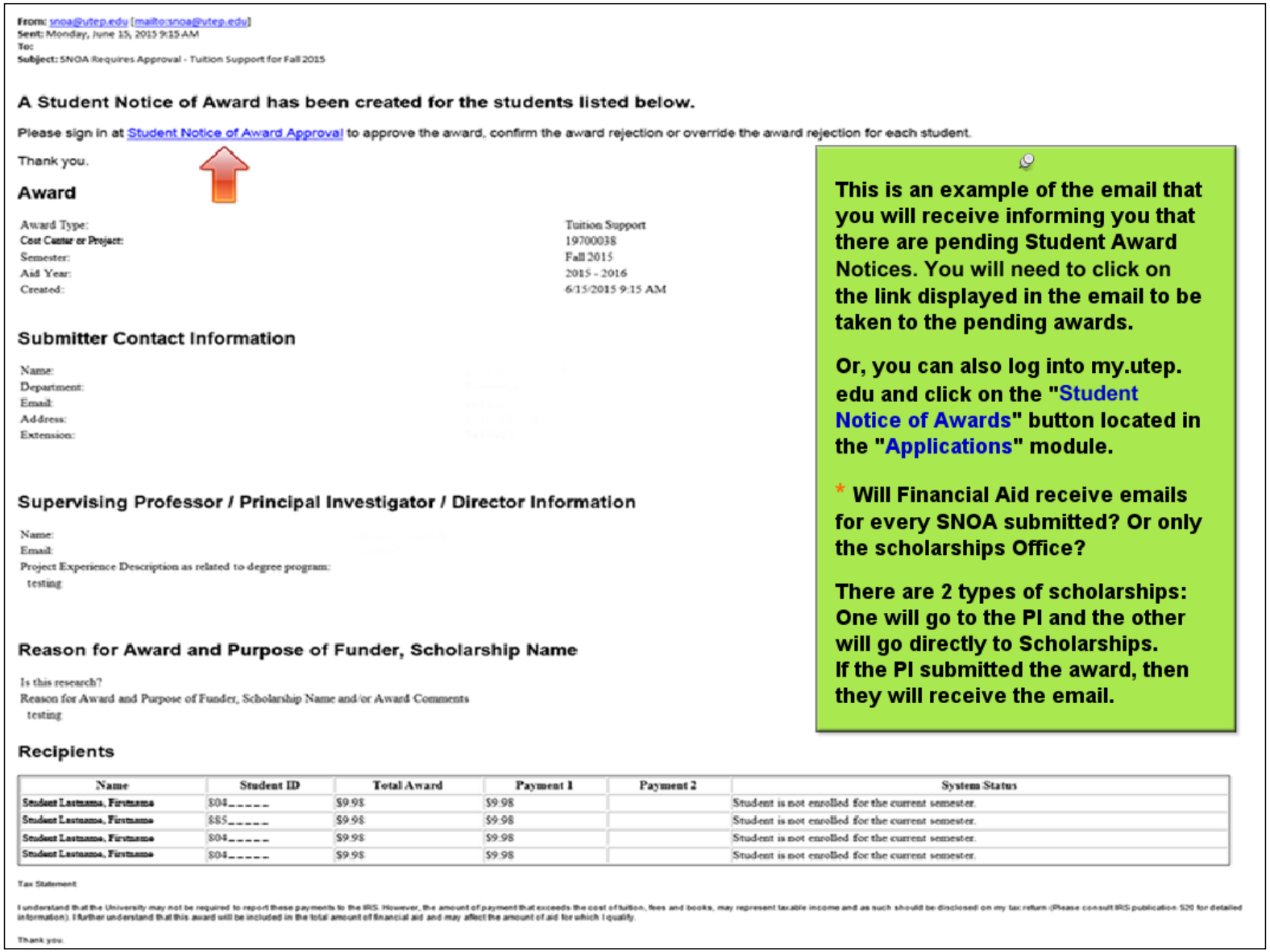
Principal Investigator (PI)

Student Notice of Awards Tutorial (SNOA)

Help Tutorial for
"Approve, Override and Reject Awards"
and "Approval History"

Student Notice of Awards Creator Tutorial



From: snoa@utep.edu [mailto:snoa@utep.edu]
Sent: Monday, June 15, 2015 9:15 AM
To:
Subject: SNOA Requires Approval - Tuition Support for Fall 2015

A Student Notice of Award has been created for the students listed below.

Please sign in at Student Notice of Award Approval to approve the award, confirm the award rejection or override the award rejection for each student.

Thank you.

Award

Award Type:	Tuition Support
Cost Center or Project:	19700038
Semester:	Fall 2015
Aid Year:	2015 - 2016
Created:	6/15/2015 9:15 AM

Submitter Contact Information

Name:
Department:
Email:
Address:
Extension:

Supervising Professor / Principal Investigator / Director Information

Name:
Email:
Project Experience Description as related to degree program:
testing

Reason for Award and Purpose of Funder, Scholarship Name

Is this research?
Reason for Award and Purpose of Funder, Scholarship Name and/or Award Comments
testing

Recipients

Name	Student ID	Total Award	Payment 1	Payment 2	System Status
Student Lastname, Firstname	804_____	$9.98	$9.98		Student is not enrolled for the current semester.
Student Lastname, Firstname	885_____	$9.98	$9.98		Student is not enrolled for the current semester.
Student Lastname, Firstname	804_____	$9.98	$9.98		Student is not enrolled for the current semester.
Student Lastname, Firstname	804_____	$9.98	$9.98		Student is not enrolled for the current semester.

Tax Statement

I understand that the University may not be required to report these payments to the IRS. However, the amount of payment that exceeds the cost of tuition, fees and books, may represent taxable income and as such should be disclosed on my tax return (Please consult IRS publication 520 for detailed information). I further understand that this award will be included in the total amount of financial aid and may affect the amount of aid for which I qualify.

Thank you.

This is an example of the email that you will receive informing you that there are pending Student Award Notices. You will need to click on the link displayed in the email to be taken to the pending awards.

Or, you can also log into my.utep.edu and click on the "Student Notice of Awards" button located in the "Applications" module.

*** Will Financial Aid receive emails for every SNOA submitted? Or only the scholarships Office?**

There are 2 types of scholarships: One will go to the PI and the other will go directly to Scholarships. If the PI submitted the award, then they will receive the email.

