Cohort	When you submit a new application record into this process, you associate an Application Cohort with it. This allows the process to group applicants currently registered within your program with those outside of your program who are intending to register in your program in the upcoming year.
Application Program	This value aids you in building an application cohort by defining groups of students currently active in your program.
Averages	The section of the External Funding pages that collects and records academic averages relative to the appropriate competition.
Award Type	When a student is awarded, this value will reflect the award the student has been offered for that particular competition.
Award Value	When a student is awarded, this value will reflect the total value of that award.
Awarded	This status indicates a student has been awarded a specific Award Type within a competition and has yet to activate or decline the award with Western.
Awarded – External	This status indicates a student has been awarded a specific Award Type within a competition and is going to hold the award at another institution.
Cancelled	Any application that must be removed from circulation for administrative reasons/errors must be applied a status of CANCELED. Applications, once submitted, cannot be removed and may only be placed into a status of CANCELED.
Career	This value represents the graduate career (GRAD).
Committee Code	This value reflects the external scholarship competition's committee code associated with the research of the applicant.
Competition	This value reflects the external scholarship competition.
Current Academic Plan	This value reflects the academic plan the scholarship applicant is registered in when applying.
Current Degree	This value reflects the academic plan the degree is registered in when applying.
Declined	This status indicates a student has been awarded a specific Award Type within a competition and has declined the award with Western.
Deferred	This status indicates a student has been awarded a specific Award Type within a competition and has deferred the award until a later date.
Department Pool	This value reflects the total number of applications within particular pools in your program.
Department Rank	This value reflects your program ranking of applicants within particular department pools.
Discipline Code	This value reflects the external scholarship competition's discipline code associated with the research of the applicant.
Email Sent Date	Relative to the corresponding status, this date reflects the date which a communication relating to that status was sent to the student
End Term	This value reflects the final term of the award's payment and is a product of the start term and terms of tenure.

External Institution	A product of Location of Tenure, if a student is taking up their award at another institution, this value shall reflect that institution.
Interrupted	This status indicates a student has activated a specific Award Type within a competition and payment of that award type has been temporarily interrupted due to extenuating circumstances.
Location of Tenure	This value indicates if the student is taking up their award at Western or another institution.
New	Every application record will automatically be assigned a Status of NEW, this Status indicates the application has been received for a given competition and aid year, however no decisions have been made.
Nominated	This status indicates a student was put forward to an SGPS selection committee and was forwarded to the agency.
Not Awarded	This status indicates a student has been forwarded to the agency for consideration but was declined an award.
Not Eligible	Any application that does not meet the basic eligibility requirements for a given competition and will not progress to the program assessment stage should be assigned a value of NOTELIG.
Not Nominated	This status indicates a student was put forward to an SGPS selection committee but was not forwarded to the agency.
Not Recommended	Any application that is assessed by your program committee but deemed as not recommended for SGPS selection committee assessment should be noted as NOTRECOM.
Proposed Degree Level	This value reflects the degree level (master's or doctoral) associated with the external scholarship application.
Recommended	Any application that is assessed by your program committee as worthy of recommendation to SGPS should be noted as RECOMMEND. This status indicates to SGPS that an application will be forwarded to SGPS for further assessment.
Send Email?	This value is a reference indicating whether or not a communication is attached to the current status.
Start Term	This term reflects the time period chosen by the student to begin payment of the corresponding award at Western.
Status	This term reflects a student milestone associated with an external scholarship competition.
Terminated	This status indicates a student has been awarded a specific Award Type within a competition, has activated the award with Western but the award was subsequently stopped.
Terms of Tenure	This value reflects the duration of terms the award shall be held at Western.
Waitlisted	This status indicates a student has been forwarded to the agency for assessment but was placed on a wait list until further notice.