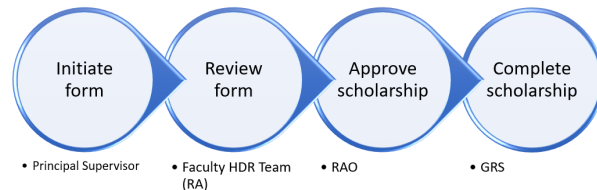# Graduate Research (HDR) Scholarship Appointment

RAO Quick Guide

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


- Initiate form — Principal Supervisor
- Review form — Faculty HDR Team (RA)
- Approve scholarship — RAO
- Complete scholarship — GRS

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

Reviewing a scholarship appointment form

1. You received an email requesting that you review a scholarship appointment form. Note the **bolded 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.

3. Review the student information, including load.
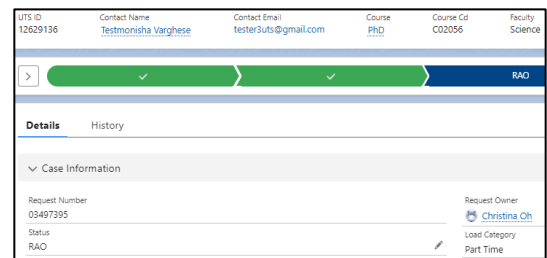
4. Review the scholarship details by clicking the first "Scholarship Appointment PDF" in the "Attachments" list. There may be other attachments, e.g. principal supervisor approval, account holder approval, etc, that you need to review.

5. Alternatively, review the scholarship and funding information separately by clicking on the links of the "details" names in the "Scholarship Application Details" list. There may be more than one funding source for a scholarship. Click the browser back button to return to the scholarship overview page.
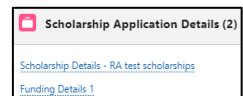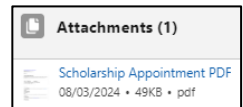
6. To approve the request:

   a. Click "Approve", enter your comments and click "Next".

   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:

   a. Click "Request more information", enter your comments and click "Next".

   b. The request will be sent to the Faculty HDR Team (RA) to provide or change the information.

   c. Once the Faculty HDR Team (RA) has addressed your comment, the request will return to you for approval.