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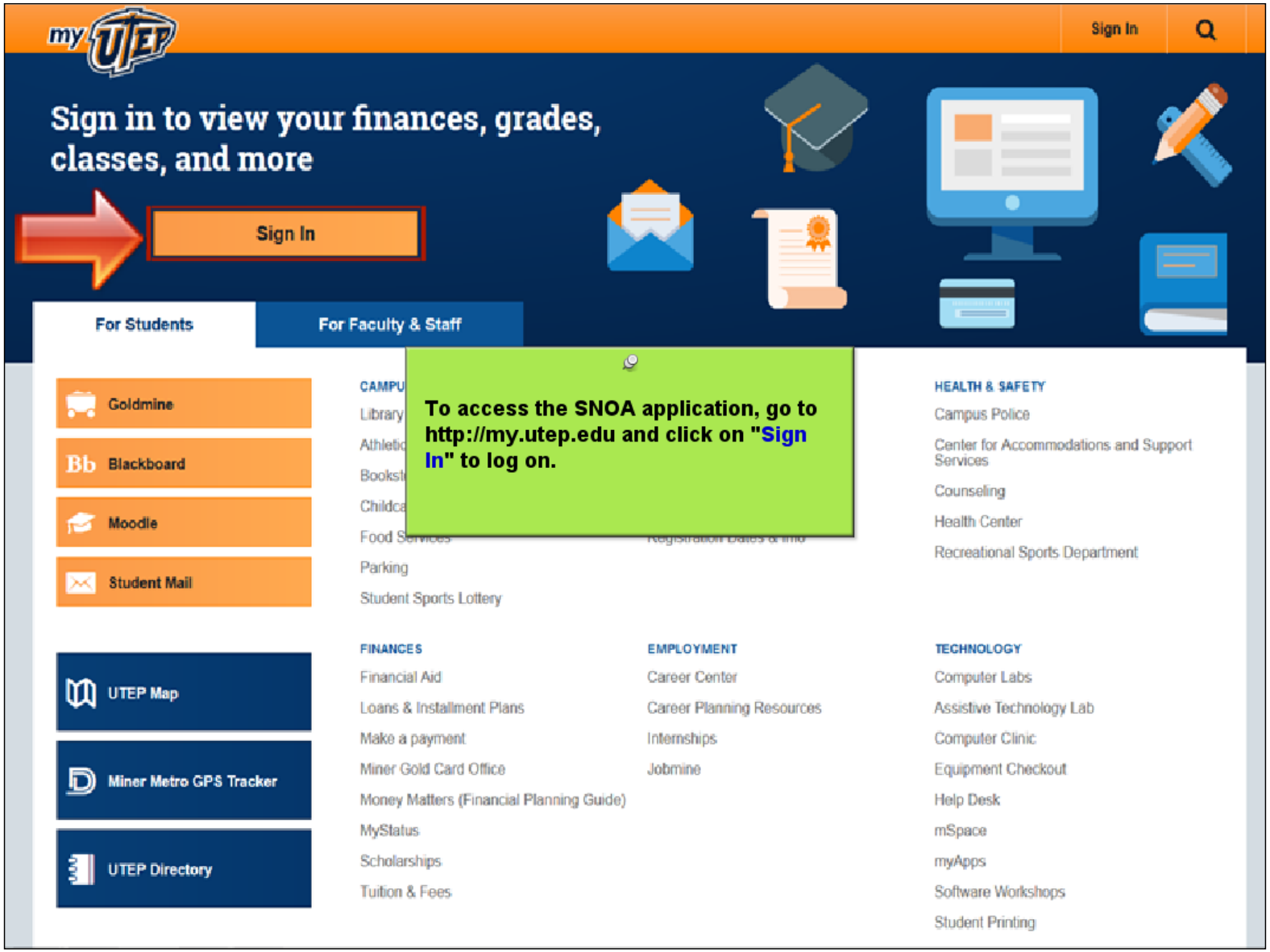

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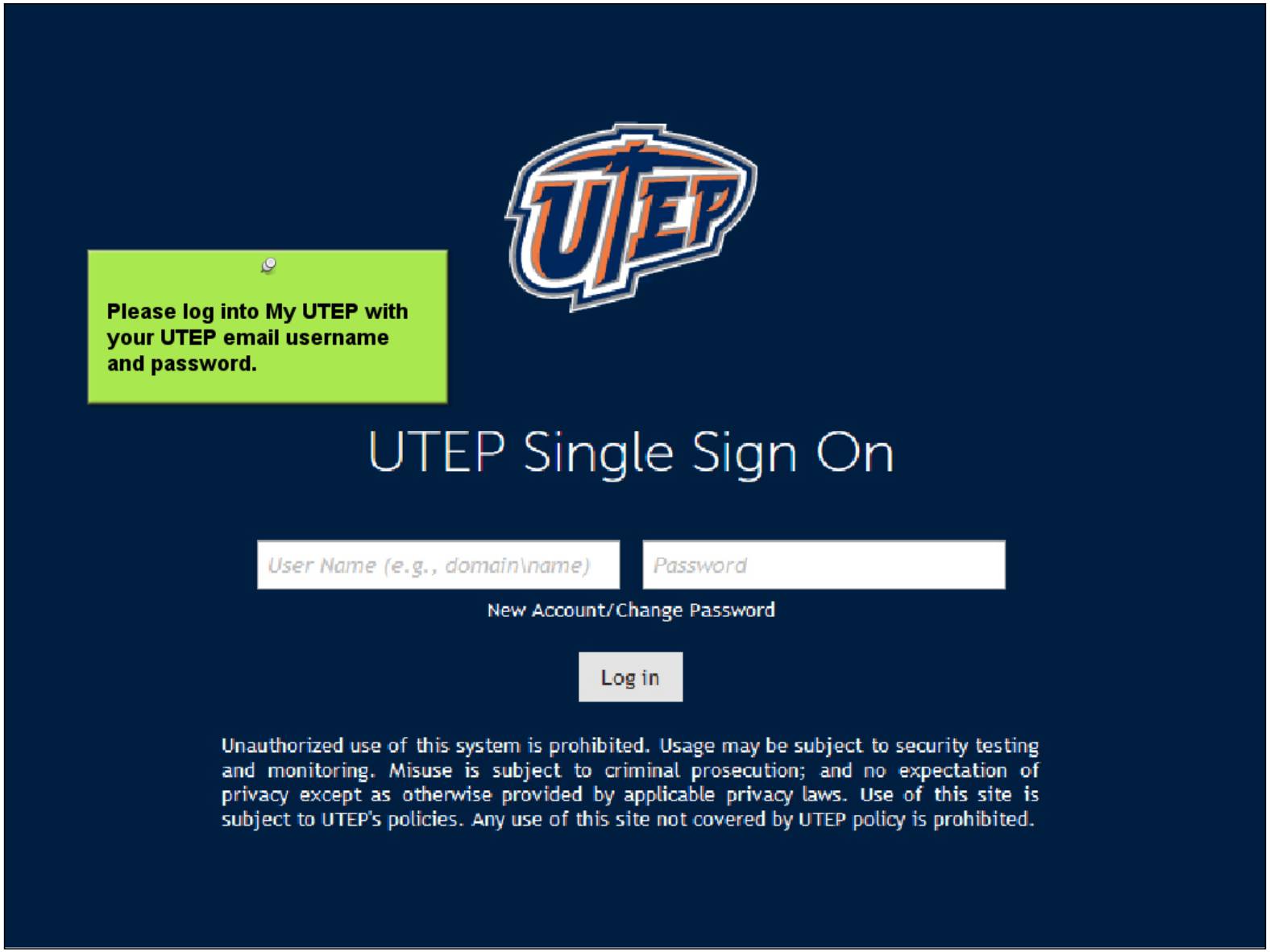

