Graduate Research (HDR) Scholarship Appointment

Initiate

form

Review

form

RAO Quick Guide

JTS

The Scholarship Appointment Form (SAF) facilitates requests for new, replacement or top-up scholarships for new or existing students.

Principal Superviso • RAO Faculty HDR Team (RA)

The information in this User Guide is fictitious and intended solely for demonstration.

Reviewing a scholarship appointment form

- You received an email requesting that you review a scholarship appointment form. Note the **bolded** 1. comments in the email and click the link to the scholarship form on Salesforce
- 2. You may need to log into Salesforce first at https://utsadmin.lightning.force.com/ . If you need help logging into Salesforce, contact your Faculty HDR Team.
- Review the student information, including load. 3.

JTS ID 12629136	Contact Name Testmonisha Varghese	Contact Email tester3uts@gmail.com		Course PhD	Course C020	e Cd Faculty 56 Scienc
>	~	Σ	~		Σ	RAO
Details	History					
∨ Case In	formation					
Request Number 03497395						Request Owner
Status RAO					/	Load Category Part Time

Approve

scholarship

Complete

scholarship

• GRS

- 4. Review the scholarship details by clicking the first "Scholarship Appointment PDF" in the "Attachments" list. There may be other attachments, e.g. principal supervisor approval, account holder approval, etc, that you need to review.
- 5. Alternatively, review the scholarship and funding information separately by clic the links of the "details" names in the "Scholarship Application Details" list. The be more than one funding source for a scholarship. Click the browser back but return to the scholarship overview page.
- 6. To approve the request:
 - Click "Approve", enter your comments and click "Next". a.
 - b. The request will be sent to GRS for finalisation.
- 7. If you are not ready to approve the request and need more information or information to be changed:
 - Click "Request more information", enter your comments and a. click "Next".
 - The request will be sent to the Faculty HDR Team (RA) to b. provide or change the information.
 - Once the Faculty HDR Team (RA) has addressed your comment, the request will return to C. you for approval.

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	Funding Details 1						
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Request more information							
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scholarship appointment	form (SAF) is awaiting your review.						
at would you like to do?							
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Attachments (1)

Scholarship Appointment PDF

08/03/2024 • 49KB • pdf