

ACE Database Scholarship Guide

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1. Intro

The scholarship section of the ACE database allows affiliates to create one or more customized scholarship(s) and enables students to apply from within their profile.

You can determine scholarship open and close dates, choose pre-set questions, and/or create your own custom questions. Affiliate ‘terms of scholarship’ can be uploaded or written in to the application. You can choose to require recommendations or transcripts. Scholarship reviewers can be assigned a unique sub-admin status so they can access only the scholarship applications, keeping student personal info protected. Also, you have several options to download/export scholarship submission materials.

To be eligible for a scholarship, students must be marked “active” in the program status field. Those who are not marked “active” will not see any scholarship applications in their profile.

2. Creating Scholarships

To create a scholarship, go to Scholarships > View Scholarships on the left-hand column of the admin view. Here you can view and manage any existing scholarships or create a new scholarship.

Click on the “create new scholarship” button in the top right.

“**Scholarship Name**” and “**About Scholarship**” fields will appear in the home page section of the profiles of all “active” students within your affiliate when a scholarship is published. If you create multiple scholarships, label these fields appropriately so that students know which scholarship applies to them.

The “**publish date**” is the date that a published scholarship will appear in the student profile. The “**close date**” is the date the scholarship will no longer appear in the student profile. The application will expire at 11:59PM Eastern time the night of the “close date.” The student view of the application explains the close date and close times for each time zone. Ex: EST midnight, CST 11PM, etc. If you are in a non-EST time zone, it would be a good idea to make sure your students understand that the application will close for them **before** midnight.

The first part of each section includes available question fields that are pre-selected by default. These fields are from the original ACE scholarship application. You can choose to include any of these questions/fields you wish. If you do not intend to use a selected question, you must un-select it. You also have the option to make any field required. All of the pre-populated questions are set to required by default, so unselect the box if you don't want a question to be required.

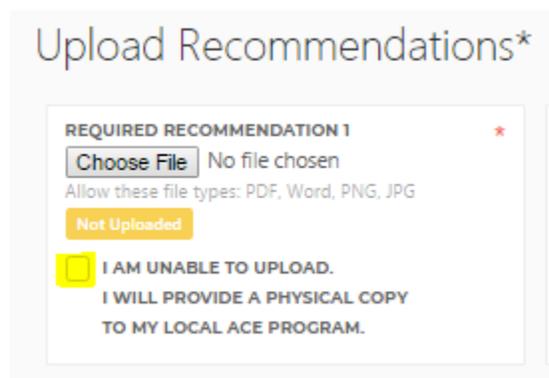
You might notice no questions ask for students' contact info or address. This is a security measure to protect students' personal info. Only database admins with current background checks can access the full student profile which contains contact info. Students will be prompted to update their contact info in their profile at the beginning of the scholarship application.

In the **Scholarship Terms** section, you have the option to include any rules or guidelines specific to your affiliate's scholarship application process. You can upload a PDF document here and/or use the text box for this purpose. You may consider using the text box to explain that students must open the PDF document and read through the terms before progressing through the application.

At the bottom of each section is the **"Custom Form Fields."** Here you can add custom questions of several types: limited text, essay, drop down and check box. Essay questions allow for unlimited text. The custom questions work the same way as the pre-set questions. You also have the option to make any custom field required (or not).

In the **Recommendation** and **Transcript** sections, you have the option to request recommendations or transcripts from applicants. Students can either upload a document in their application or hand the documents in to their affiliate. Accepted file types are PDF, Word, PNG and JPG.

To bypass the required upload field, students can check a box indicating they will submit a paper recommendation to the affiliate. You can use the custom instruction field here and/or the terms of scholarship fields to specify your affiliate's process for submitting these documents. For example, some affiliates require that the recommender send the recommendation directly to the affiliate because they don't want the student to read the recommendation. Others require that students submit recommendations to their team leader.



At the bottom of each page, you will see **"save draft"** and **"publish"** buttons. **Only hit "publish" when you are ready to share the application with all "active" students in your database.** Clicking "save draft"

allows you to save your work and come back to it later. If you hit “publish” before the “open date,” the scholarship will not appear in student profiles until that date. It will disappear from the student profile on the “close date.”