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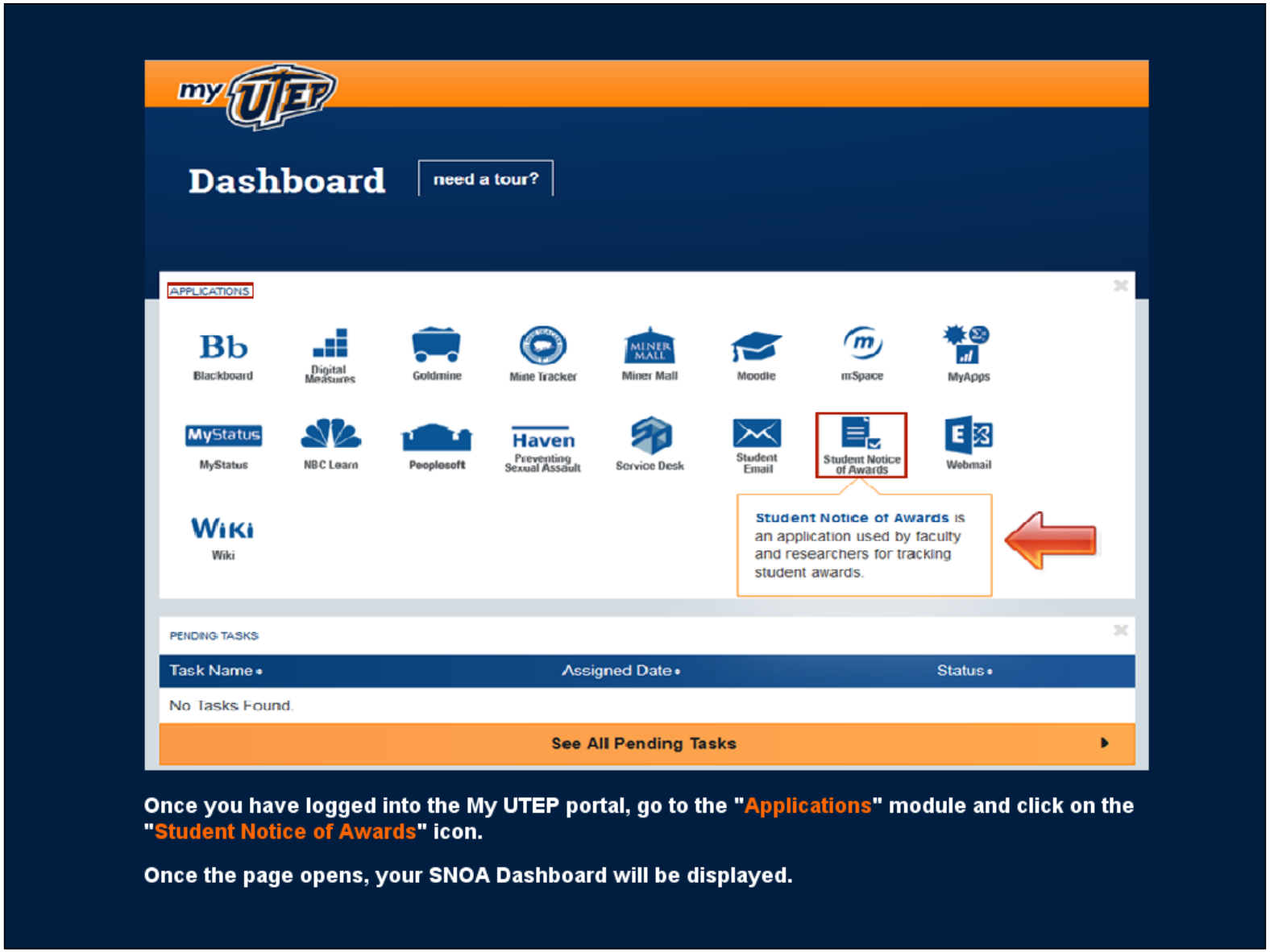

Once you have logged into the My UTEP portal, go to the "Applications" module and click on the "Student Notice of Awards" icon.

Once the page opens, your SNOA Dashboard will be displayed.

