



Foundant Online Scholarships System Tutorial

Reviewing scholarship applications as a
committee member

Reviewing scholarship applications

NORTH CAROLINA
COMMUNITY FOUNDATION

Scholarships

Logon Page

Email Address*
sbowick@nccommunityfoundation.org

Password*
.....

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to NCCF's online scholarship system!
All NCCF scholarships are now available in our online system. Please be sure to follow the instructions for how to apply to each scholarship on the NCCF website. Please carefully review scholarship information to find eligibility criteria, application due dates and access codes to submit an application.

If you are not sure and would like to take another look, please [click here](#) to revisit our scholarship search page, enter your home county and review the scholarship information.

First time here?
Click "Create New Account". If you need assistance, please refer to the Module 1 training materials. Be sure to keep this login information handy!

TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. Be sure to use an email address that you check regularly.

Been here before?
If you have already used our online scholarship system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

If you have applied to one of NCCF's scholarships before, but not using this new system, please refer to the "First time here?" instructions above.

Grant Management Software provided by Foundant Technologies © 2019

Reviewing scholarship applications

The screenshot shows the 'Dashboard' for the North Carolina Community Foundation Scholarships. At the top, there is a navigation bar with the logo, 'REQUESTS & DECISIONS', 'SHARED DOCUMENTS', and a user role dropdown set to 'ROLE (REGIONAL STAFF)'. Below the navigation bar, the 'Dashboard' title is followed by a 'PROCESS 0' button. The 'INSTRUCTIONS' section provides a four-step guide for reviewing applications. Below the instructions, a note states '*This is visible because Internal Follow Ups is turned on.' The main content area features three tabs: 'Your Evaluations 1', 'Closed Evaluations 3', and 'Your Follow Ups 0'. The 'Your Evaluations' tab is active, showing a 'Pending' status bar with a count of 1. A search bar and a 'Group by Student' checkbox are present. Below this is a table with columns for 'Form', 'Process', 'Applicant First Name', 'Applicant Last Name', 'Project', and 'Score'. The table contains one row for the 'V. J. 'Puck' & Pearl O'Neal Scholarship Fund' with applicant 'Margaret Anderson'. A blue '(View Request)' link is visible in the 'Project' column, and a red 'Start' button with a clock icon is in the 'Score' column. A green callout box with an arrow pointing to the '(View Request)' link contains the text: 'This is your dashboard. Once on this page, click View Request in BLUE to access the application.'

NORTH CAROLINA
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Scholarships

REQUESTS & DECISIONS SHARED DOCUMENTS

ROLE (REGIONAL STAFF) ▾

Dashboard PROCESS 0

INSTRUCTIONS

Thank you for your time evaluating scholarships! You can review detailed instructions and tips on evaluating in the Shared Documents menu above. *Please ignore the Your Follow Ups tab.**

To read the applications, please follow these instructions.

1. In the list below, click the red exclamation point to the far right of the application you want to read.
2. On the subsequent page, click the Application tab to read the application. You may also click Application Packet to create a pdf of the application and any additional documents that may have been uploaded by the applicant.
3. When you are ready to move to the next application, click the home button (house icon at the top of page) to return to your dashboard.
4. Click the exclamation point of the next application you want to read.

*This is visible because Internal Follow Ups is turned on.

Your Evaluations 1 Closed Evaluations 3 Your Follow Ups 0

Pending 1

Quick Search X Group by Student

FILTER 0


Form	Process	Applicant First Name	Applicant Last Name	Project	Score
Evaluation	V. J. 'Puck' & Pearl O'Neal Scholarship Fund	Margaret	Anderson	(View Request)	Start ⌚

Previous 1 Next

Showing 1 - 1 of 1 50 ▾

This is your dashboard. Once on this page, click View Request in BLUE to access the application.

