Purpose
This quick reference guide was developed by SFAS to help designated Departmental Contacts obtain information from EIS that is needed to complete the Authorization for Payment (AFP) Form, to clarify what information is needed in each section, and to provide a better understanding of how SFAS will interpret the information provided in order to process the AFP Form. Departmental Contacts should have access to the breadcrumbs (screens) in EIS that are required to complete the AFP. If you do not have access to them, please consult with the Supervisor for your Department’s Computer Support Staff to determine how you may be granted access to this information. If needed, you may inquire of SFAS staff if there is an EIS security related issue.

There are three general sections on the AFP.

- The first section determines the award period for the scholarship.
- The second section communicates information specific to the account that funds the scholarship awards.
- The third section communicates to SFAS information about the individual students selected to receive the scholarship awards.

Estimated SFAS Processing Timeline
SFAS attempts to maintain a current list of all Scholarship contacts from Departments on campus, but maintaining an updated list 100% of the time is challenging with all the departmental changes that occur. You can help with this challenge by updating our office via email when scholarship tasks are assigned to a new person. Prior to each term, SFAS will provide general updates to departments so they are aware of important processing dates. If you have not received an email update yet or have questions, please email departmentalscholarships@unt.edu.

The average timeline for processing an AFP is 1-2 weeks (5-10 business days). AFP forms are processed on a first-come, first-served basis. There is usually a delay in this processing time during the following months:

- January (2 weeks before & 2 weeks after first class day)
- June through September (when the bulk of AFPs are received for the new academic year).

AFP forms are processed on a first-come, first-serve basis. Processing timelines/deadlines for scholarship information to be received as follows:

- Fall/ Spring Awards - 2nd Week of April
- Spring Only Awards - 1st Week of November
- Summer Only Awards - 1st Week of February

Please note that we provide departments with a timeline/deadline for scholarships to be received. However, we understand that not every department will have finalized scholarship awards by the recommended dates above. While it is most beneficial to the student if the forms are received in our office by the dates above, we will continue to process forms received after these dates on a first-come, first-served basis.
Also, it is most beneficial to the student if awards can be made for the entire award period, which is usually fall/spring. We understand that there are certain programs that have semester-to-semester requirements that must be met by the student; however, it is still more beneficial to everyone involved if awards are made for the entire award period. You can advise us if revisions or cancellations are necessary after grades have been finalized.

Instructions on Completing the Form

Section I: Corresponding Award Period

**Authorization for Payment of Departmental Scholarships**

**Fall/Spring Awards 1. (Enter Aid Year)**

1. **Academic Year**

Please indicate the current academic year for which the scholarship is awarded. The following formats are acceptable: **2015/2016 Academic Year Only** or **Fall 2015/Spring 2016** (terms) or **1158/1161** (term codes used in EIS). This section is different than section three of the scholarship form which includes instructions on how SFAS should post the scholarship to the student’s account.

For ease of preparation, the summer AFP setup mirrors the Fall/Spring form so these instructions can be utilized for that form as well. Summer acceptable formats: **Summer 2016** or **1163**.

*A separate AFP form should be provided for summer awards.* Please Note: If you are making spring/summer awards, an AFP for the spring award and the summer award must be submitted separately.

Section II: Information Specific to the Scholarship Account

Please type required award information on this form and email a signed PDF copy to departmentalscholarships@unt.edu.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Item Type Number</th>
<th>College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career</th>
<th>Credit Hour Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (UG)</td>
<td>3</td>
</tr>
<tr>
<td>Graduate (GR)</td>
<td>3</td>
</tr>
</tbody>
</table>

Certification is required for grant-funded awards to confirm that students being assisted are enrolled in an A/A position.

<table>
<thead>
<tr>
<th>Name of Authorized Account Manager</th>
<th>Signature and Certification of Authorized Account Manager</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Authorized Contact Representative(s)</th>
<th>Signature of Authorized Contact Representative(s)</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Approving Research Administrator</th>
<th>Signature of Approving Research Administrator (required to process grant awards)*</th>
<th>Date</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All Project ID accounts require Research Administrator approval.
1. Scholarship Name, College, Department, Account [required field]
This information originates from your department.