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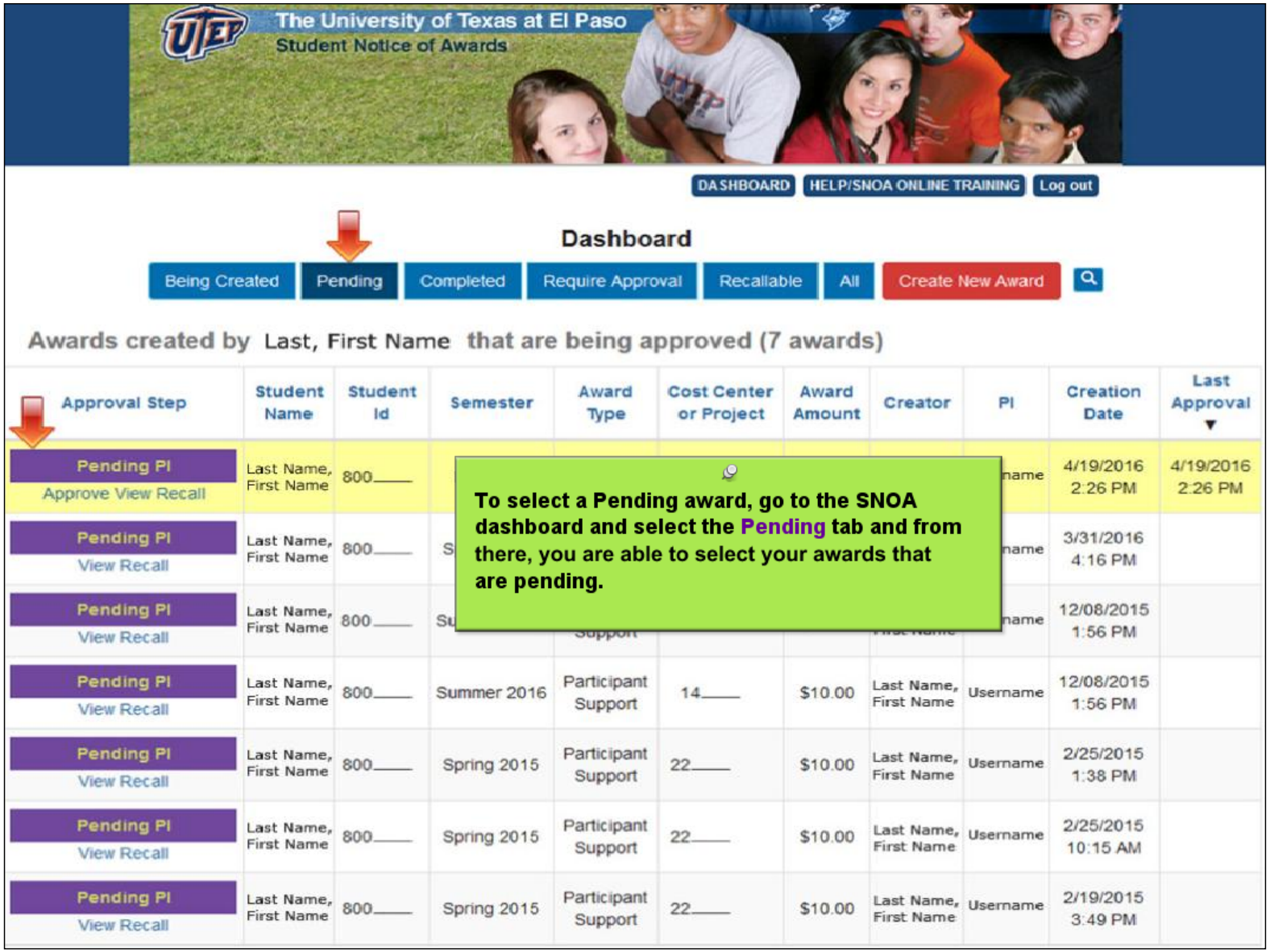

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator	PI	Creation Date	Last Approval
Pending PI Approve View Recall	Last Name, First Name	800____						name	4/19/2016 2:26 PM	4/19/2016 2:26 PM
Pending PI View Recall	Last Name, First Name	800____	S					name	3/31/2016 4:16 PM	
Pending PI View Recall	Last Name, First Name	800____	Su	Support				name	12/08/2015 1:56 PM	
Pending PI View Recall	Last Name, First Name	800____	Summer 2016	Participant Support	14____	$10.00	Last Name, First Name	Username	12/08/2015 1:56 PM	
Pending PI View Recall	Last Name, First Name	800____	Spring 2015	Participant Support	22____	$10.00	Last Name, First Name	Username	2/25/2015 1:38 PM	
Pending PI View Recall	Last Name, First Name	800____	Spring 2015	Participant Support	22____	$10.00	Last Name, First Name	Username	2/25/2015 10:15 AM	
Pending PI View Recall	Last Name, First Name	800____	Spring 2015	Participant Support	22____	$10.00	Last Name, First Name	Username	2/19/2015 3:49 PM	

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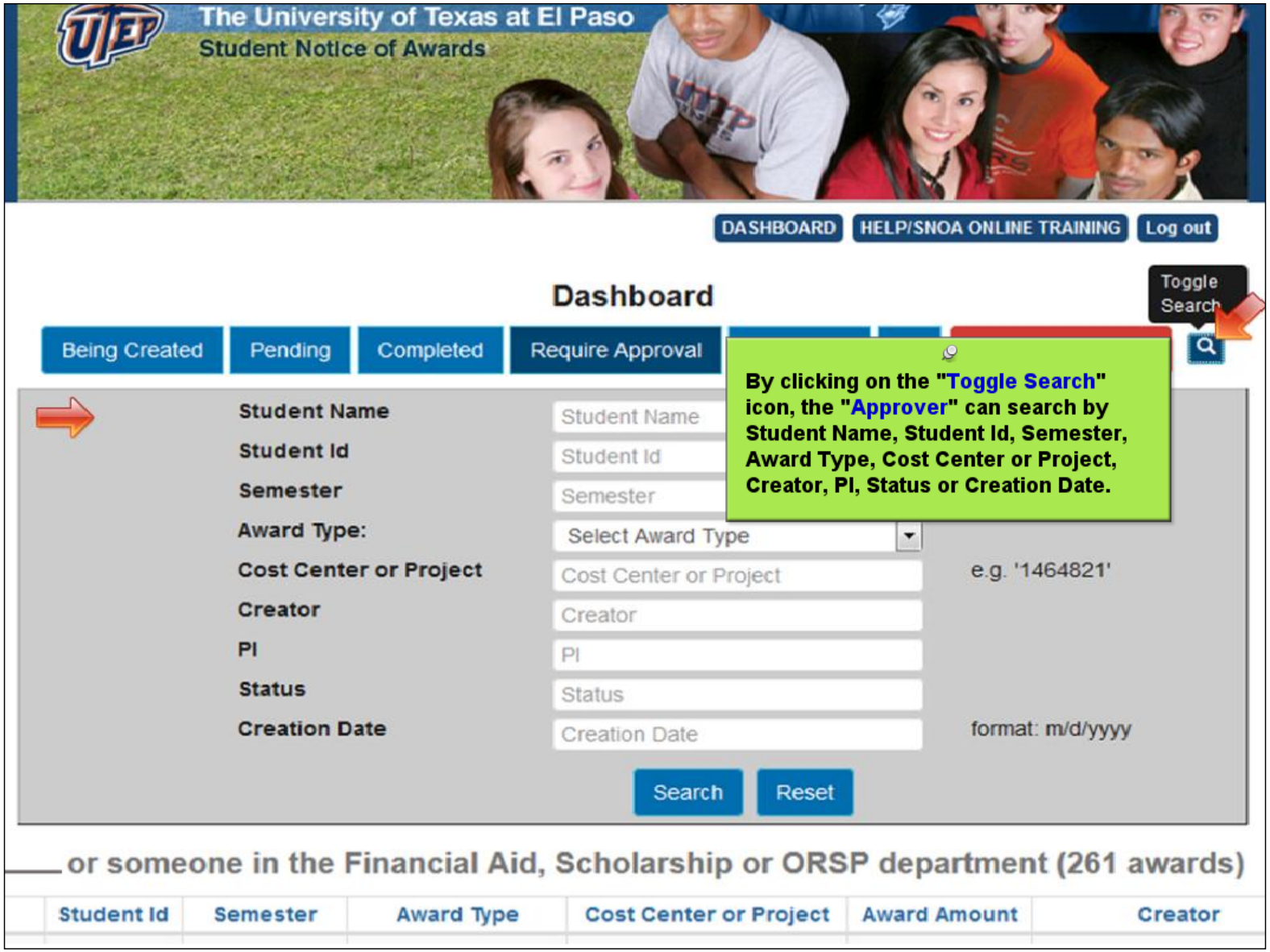

