



WAYNE STATE  
UNIVERSITY


WSU Scholarship Universe  
Approving awards

# What is WSU ScholarshipUniverse?

- A platform for students to apply for WSU and external scholarships
  - More intuitive and user friendly to match eligible students to awards
  - Automated communications that include a text messaging option
  - Vetted external scholarships that will match based on the student profile
  - Different award cycles for students in programs with different start dates
- Students match to scholarships and complete any necessary applications



ScholarshipUniverse Login



WAYNE STATE  
UNIVERSITY


**Welcome to WSU ScholarshipUniverse**  
WSU ScholarshipUniverse connects Wayne State University students to internal and external scholarship opportunities

We are working behind the scenes to get all the WSU scholarships added to this new database.

Please check back soon for more opportunities to apply for awards!

Current and admitted Wayne State University students can [log in](#) to search and apply for scholarships

Sort: Alpha: A-Z Filter

 **Adamany End Fd Pathways to Teaching**

AMOUNT  
**Varies**

ORGANIZATION  
College of Education

APPLY BETWEEN  
10/1/2022 - 3/1/2023

View

# Award process

## Review

- Candidates
- Application materials
- Donor preferences

Select best student for the award

## Review

## Award

## Approve

## Award

- Determine how much each selected student will receive

## Approve

- Sign off on the selected students and the amounts they have been awarded



# Approval is the final award check

- Approval is the final check to ensure
  - Correct amount of the award
  - For each selected student
- The approver cannot be the same person that awarded the candidate



# Find the awards ready for approval

There are two ways to see the awards ready for approval

- Click the tile from the dashboard, or
- Go to Award > Manage Awards

Dashboard  
Last Updated: 12 mins ago

0 Completed Scholarships	1 Cycles Closing
90 Create Pools	0 Review Applicants
0 Rounds Completed	536 Scholarships to Award
1 Awards to Approve	

Award

Award Views	Manage Awards
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# Options to see the awards

You can view the awards by:

- Award pool
- Scholarship name
- Fund code

Dashboard > Award > Manage Awards

## Manage Awards

Approve | Notify Awards | Pending Student Action | Notify Non-Awarded | Cancelled | Completed

All Pools | All Organizations | All Award Years | All Fund Codes


All Scholarships | All Departments | All Tags

Search StudentID

Search Name

Approve Deny

# Approving

- Either select individual students or use the top box to select the entire list
- Review and click Approve 

## Manage Awards

Approve Notify Awards Pending Student Action Notify Non-Awarded Cancelled Completed

All Pools  All Organizations  All Award Years  All Fund Codes

Leon Atchison Endowed Scholarship  All Departments  All Tags

Search StudentID  Search Name

<input type="checkbox"/>	Student ID	Name	Award Amount	Scholarship	Award Year	Organization	Department	Tags
<input type="checkbox"/>	[REDACTED]	[REDACTED]	\$1,000.00	Leon Atchison Endowed Scholarship	2023-2024	Office of Student Financial Aid		

1 25 Items per page 1 - 1 of 1 Items



# Deny the award

- Select the candidate(s) and click the Deny button to remove the award
- Note your reason for the denial
- Funds will be added back into the amount available to award



## Confirm Removal

Removing the award will return the funds to the available budget awarding to another student. Please provide a reason for the removal.

• Reason for Removal

Cancel Confirm





# Changing the award amount

Click on the dollar amount of the award to change the amount

**Leon Atchison Endowed Scholarship**  
(2023-2024)

Total Awarded: \$1,000.00  
Remaining Budget: \$2,472.00 ^

Fall 2023:	\$ 500.00	▲▼	Comments...
Winter 2024:	\$ 500.00	▲▼	Comments...

Cancel Save



# The approval process is complete – High Fives!

## OSFA will

- **Notify the recipient**
  - Notification will include scholarship name, award amount and academic year
  - The Department may also notify the scholarship recipient
- **Post the award in Banner**



# More information on our website for scholarship managers

[wayne.edu/scholarships/mangement/training](https://wayne.edu/scholarships/mangement/training)

[wayne.edu/scholarships/mangement/faq](https://wayne.edu/scholarships/mangement/faq)

## How do I request access to review and make scholarship awards?

Access can be requested by the **Department Business Manager** or other person authorized by the Dean/Director to grant access to student personal information for the purposes of awarding WSU scholarships.

As we prepare for the upcoming 2024-25 scholarship award cycle, **we have renewed the ScholarshipUniverse access for the staff you requested for the 2023-24 year who are still listed within your unit. If you have changes, please use form linked below to remove or add access as needed. If there are no changes, there is no need to fill out a new form.**

[2024-25 ScholarshipUniverse Access Request Form](#) - use for changes or to add new users

Home > Scholarships > FAQs

## FAQs

### Can you tell me more about WSU ScholarshipUniverse?

The Office of Student Financial Aid is excited to introduce [WSU ScholarshipUniverse](#), a new platform that offers more options for students and staff.

- Matching tools that are more intuitive and user friendly
- Different award cycles when needed to attract students in programs v

• Scholarships that will match based on the student's profile

• Notifications that includes text messaging options

• Notifications are being loaded in the database and we will continue until all a

• Available now for students and staff to use for the 2023-24 academic ye

• Meetings with each area to show you the functions and options before av

[ScholarshipUniverse training in Academic](#)

[FAQs for students](#)

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# Questions?

- **School/College/Department staff** can contact us at [scholarshipmanagement@wayne.edu](mailto:scholarshipmanagement@wayne.edu)
- **Students** can reach us at [studentservice@wayne.edu](mailto:studentservice@wayne.edu)