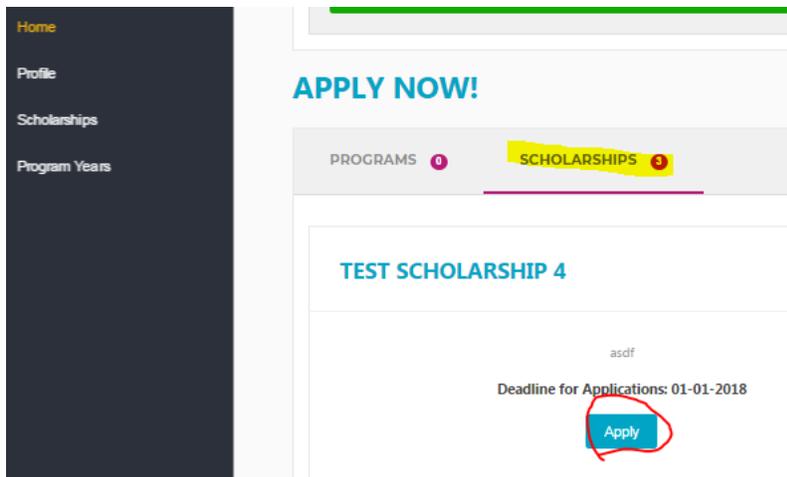
3. Student View of Scholarship Application

Previewing Student Application

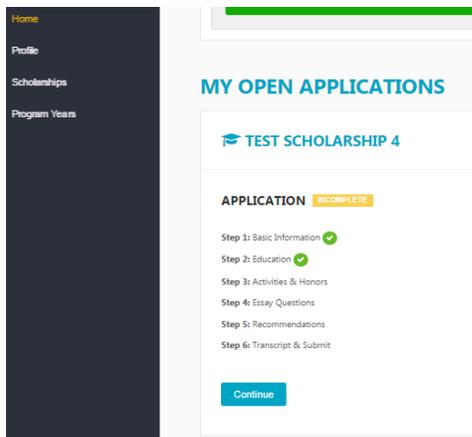
You may want to view the scholarship application from the perspective of an applicant – to make sure it looks ok for students who will have to complete it. To do this, click the blue “**Preview**” button at the bottom right of the screen. This feature allows you to toggle between the scholarship creation module and the student view of the scholarship. You can preview how each question/section will appear to student applicants.

Student Access to Scholarship Application in Profile

“Active” students can access any open scholarship application in the home page of their ACE profile in the “Apply Now!” section in the “Scholarships” tab. However, once they start the application, it will only be accessible from the “Scholarships” section and no longer can be found on the “home” page. Remember, only students marked “active” can access open scholarships.



Students may save their work and return to complete it. Under “My Open Applications” in their home page, they will see which sections are complete and incomplete. Once they hit “submit” on the final page, they will no longer have access to the application.

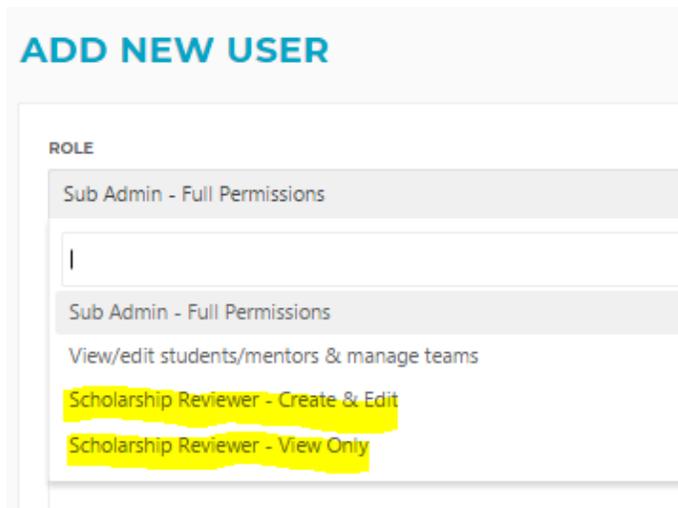


4. Evaluating Completed Scholarships

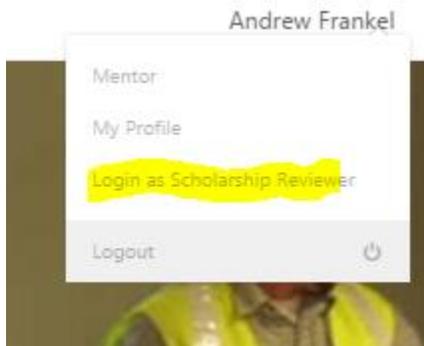
Assigning Scholarship Review Access

Once the scholarship application is “closed,” your affiliate will begin the process of evaluating the submissions to determine award winners. The database makes it easy for multiple reviewers to access all scholarship applications without the need to print hundreds of pages.

Anyone who is going to serve as a scholarship reviewer must first be registered as a mentor/volunteer in the database. At this point, an affiliate admin can assign reviewer(s) permission to view scholarship applications. To do this, an affiliate admin must go to “custom role users,” and select the “add new” button in the top right corner. Under “Role,” select either “Scholarship Reviewer – Create & Edit,” or “Scholarship Reviewer – View Only” under and select the reviewer’s name from the “mentor” dropdown. “Create & Edit” allows the individual to create/edit/delete scholarships. “View Only” status allows the individual to view the scholarships but not edit.



