Introduction

The processing of scholarship awards in OSU ScholarDollars and GRS (The Foundation Reimbursement System) relies on two roles:

1) Initiator/Originator: This role is responsible for awarding a student(s). Whoever is assigned this role is authorized to add the correct scholarship award amounts and term distribution of scholarship awards to student records within ScholarDollars

2) Approver/Signer: This role verifies/approves the scholarship award amounts and the term distribution of scholarship awards for a student(s) in ScholarDollars before the student is notified of their scholarship award

The information presented in this guide is relevant only to those with the Approver/Signer role. If you need Approver/Signer access, please contact the OSU Scholarship Office at ScholarDollars@oregonstate.edu to request assistance.

After a scholarship award is loaded to ScholarDollars by an Initiator/Originator, it also must be approved by an authorized Approver/Signer in the system. As the authorized Approver/Signer, you will receive an email notification after an award is loaded (see screenshot below). This email will prompt you to log into ScholarDollars to review and approve the scholarship award.

How to Approve/Deny a Scholarship Award

Once logged into ScholarDollars, navigate to the approval landing page by clicking on Award > Manage Awards
OR click on the Awards to Approve tile on your dashboard.

Once you are on the landing page, you can APPROVE or DENY some or all of the scholarship awards.

To APPROVE scholarship awards:

1) Select all or some scholarship awards and students to approve.
2) Click the APPROVE button (this action is the same as being the signer on a payment sheet in GRS).
3) This completes the approval process.
To DENY scholarship awards:

1) Select all or some scholarship awards and students to deny.
2) Click the DENY button (this action is the same as being the signer on a payment sheet in GRS). [See Screenshot 1 below]
3) When you click the DENY button, you will be presented with a pop-up screen that requires you to enter a comment explaining why the award is being denied. [See Screenshot 2 below]
   a. The field requires at least 2 characters. If you do not wish to enter a comment, you may type “N/A” then press the Confirm button.
   b. If you wish to enter an explanation, this comment will be shared with the Initiator/Originator in the email they receive notifying them that the scholarship for that student has been denied.
4) This completes the denial process, and the Initiator/Originator will receive a notification, as mentioned above, from the system that a scholarship(s) has been denied.

Screenshot 1