Please attach the following to the initial authorization submitted for each item type for the award period:

1) Example copy of award notification
2) Example copy of award agreement that includes FERPA release:
   o By accepting this award, you agree to abide by the policies, rules, and regulations governing UNT. You authorize UNT to verify the information you have provided as needed. You understand that recipient information may be provided to the sponsor(s) or donor(s) funding any awards received, and that notice of this award may be publicized in university materials. You authorize UNT to provide copies of grades and periodic performance updates to the selection committee as needed, including members of organizations or foundations overseeing donor interests (i.e., foundations, trust administrators, etc.). For students on externally funded sponsored projects, funding and selection processes are mandated/overseen by the sponsor/PI and your participation with related reporting requirements is expected. Finally, you understand that the submission of false information is grounds for rejection and/or withdrawal of said award.

Please Note
No processing will occur for awards that do not include this information.

2. Item Type Number
This is a twelve digit number created in EIS & directly linked to the account funding the scholarship. For an award to be posted, an item type must be used. This item type is created by SFAS when the scholarship is set-up in EIS. If you do not have the number, you may email SFAS to determine if an item type has been setup in EIS. A unique item type is also required for summer awards.

3. Minimum Credit Hour Requirements [required field]
This is the general credit hour enrollment requirement for all funds disbursed from this account. Once set up in EIS, awards for students meeting the credit hour requirement for the scholarship will automatically disburse. Disbursements occur on the first day of attendance in the term or session where the student meets the credit hour requirement for fall, spring, and summer.

If this section is left blank, SFAS will use a full-time default enrollment requirement to set up the award item type. Full-time enrollment for undergraduates and graduates are noted below:

- Fall/Spring: Undergraduate students - 12.0 undergraduate hours
  Graduate students - 9.0 graduate hours
- Summer: Undergraduate students - 12.0 undergraduate hours
  Graduate students - 9.0 graduate hours

Note – Combination Hours: If students will be enrolled in a combination of hours (undergraduate and graduate) to meet the minimum credit hour requirement, SFAS must be advised that combination enrollment awards will meet the department’s requirement. These disbursements require manual intervention. Use the Comments Section to note combination enrollment.
Note – Credit Hour Exception:
If a student will not meet the minimum credit hour requirements to receive the award, SFAS must be advised the student is eligible to receive the award at their current enrollment. These disbursements require manual intervention. Use the Comments Section to note ‘credit hour exception.’

4. Authorized Account Holder [required field]
This information is used for audit compliance. This person typically will not be contacted unless SFAS is unable to get a response from the Authorized Contact Representative (i.e. if the Authorized Contact Representative has changed and SFAS needed updated contact information).

COGNOS account holder information should always correspond to the account holder information noted on the Authorization for Payment form. The Certification Worksheet requires a copy to the corresponding COGNOS screen for setup.

5. Authorized Contact Representative [required field]
This is the individual SFAS will contact if additional information or clarification is needed to process a scholarship. A signature is required, including the name & phone extension, for processing to occur.

6. Name of VP Research or OGCA Staff Member
This is the department’s contact person in the VP Research Office or the Office of Grants and Contracts Administration, if applicable.

Section III: Information Specific to Scholarship Recipients

<table>
<thead>
<tr>
<th>Student Name</th>
<th>EMPLID</th>
<th>Resident or Non-Resident (R or NR)</th>
<th>Career (UG or GR)</th>
<th>Employed in RA Position, If applicable (Y or N)</th>
<th>Fall Award 20XX</th>
<th>Spring Award 20XX</th>
<th>New Award</th>
<th>Revoke Award</th>
<th>Cancel Award</th>
<th>Comments (Make note of Credit Hour Exceptions, Competitive Waivers, Final Release, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
<td>5.</td>
<td>5.</td>
<td>5.</td>
<td>7.</td>
<td>8.</td>
<td>9.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Student Name, EMPL ID
Information will be used by the SFAS Scholarship Team to confirm the scholarship is posted to the correct student. If the name or EMPLID in EIS does not match the name or EMPLID on the AFP, SFAS will verify the information with the Authorized Contact Representative. Verifying information with the department contact will cause a delay in the scholarship processing.