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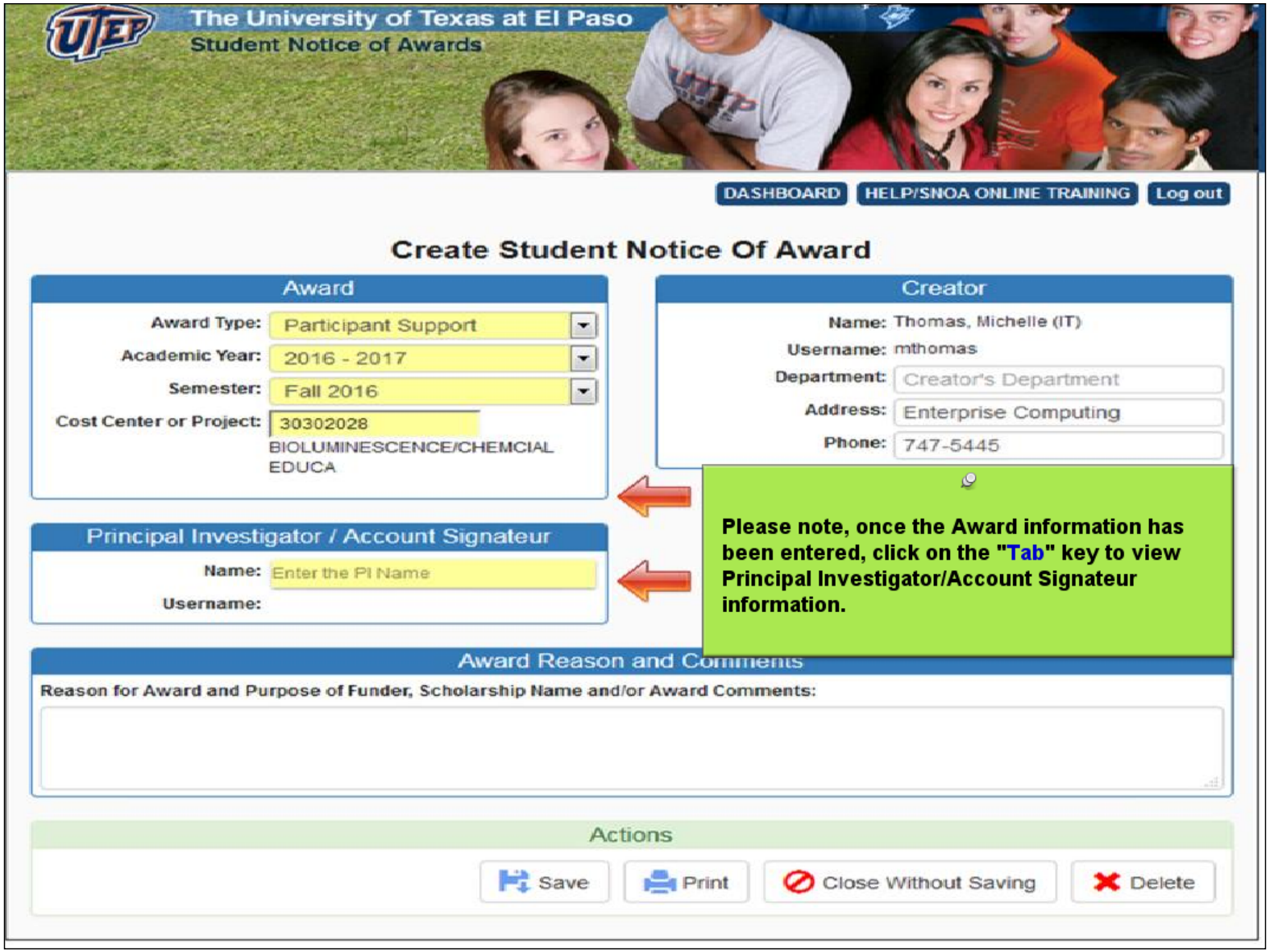

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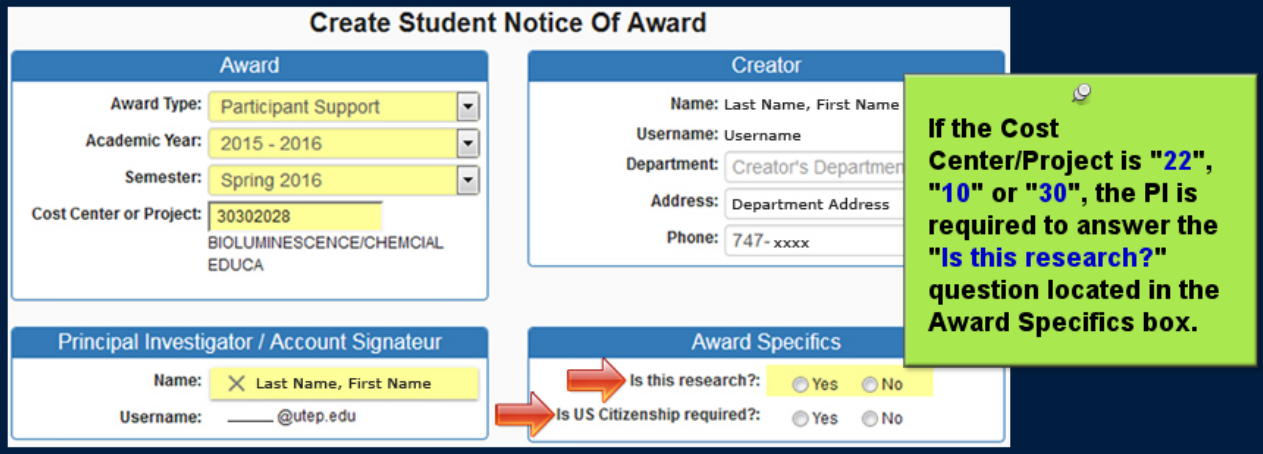

1. The PI can only Approve, Override, Reject or Recall awards assigned to them.

2. System Check - If the award was not approved by the system check. in order to approve it, they must "Approve/Override" the award. (They are overriding the system).

3. Approve/Override - If the PI approved the award by overriding the system check, they are required to enter comments.

4. Approve All - The PI can approve all awards. If the PI approved the award by overriding the system check, they will be able to enter a bulk comment for all awards.

5. Reject All - The PI can reject all awards and they will be able to enter a bulk comment for all awards.

What are the steps to recall a bulletin?

