How do I create a new award?

Tell Me

1. Click **Administration**, choose **Create New Award Type** in the dropdown

   ![Create New Award Type](image)

2. Enter An **Award Name** and an **Award Description**
   a. Be specific with the name as most GPDs will not see the description

3. In the **Eligibility Requirements** section, choose a **Residency** type in the dropdown in the **Residency** field

   ![Eligibility Requirements](image)
   a. The Award Amount boxes above will remain depending on Residency statuses chosen

4. In the **Create New Award Type** section enter a **Resident Award** amount and/or **Nonresident Award** amount

   ![Award Amount](image)

5. 

6. In the same section enter the **Total Funding Available** and the **Total Awards Available**

   ![Total Funding Available](image)

7. Click the dropdown in the **Renewal Terms** Field, choose the appropriate number of terms
8. Choose the appropriate **Eligibility Requirements** in the Eligibility Requirements section

- [ ] Minimum Stipend Total
- [x] Maximum Stipend Total
- [ ] Minimum Semester Hours
- [x] Maximum Semester Hours
- [ ] Minimum Graduate GPA
- [x] Maximum Graduate GPA
- [ ] Entry Term Range Start
- [ ] Entry Term Range End
- [ ] The Beginning of Time
- [ ] The Beginning of Time
- [ ] Citizenship
- [ ] Residency

9. eGPS will use this to show the students and GPDs what the student is eligible for

10. Choose the appropriate program and GPD if only certain GPDs may nominate

11. Choose student attributes as needed

12. Enter the Banner financial aid code in **Financial Aid Funding Details** section

- [ ] Fund Code
- [ ] Fund Description
- [ ] Percent per Semester
- [ ] Fund Code
- [ ] Fund Description
- [ ] Percent per Semester

**Make sure that the Fund Code is setup correctly. In Banner use RFRMGMT to do the following:**

- Indicate the Budget Allocated, Available to Offer, and Over Commitment Percent as arranged with the Graduate School Business Officer
- In Packaging, make sure that Award Maximum/Minimum match what you set up in eGPS
- Check the box beside Allow Processing by Period. This is a must for eGPS processing
- Under Web Processing Rules, check Allow Accept/Decline

### Related FAQs

- How do I access a transcript of the CTL workshops I have attended?