When the reviewer logs into their mentor/volunteer profile, they can switch to scholarship reviewer mode by selecting their name in the top right corner and selecting “Login as Scholarship Reviewer” from the drop-down:



If one of your scholarship reviewers already has sub-admin access, there is no need to assign them as a scholarship reviewer since their existing access level already provides access to the scholarship section. Also, a volunteer cannot be assigned more than one access level at a time. It is good practice to remove the scholarship reviewer access once the scholarship review process has concluded.

Reviewing Scholarships

To review scholarships, under the “action” column, select “view submissions.” This will show all submissions to the scholarship you selected. You have the option to view the submissions here. You can also select “edit” which allows you to make changes to any field and **upload recommendations or transcripts** that may have been submitted by hand or in the mail.

SCHOLARSHIP LIST Create New Scholarship

Welcome to the scholarship creation section of the ACE database! Here you can create one or more unique scholarship application forms that will appear in your students' profiles once they are published. You have the ability to set the open and close dates for each scholarship. Students will be eligible to apply for any of the open scholarships you have published.

Please note that students will only be able to access the scholarship application when their program status is marked "Active" by the team leader or database administrator.

SELECT AFFILIATE: Test Affiliate | SCHOLARSHIP TYPE: All | Search

ID	NAME	AFFILIATE	PROGRAM	SUBMISSION	AWARDED	PUBLISH DATE	END DATE	TYPE	ACTION
23	Test Scholarship 2	Test Affiliate	Program Year 2017-2018	2	0	01-01-2017	01-01-2018	Published	
24	Test Scholarship 3	Test Affiliate	Program Year 2017-2018	0	0	01-01-2017	01-01-2018	Draft	
25	Test Scholarship 4	Test Affiliate	Program Year 2017-2018	1	0	01-01-2017	01-01-2018	Published	

From the list of applicants, you also have the option to **download a PDF of the scholarship along with any attachments the student may have uploaded.** You can also download multiple applications/attachments in bulk in to a zip file.

You also have the option to export a CSV file of all responses for each scholarship. Several affiliates use this method to sort applications for various criteria as well as for internship placements and student quotes for promo materials and grant applications.

Reviewers can also **“approve” or “decline”** each application from the list of applicants. This is designed for internal record-keeping purposes only. Students will not receive any automatic notification when either of these options is selected. Selections in this section may be changed at any time. Scholarships “awarded” and “applied for” are both searchable fields in the student search section of the database.

When final decisions have been made about scholarship applications, the affiliate must notify applicants of the next steps. You are encouraged to view the [scholarship section](#) of the Affiliate Resources section in the ACE Tools site. This section provides disbursement templates and sample terms of scholarship documents as well as many other useful scholarship resources and information.

5. National Scholarships

In program year 2018/19, ACE rolled out a national scholarship feature to manage the generous CMiC -- Allen S. Berg Memorial Scholarship intended to support underrepresented ACE students around the country. This allows us to offer a “national” scholarship for which nominated students may apply across affiliates. Every year, each affiliate (in good standing) has the opportunity to nominate one student who best meets the scholarship’s criteria. Once your affiliate nominates the student, we will add them to the list of eligible applicants, and the scholarship application will appear in their profile, in the same place as the affiliate scholarships.

The national scholarship will function the same as an affiliate scholarship from the student perspective, with terms, a due date, essays, etc.

Affiliate database admins will also be able to see their nominated student’s application once he or she opens and starts it and can upload required documents and preview an applicant’s responses.

6. FAQs

Can mentors/team leaders see scholarships?

Mentors and team leaders do not currently have access to the scholarship section. Team leaders can, however, see which students have applied to which scholarships by exporting the “Scholarship Applied” field from their student list. Additionally, if an affiliate wants a mentor or team leader to have access to all the scholarships for the affiliate, they can assign them the [scholarship reviewer](#) role.

Is there an evaluation form that can be used within the scholarship section?

Because each affiliate has its own method for evaluating scholarships, it was not feasible to create a generic or customizable evaluation form that would be integrated with the database. Therefore, each

affiliate must use its own scholarship evaluation method outside of the database. The [Scholarship section](#) in ACE Tools has some great evaluation templates used by affiliates around the country. It is still highly recommended that all reviewing occurs within the database, keeping printing to a minimum. With the new bulk download feature, all scholarship application materials can be downloaded to a zip file, which can be saved in a cloud-based shared drive and shared with the review committee.

Can the same scholarship be used from year to year?

Yes! In the scholarship list, one “action” item is “duplicate.” This creates a new scholarship using the same questions as the original scholarship. You can “duplicate” last year’s scholarship and connect the new one to the current program year. You may also make changes to the duplicated application if you would like to add or remove any questions.

Can application fields be downloaded in a sortable CSV or Excel file?

Yes! Go to “view submissions,” and then click the blue “Export All (Spreadsheet)” button on the top right.