

## \*DEFINE—Scholarship/Fellowship & Cash Prize Cheat Sheet

Using Scholarship/Fellowship Functionality in FRMS: This table shows where to complete scholarship/fellowship and cash prize-related actions previously available in \*DEFINE.

Questions	*DEFINE Process/Action	FRMS Scholarship/Fellowship Functionality
How do I create a new scholarship?	On the *DEFINE SS1 command, you typed NEW in the Action field.	In FRMS, you will go to the <b>Create</b> page and click <b>I, (your name), confirm that this payment meets the above conditions.</b>
What <b>types of payments cannot be made</b> using the Scholarship/Fellowship System?	In *DEFINE, a message displayed at the top of the Section 1 compliance screen and directed you to the OV2 command for services or the VP2 command for reimbursement.	In FRMS, on the Create page, click <b>This payment does not meet the above conditions. Now what?</b> to see how to process payments for services, reimbursements, and work-related cash prizes for employees.
How will I know if a recipient has a <b>Payee Information Form (PIF) on file</b> ?	In *DEFINE, you looked on the PS1 screen using the recipient's UT EID in the ID Number field and typed an X in the Entity Detail field.	When you click <b>Save and Verify</b> or <b>Save and Finish</b> , the system will audit for a PIF. The scholarship/fellowship will not final approve if a PIF is not on file.
When do I have to send a <b>letter of intent for check pickup</b> ?	In *DEFINE, you typed X in the Check Pick Up field in Section 4 of the SS1. Then a letter of intent had to be sent from the department for any type of check pickup, whether by a third party or by the recipient.	In FRMS, no letter of intent will be necessary for recipient check pickup. <b>A letter of intent will only be necessary for third-party check pickup.</b>
<b>How many accounts</b> may I use to pay a scholarship?	In *DEFINE, you chose one account and entered that account number in Section 2 of the SS1 document.	In FRMS, you will be able to enter <b>up to ten accounts</b> in the <b>Accounts</b> section by entering an account, an amount to pay, and clicking <b>Add Account</b> .
Where do I enter <b>department codes</b> ?	In *DEFINE, you entered department codes in Section 6 of the SS1 document.	In FRMS, you will enter the account number and click <b>Save and Verify</b> or <b>Save and Finish</b> . In the <b>Accounts</b> section, click <b>Department Codes</b> , and a pop-up window will appear.
How do I find out what the <b>donor criteria</b> are for scholarships/fellowships paid from 30-accounts?	In *DEFINE, you went to the GB1 command and typed X in the "Mark for Donor Criteria" field near the top of the screen, or you went to the Criteria page for the endowment within VIP Direct.	In FRMS, in the Accounts section, click <b>Donor Criteria</b> , which will display the required, preferred, and full donor criteria in a pop-up window.
How do I <b>schedule payments manually</b> ?	In *DEFINE, you scheduled payment amounts and dates in Section 4 of the SS1 document.	In FRMS, you will be able to <b>add multiple payments per account</b> in the <b>Payment Schedule</b> section.
Where can I indicate <b>which semester a payment applies to</b> ?	In *DEFINE, the payment always applied to the semester in which it was paid.	In FRMS, you will <b>choose the semester to which a payment should apply</b> in the <b>Payment Schedule</b> . This can be different than the semester in which the payment goes out.
How do I <b>schedule payments automatically</b> ?	In *DEFINE, you scheduled automatic payments in Section 4 of the SS1 document by typing X on the line in Section 4 to select automatic scheduling.	In FRMS, you will select the automatic payment scheduling feature in the <b>Payment Schedule</b> . Then you will select a frequency of payments (by semester or monthly) and a start date. For monthly payments, you will also select a number of payments.

Questions	*DEFINE Process/Action	FRMS Assignment Functionality
How will I know if funds were withheld from a payment due to bars on the recipient's account?	In *DEFINE, the recipient received an e-mail stating that funds were withheld, and you could check fund distribution on the RP6 screen after the payment was made.	In FRMS, you will be able to view the amount withheld in the Scholarship tab or the Document tab of a paying scholarship/fellowship. <b>The Payment Schedule will display the amount withheld in the Bar column.</b>
If a recipient does not have to register for any classes, what do I have to do to ensure the payment goes out?	In *DEFINE, two sets of notes had to be added to the document, and "Route to Scholarship" had to be selected on the cover sheet.	In FRMS, you will designate the required registration level in the <b>Registration Requirements section</b> during creation of the document.
How do I allow the recipient to receive the first payment even if they are not yet registered?	In *DEFINE, two sets of notes had to be added to the document, and "Route to Scholarship" had to be selected on the cover sheet.	In FRMS, go to the <b>Registration Requirements section</b> during creation of the document and check the box that reads, "The recipient does not have to be registered for the first payment."
We held a public competition. How do I process a cash prize for a student or a non-work related cash prize for an employee?	In *DEFINE, you processed a VP2 document.	In FRMS, you will go to the <b>Purpose of Payment section</b> during creation of the document and answer yes to the question, "Is this a cash prize as a result of a public competition?"
Where do I add comments about a scholarship?	In *DEFINE, you typed award comments into Section 5 of the SS1 document. You could also add Document Notes by entering NOT in the Action field of the SS1 cover page and adding notes in the *DEFINE screen that appeared.	In FRMS, you can add comments to each scholarship as it is created. You may also add comments to each <b>Modify Scholarship</b> you create. <b>All comments can be viewed</b> in the Scholarship tab, which shows the current status of a final approved scholarship. Authorized users will be able to <b>add comments to the scholarship through direct updates.</b>
What fields can I update directly?	In *DEFINE, you could change the dates of the payment(s). Any other changes required you to create an SSA.	In FRMS, several fields can be updated directly, including <b>payment status; payment amount and account combination</b> (the total per account must be the same); <b>scheduled date</b> (not in the past and within the fiscal year); <b>semester; distribution method;</b> and adding scholarship <b>comments.</b>
How can I modify a scholarship/fellowship, and what can I change?	In *DEFINE, you could create an SSA to change the registration requirement, decrease the award amount, or cancel the payment if the SS1 had not paid yet.	In FRMS, you can create a <b>Modify Scholarship</b> document to increase or decrease the amount of scholarship/fellowship and change the account number.
How can I search for scholarships/fellowships?	In *DEFINE, you searched for SS1/SSA and SS2/SSB documents using the SLM commands.	In FRMS, you can search for SS1/SSA and SS2/SSB documents using the <b>Search or Quick Search</b> functionality.

### Where can I find assistance with the Scholarship/Fellowship System?

- Training classes: DE 601 Scholarship/Fellowship Training: <https://utdirect.utexas.edu/txclass/index.WBX>
- askUS: <https://austin-utexas.custhelp.com>
- Scholarship Desk: [Oa.scholarshipdesk@austin.utexas.edu](mailto:Oa.scholarshipdesk@austin.utexas.edu)