**Scholarship Administration Procedures, 2024 - 2025**

**2024-2025 Academic Year Award Timeline**

Mid to Late March – Check foundation endowment account payouts, current available balance in endowed and non-endowed accounts used for scholarships, and ASU Workday item type balance report.

**April 1** – Deadline for scholarship selection

**April 10** – Student award notifications, terms of agreement, thank you letters, etc.

**April 26** – Deadline for Spring 2024 award posting and funding transfer requests.

**April 30** – Deadline to send student award notifications, receive signed terms of agreement, donor thank you letters, etc.

**May 6** – Date you can begin submitting Summer 2024/Fall 2024/Spring 2025 **non-endowed account only** funding transfer requests.

**May 20** – Date you can begin submitting Fall 2024/Spring 2025 **endowed account** transfer requests. We have been asked by ASUF not to submit endowed payout funded requests prior to this.

**May 31** – Deadline to post Fall 2024/Spring 2025 awards in peoplesoft and submit funding transfer requests.

**June 3** – Deadline to post Summer 2024 awards in peoplesoft and submit funding transfer requests.

**Mid-July** – Endowment payouts process and funds transfer to item types

**Mid August** – Scholarship disbursement per Student Financial Aid timelines found here: <https://tuition.asu.edu/financial-aid/disbursement>

**Mid-late August** – Check scholarship detail reports and correct errors

**Helpful links:**

* Financial Aid Scholarship Administrators Website: [Scholarship Administrators Resources page](https://scholarships.asu.edu/admins)
* Scholarship Posting Users Guide [DSP User Guide](https://docs.google.com/document/d/1UdrkI4HQmXXW0PzbP90B-N0xbcFnnVL3TVMwWTQTivw/view)
* Requesting Distributed Scholarship Poster Access: [Requesting DSP Access](https://docs.google.com/document/d/1UdrkI4HQmXXW0PzbP90B-N0xbcFnnVL3TVMwWTQTivw/view). Once you have completed DSP training and PeopleSoft access is granted, email Rebecca Magaña with your ASUrite and the posting access level required.
* Online Training:  [Career Edge](https://career-edge.asu.edu/), click “Browse Training” search for “DSP User Training.”
* New Item Type Request form: [Request for New Scholarship Item Type](https://weblogin.asu.edu/cas/login?service=https%3A%2F%2Fscholarships.asu.edu%2Fforms%2Frequest-item-type). List Rebecca Magaña as Primary Contact Email.
* [Scholarship Balance Report](https://docs.google.com/document/d/1e6xREjLZrsL5CnFs3raNYvVTrgjgdJQWAt8kRWzMWvs/edit) in ASU Workday. Request access [here](https://docs.google.com/document/d/1EO0zvBWdsmrK8lGZXV-uURrEHzsWR_EjbNbNaH792DU/edit?skip_itp2_check=true) if needed.
* [Financial Services Stipend Guide](https://www.asu.edu/fs/TaxDept/FS-stipend-guide.pdf). This guide helps ASU departments determine whether to process a stipend payment through the financial management system, student financial system, or payroll system.
* [Taxability of Scholarships.](https://students.asu.edu/polices/taxes-and-aid)

**Information to Remember**

All the student financial aid policies we follow are federally mandated. If ASU fails to do this for even one scholarship, we could lose the ability to process ANY scholarships.

Posting Timeline

* The reason we enter awards on this timeline is to assist with better student outcomes. The earlier student financial aid has award information, the better they are able to advise students on the need for additional loans, amounts due, etc. Accurately knowing how much they will owe in upcoming semesters encourages student enrollment. Families can also plan financially.

Student Privacy

* ASU employees cannot select recipients for scholarships that include a preference for protected classes. This includes race, gender, ethnicity, country of origin, religion, and disability.
  + For these awards, ASU Foundation employees in your unit or development team can make the final selection from the finalist pool.
* Student IDs and other sensitive information should be removed from review documents
* Financial need information should not be shared with external reviewers.
* Privacy should be emphasized to reviewers and conflicts of interest should be avoided.

Non-Degree Students

* If you award a scholarship to a non-degree student, the scholarship office has to manually award these. Please let Rebecca Magaña know if this is the case with any of your awards.