- Financial Aid can recall an award if they have previously the award.
- The Creator can recall an award if the PI has not approved the award.
- The PI can recall the award if the Creator has not approved the award.

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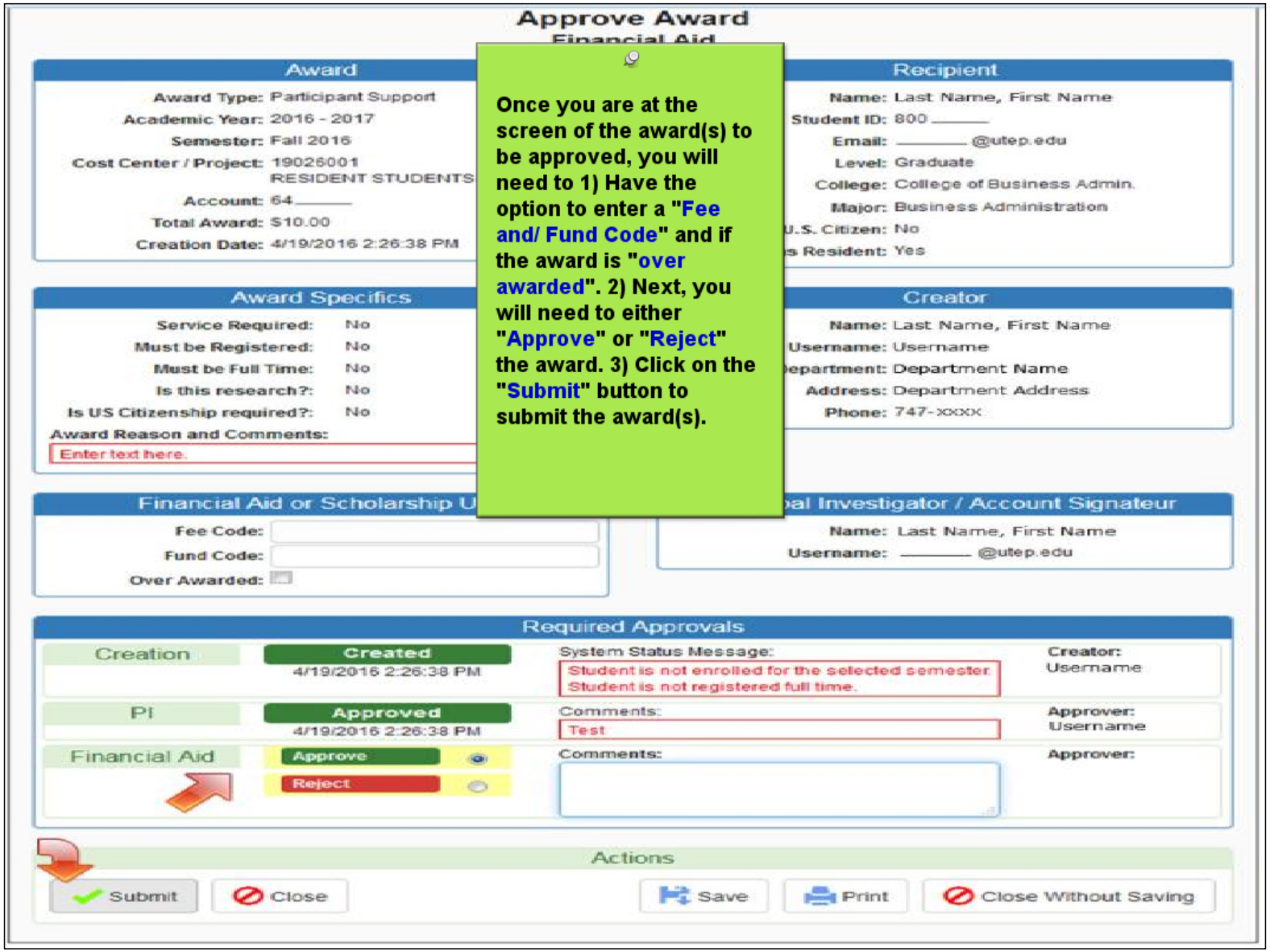

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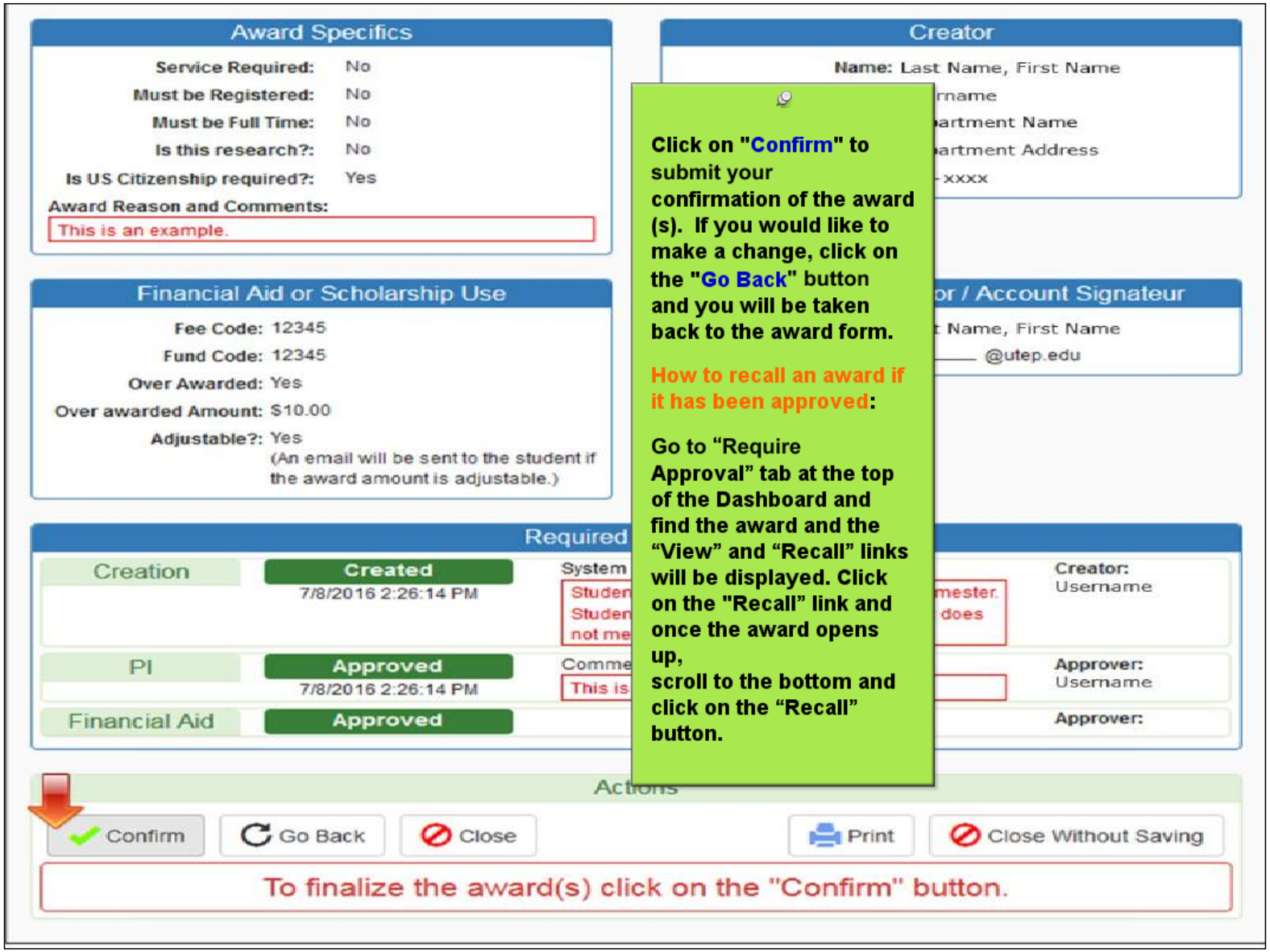