Reviewing scholarship applications



 [REQUESTS & DECISIONS](#) [SHARED DOCUMENTS](#) ROLE (REGIONAL STAFF) ▾

Request Summary
([View Request](#))
Opportunity: V. J. "Puck" & Pearl O'Neal Scholarship Fund

[Return to Application Evaluation Assigned](#)

[Contact Info](#) [Request](#) [Award Details](#) [Documents 0](#) [Comments 0](#) [Related Requests](#)

Current Status: Evaluations Assigned

Stage	Status	Initial Submission	Last Modified
 Application	Complete	10/10/2023	02/05/2024 
Evaluation 1	Open		

[Request History](#)

[Submission History](#)

[Request Change Log](#)

To review the application, click the paper and pencil icon.

Reviewing scholarship applications

The screenshot shows the 'Application' page for the 'V. J. "Puck" & Pearl O'Neal Scholarship Fund'. The page includes a navigation bar with 'REQUESTS & DECISIONS' and 'SHARED DOCUMENTS', and a user role indicator 'ROLE (REGIONAL STAFF)'. Below the header, there are tabs for 'Contact Info', 'Request', 'Award Details', 'Documents', 'Comments', and 'Related Requests'. The applicant information is listed as Margaret Anderson with email MargaretAnderson@FExample.org. At the bottom, there are expandable sections for 'Student and Academic Information' and 'Letter of Recommendation', and buttons for 'APPLICATION PACKET' and 'QUESTION LIST'. A green callout box points to the 'APPLICATION PACKET' button.

Application
(View Request)
Opportunity: V. J. "Puck" & Pearl O'Neal Scholarship Fund

Return to Application Evaluation Assigned

Contact Info Request Award Details Documents 0 Comments 0 Related Requests

Applicant:
Margaret Anderson
MargaretAnderson@FExample.org

Application APPLICATION PACKET QUESTION LIST

Fields with an asterisk (*) are required.

- > Student and Academic Information
- > Letter of Recommendation

You may scroll down to view the application content, or you may click Application Packet to view and/or print a PDF file of the complete application including supplemental documents such as transcripts and letters of recommendation.

Reviewing scholarship applications

North Carolina Community Foundation Scholarship

Committee Sample

NORTH CAROLINA
COMMUNITY FOUNDATION
Scholarships

Home Shared Documents Fax to File

Application

testing

Process: 2019 NCCF Standard Process

Contact Info Request Award Details Documents 0 Comments 0

Applicant:
Ms. Solana Imani Rowe
test@example.com
555-555-5555
123 Any Street
Any Town, NC 55555

Application Application Packet Question List

Fields with an asterisk (*) are required.

Scholarship Application

Name of Scholarship*
Please indicate the name of the scholarship for which you are applying. A specific scholarship fund must be named. NC Community Foundation does not hold a scholarship fund bearing its name.
testing

County of Residence*
Catawba

If other, please list your county and state.

Gender*
 Female
 Male
 Prefer not to answer

Date of Birth*
06/01/1994

When you have completed your review of the application, click the Home button to return to your dashboard.

Reviewing scholarship applications

The screenshot shows the 'North Carolina Community Foundation Scholarship' dashboard. At the top right, a user profile dropdown menu is open, showing the name 'Committee Sample'. Below this, the dashboard features a 'Pending' section with a red bar and a count of '1'. A table below the search bar lists scholarship applications with columns for FORM, PROCESS, APPLICANT FIRST NAME, APPLICANT LAST NAME, PROJECT, and SCORE. The table contains one entry: 'For Scholarship Administrators', '2019 NCCF Standard Process', 'Solana', 'Rowe', 'testing', and a score of '1'. A green callout box on the right side of the dashboard contains the text: 'After you have reviewed all your scholarship applications, you may click on the name in the top right corner and select "Sign out."'

FORM	PROCESS	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE
For Scholarship Administrators:	2019 NCCF Standard Process	Solana	Rowe	testing	1

After you have reviewed all your scholarship applications, you may click on the name in the top right corner and select "Sign out."

Thank you so much for your collaboration!

Should you have any questions or concerns, or if you encounter any challenges accessing the system, please contact the NCCF Scholarships Team at scholarships@nccommunityfoundation.org or by phone at 919-828-4387

NORTH CAROLINA
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