2. Resident or Non-Resident (R or NR)
Having correct information in this field is extremely important to the Authorization for Payment and Competitive Scholarship Waiver (CSW) processing. It is the department’s responsibility to note which students need CSW posted to their student accounts and provide the appropriate form with the AFP. If SFAS erroneously posts a waiver on a Texas Resident, the student’s tuition and fee bill will update incorrectly and cause errors in their financial aid processing.
Residency information may be obtained by viewing the following screen in EIS:
Main Menu > Campus Community > Personal Information > Identification > Residency Data

3. Career
The disbursement rules for scholarship item types are very specific. A scholarship will not automatically disburse to a student if that student is registered for less than the required hours stipulated by the scholarship. This information is used to confirm what career the department expects the student to be registered.

Please note that students with the following status require manual intervention:
- Dually admitted as grad and undergrad
- Students admitted as non-degree seeking

This information may be obtained by viewing the following screen in EIS:
Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
Note: Degree Seeking Student
Some students awarded department scholarships may not currently be pursuing a UNT degree (examples include graduate students completing prerequisite courses & post-doctoral students). SFAS must manually manipulate EIS in order to post and disburse a departmental scholarship for these students.

Non-degree seeking students will only have the following active academic programs: 399 Graduate Preparation Program and/or 401 Graduate Non-Degree Seeking. (Note: most graduate students will have two active programs - Master’s or Doctoral Academic Program plus the 399 Graduate Preparation Program. Please advise which students have an active Grad Prep or Grad Non-Degree program only.

Program information may be obtained by viewing the following screen in EIS: Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

4. Student Employment
This box should be completed for grant funded awards noting if the student is employed in a RA position or not.

5. Fall Award, Spring Award
This is the actual dollar amount awarded to the student. If spring scholarships have to be confirmed at the end of the fall term, please note both fall and spring amounts. Necessary department action may be referenced in the comments section.

If scholarship funds disburse and refund to a student before SFAS receives or is able to process a scholarship cancellation request, it is the responsibility of the Department to collect the funds disbursed to the student before the scholarship cancellation can occur. Please contact SFAS for additional instructions regarding this procedure.
6. **New Award**  
This box should be checked when a scholarship is awarded to the corresponding student for the first time during that term.

7. **Revise Award**  
This box should be checked if requesting a change to the scholarship previously submitted. These can be increases or decreases to the award amount or changes in the amount to be disbursed per term (i.e. fall $500/spring $500 – change to fall $1000).

8. **Cancel Award**  
This box should be checked if requesting a scholarship be cancelled for a student. This is typically used when the student does not enroll at UNT for the corresponding term of the award.

9. **Comments**  
This section advises SFAS of additional information specific to individual students. Please remember that you do not need to provide justification to SFAS for your instructions in this section. This section is meant to advise our office how to process your exceptions, appeals, etc. Feel free to use common SFAS acronyms (such as the ones used on this Procedure) to complete this section. Commonly used comments include:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Common Abbreviations</th>
<th>Purpose of Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Scholarship Waiver</td>
<td>CSW</td>
<td>Corresponding CSW Form should be attached to AFP.</td>
</tr>
<tr>
<td>Credit Hour Exception</td>
<td>Disb @ __ UG hrs</td>
<td>Informs SFAS that student is exempt from original credit hour requirement of item type. Scholarships for these students must be disbursed by SFAS manually; SFAS begins working on these after the 12th class day (census) each term. This process typically takes approximately 2-3 weeks/term.</td>
</tr>
<tr>
<td></td>
<td>Disb @ __ GR hrs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disb @ __ total hrs</td>
<td></td>
</tr>
<tr>
<td>Anticipated Spring Award</td>
<td>Ant. Spring=$500</td>
<td>Informs SFAS that the department must review student’s file to determine scholarship eligibility before funds disburse.</td>
</tr>
<tr>
<td></td>
<td>Ant. Summer=$500</td>
<td>Cancellation of one part of a scholarship to students with CSW (example: $500 fall &amp; $500 Ant. spring) will affect their spring CSW eligibility. It is important students are made aware of this when receiving the scholarship.</td>
</tr>
</tbody>
</table>