Once the award has been submitted, you will receive a confirmation email as well as an on-screen confirmation. From this screen you can either continue with the menu at the top, click on the "Your award dashboard" or click on the "Log Out" button.

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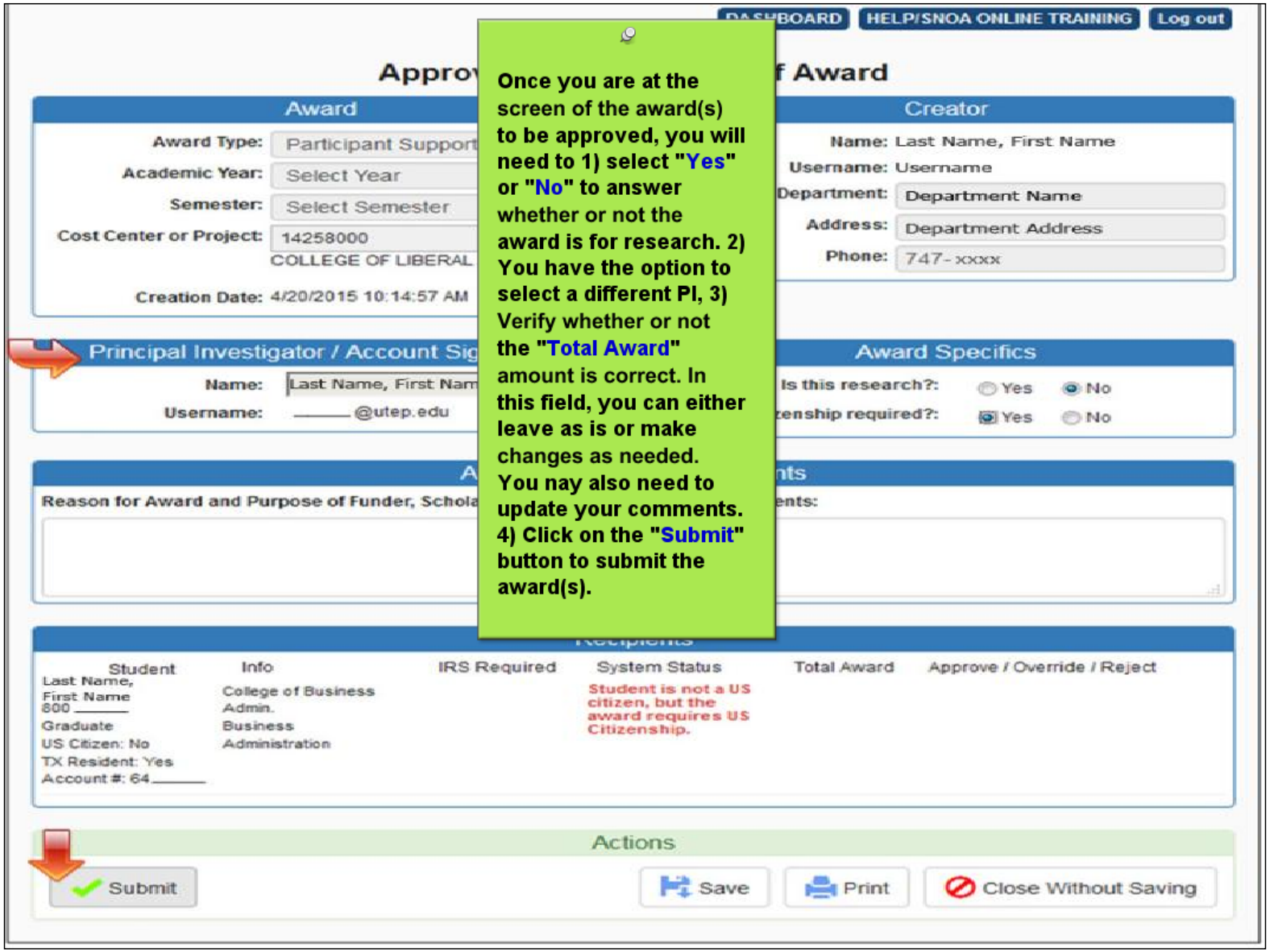