Exceptional Disbursements

* If you enter an exceptional disbursement, be aware these are completed manually by the scholarship office. They generally take 3-5 business days and are usually processed Tuesdays and Thursdays.

Scholarship Application Posting Best Practice

* If posting for endowed scholarships, always check gift agreement to verify amounts, criteria, etc. If you are uncertain about the amount you will have to award in the upcoming cycle, you can use phrases like “award will be at least $X” or “award amount can be up to $Y.”

Student Balances

* When scholarships are disbursed to a student account, the funds first pay any funds owed to ASU. Any remaining amount will be refunded to the student. Scholarships are not intended to connect to specific student expenses or be compensatory. You can refer to the [stipend guide](https://www.asu.edu/fs/TaxDept/FS-stipend-guide.pdf) for more information.
* As a reminder, federally funded awards cannot be applied to past due balances. Private scholarships will.

**Scholarship Award Amounts**

The amounts to be given to students should be decided prior to advertising the scholarship.  The award amount must take into account:

* Endowment Agreement scholarship criteria for specific funding requirements (Fall/Spring, dollar amounts, reinvestment, etc.).
* Funds available for upcoming cycle (see details below).
* You may need to discuss the amount with your Director or other unit administrator – particularly if award amount is significantly different from the previous year, or if there is a large balance in the ASU Foundation spending account (FD320).
* Awards must be in full dollar amounts (no cents).

**NOTE:** If the total available balance in the foundation gift account is significantly more than the award amount stated in the endowment agreement, check the agreement to see if there is guidance regarding this possibility. If not, please work with your Director and Development team to determine an appropriate amount. You should be awarding **ALL AVAILABLE FUNDS** from endowed FD320 accounts.

To calculate ***Spring and Summer 2024*** funds available:

* Check current balance in the Item Type in ASU Workday:
  + Run the [Scholarship Balance Report](https://docs.google.com/document/d/1e6xREjLZrsL5CnFs3raNYvVTrgjgdJQWAt8kRWzMWvs/edit) in ASU Workday. Request access [here](https://docs.google.com/document/d/1EO0zvBWdsmrK8lGZXV-uURrEHzsWR_EjbNbNaH792DU/edit?skip_itp2_check=true) if needed.
    - Open Scholarship Balance Report, found under Department Reports.
    - In Worktag field, enter Item Type (must include GF in front of Item Type).
    - Ending Balance After Reserve will show available funds. This does not consider funds awarded but not yet disbursed.
* Check available/spendable cash balance in the ASU Foundation account using the Gift Inquiry report in ASU Foundation Workday.

To calculate ***Fall 2024 and Spring 2025*** funds available:

* Check current balance in the Item Type by running the ASU Workday Scholarship Balance Report (see above).
* For non-endowed scholarships (FD300) run Gift Inquiry report in ASU Foundation Workday to check available/spendable cash balance in the ASU Foundation account.
* For endowed scholarships (FD320), use the Summary Balance Sheet and Income Statement report in ASU Foundation Workday to check the July 1, 2024 payout amount.
  + The FY25/July 1, 2024 payout amount generally can be found on the Summary Balance Sheet and Income Statement report by mid-March. It is listed in the row “other investment change” under the FD320 column.
  + Use prior year payout as an approximation if accrued payout amount is not yet listed.
  + The total available to award is the available/spendable cash balance **PLUS** the FY25 Endowment payout **PLUS** any remaining amount in the scholarship item type. As a reminder, any funds listed as pledges receivable DO NOT COUNT TOWARD THIS TOTAL.

**Scholarship Posting Deadlines**

***Spring and Summer 2024***

* Post these awards as soon as possible.
* Spring awards must be posted in PeopleSoft and funding transfers requested by **April 26th** prior to the end of the semester.
* Summer awards must be posted in PeopleSoft and funding transfers requested by **May 31st**.
* In the Supplier Invoice Field in the SIR header, include the award term, i.e., Spring 24, Summer 24, Fall 24/Spring 25, Spring 25.

***Fall 2024 and Spring 2025***

* **Friday, May 31st** To allow time for College level review and approval, please have Fall 2024 and Spring 2025 scholarship awards posted in PeopleSoft and funding transfers requested by this date.  ASUF has requested we not post these before May 20th.
* Please request any exceptions to this deadline as soon as possible by emailing Rebecca Magaña.
* In the Supplier Invoice Field in the SIR header, include the award term, i.e. Spring 24, Summer 24, Fall 24/Spring 25, Spring 25.
* If you are requesting an amount less than the full payout balance, include the reason in the internal memo field at the bottom of the SIR.

