

Graduate Research (HDR) Scholarship Appointment

Principal Supervisor Quick Guide

A. Initiating and submitting a scholarship appointment form

1. Log onto Salesforce <https://utsadmin.lightning.force.com/>
2. Start the scholarship appointment form (top right-hand corner).
3. Select the student.
4. Select the course.
5. Select the scholarship load.
6. Enter the scholarship details.
7. Enter the scholarship funding details by selecting the number of funding sources.
8. Enter the scholarship funding details for all funding sources.
9. Attach the required supporting documents.
10. After submitting the form, the Faculty HDR Team will review the scholarship request.

B. Responding to the Faculty HDR Team's (RA) comments

1. If the Faculty HDR Team needs more information about the scholarship, you will receive an email notification requesting you to review a scholarship appointment form.
2. Note the bolded comments, click the link and log into Salesforce.
3. Depending on the RA's request, you can change:
 - a. Change the load category on the scholarship overview page and "Save" the changes.
 - b. Change the scholarship details by clicking "Edit" on the "Scholarships Details" and "Save" the changes.
 - c. Change the funding details by clicking "Edit" on the relevant "Funding Details" and "Save" the changes.
 - d. Attach additional documents by clicking "Upload Files" and attach the document.
4. Once you have updated or uploaded the requested information, select "Research Admin (RA)", enter your message addressing the RA's comments and click "Next" to submit the change.