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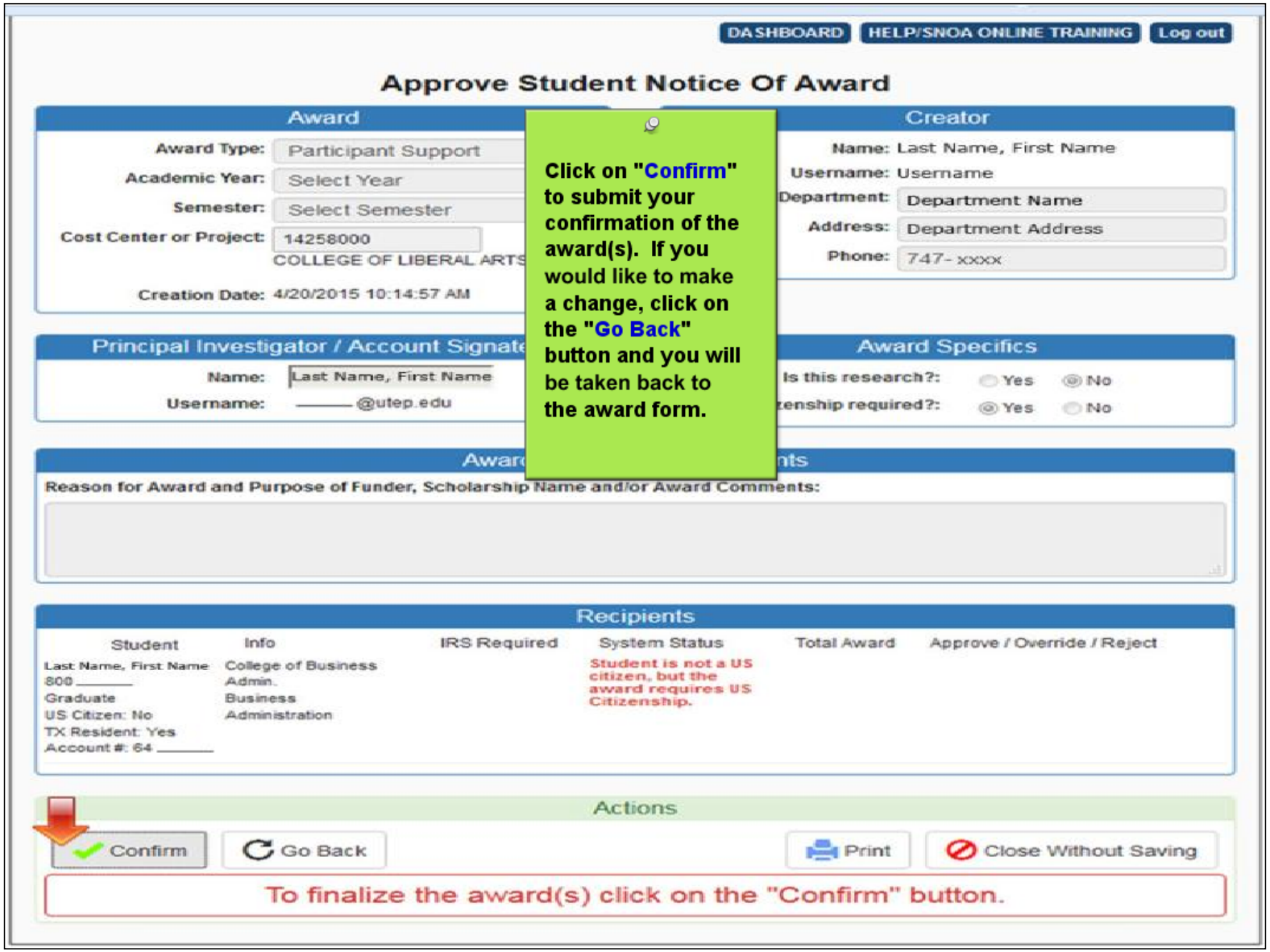
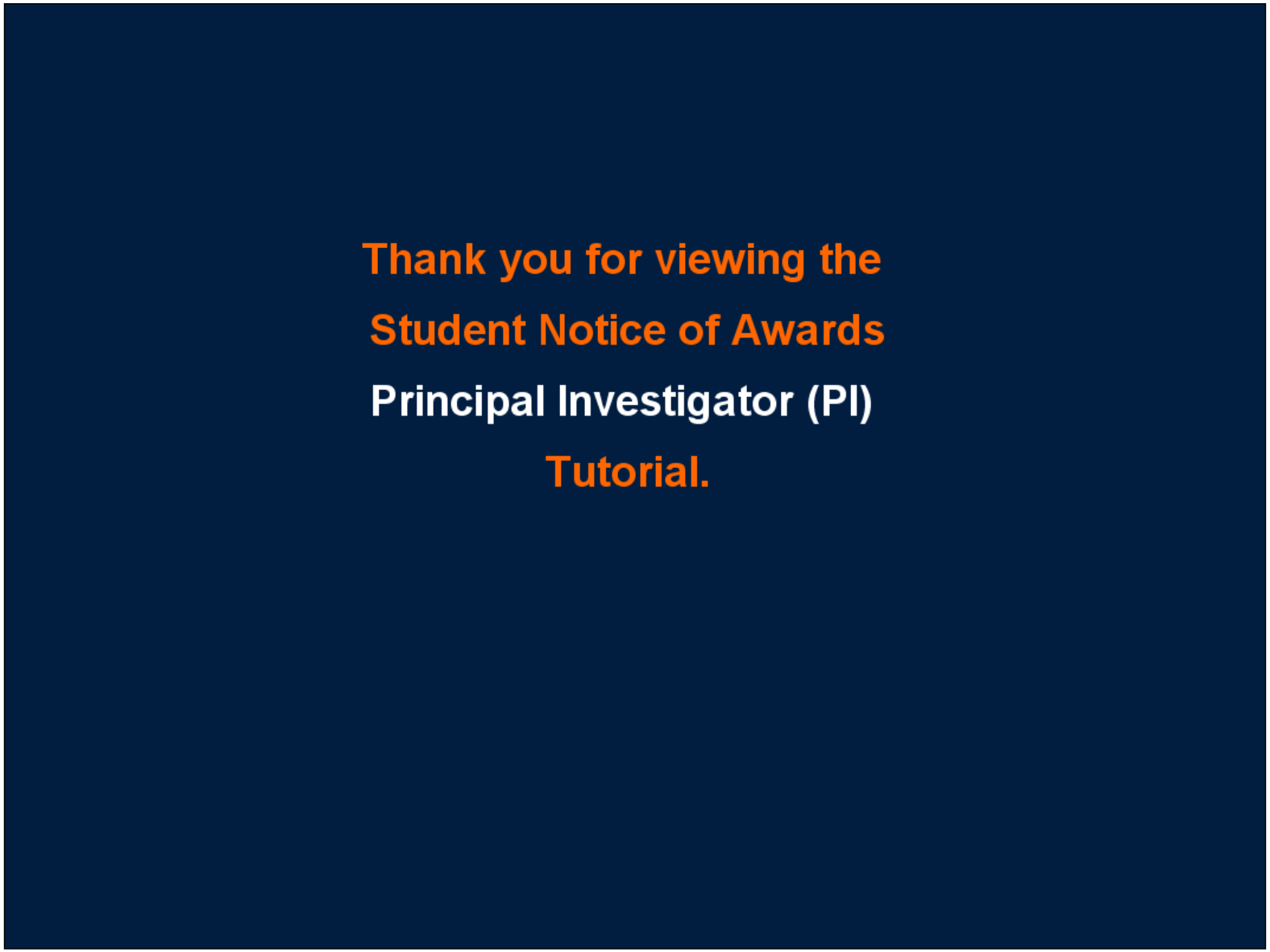


Once the award has been submitted, you will receive a confirmation email as well as an on-screen confirmation. From this screen you can either continue with the menu at the top, click on the "Your award dashboard" or click on the "Log Out" button.

Who will receive the email after the award(s) has been submitted?

- The submitter (Creator)
- If there is a PI, they will receive a request to approve the award(s).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Principal Investigator (PI)
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