**Scholarship Posting Process**

In order for awards to be approved, the following two items must be completed. **No awards will be reviewed or approved without them**.

1. ***Post PeopleSoft*** **award**: includes student name, ASU ID, dollar amount for each term. Complete the ‘IFAS Account’ field with: ASU Foundation Workday Gift account number or ASU Workday Program/Grant/Gift account number.
2. ***Submit Funding Transfer Requests:***
3. For ASU Foundation account funds, process a Supplier Invoice Request to the ASU Scholarship Office.
   1. All memo fields must have GF followed by 12-digit scholarship item type. This means the memo field in the header and service line(s).
   2. Email to Rebecca, as **one combined PDF** per scholarship (include unit name in subject line, one email with multiple scholarships is fine):
      1. Name the PDF as SIR#\_unit\_scholarship name, i.e. SIR-005672\_SGSUP\_Kihl
      2. A PDF of the Workday Scholarship Disbursement SIR document
      3. A PDF of the Summary Balance Sheet and Income Statement report (only needed if using endowment payout funds)
      4. A PDF of the Gift Inquiry report
      5. A PDF of the scholarship item type balance report (only needed if using existing item type balance).

These should be combined into **one** pdf per SIR in the above order. You do not need to send a separate email for each SIR. You can process and send all at once.

* 1. If Summary Balance sheet shows a payout, transfers *can* be requested for Fall 2024/Spring 2025 awards.
  2. For ASU Endowment accounts (FD340), NO Workday transfer SIR is needed but you must provide a pdf of the Summary Balance Sheet/Income Statement to verify amount availability (ASU completes transfer).

1. For funds from your department's ASU Workday CC/Program:
   1. Email [ScholarshipTransferRequest@exchange.asu.edu](mailto:ScholarshipTransferRequest@exchange.asu.edu) with your ASU Workday Cost Center and Program/Gift to request a transfer of funds to the appropriate Item Type. Copy Rebecca Magaña on this email.

**Scholarship Recipient Process**

* Scholarship recipients should be notified prior to the award being posted in PeopleSoft
* All scholarship recipients must submit a ‘Terms of Agreement.’ Completed ‘Terms of Agreement’ should be kept on file in the academic unit.
* All scholarship recipients should submit a ‘donor thank you letter.’ Recipient thank you letters should be sent to the applicable College Development Officer who will share them with the donor.

**Scholarship Posting Follow Up**

* Assuming the item type has been funded, scholarships are disbursed 7-10 days before the beginning of the term/or class start date if dynamic class.
* Regularly check to ensure that funds have been transferred and disbursed.  At a minimum it is recommended that you check on the 1st day of classes each semester. You should also check mid-way or at the end of the semester if additional awards have been posted. To do this, you can use the Scholarship Detail report in PeopleSoft to verify awards have been disbursed to students. Instructions for this report are in the [DSP User Guide](https://docs.google.com/document/d/1UdrkI4HQmXXW0PzbP90B-N0xbcFnnVL3TVMwWTQTivw/view).
* If an award has not disbursed, you need to investigate and resolve any problems.  The most common reasons for this are:
  + Insufficient funds in the item type.
    - If the full amount of a funding transfer is not available in the item type, this may be the result of a 5% unrestricted fee error. You can check for this using the [Scholarship Balance Report](https://docs.google.com/document/d/1e6xREjLZrsL5CnFs3raNYvVTrgjgdJQWAt8kRWzMWvs/edit) in ASU Workday. If you discover a 5% unrestricted fee charged to an Item Type, send an e-mail to [Scholarship Transfer Request](mailto:ScholarshipTransferRequest@exchange.asu.edu), and someone will research and work to correct the issue.
  + Student not enrolled during award term. Student must be enrolled in **at least** one credit hour during award period.
  + Student enrolled fewer hours than what is considered full time (even if the item type allows less than full time). Please process an Exceptional Disbursement for the award.
* Any problems, contact Rebecca first, NOT the scholarship office.