

Awarding - Modify/Cancel Awards

The Awarded tab of your committee fund allows you to view your list of awardees.

The top of the page displays the following information:

- **Available Balance** - total fund amount available.
- **Awarding Amount** - amount awarded to candidates.
- **Awarded Candidates** - number of candidates awarded.
- **Canceled Awards** - number of canceled awards. Clicking on the Canceled Awards button allows you to view the canceled awards.

Also, at the top of the page allows you to open/close awarding and send award emails for the committee fund.

There is a **search** with the following options:

- **Last Name Begins With** - click the letter to search for awardees.
- **Last Name** - enter the last name.
- **First Name** - enter the first name.
- **Student ID** - enter the Student Id.
- **Show All** - this will reset the search.

The **Qualifies** filter allows you to filter on awardees who Yes, qualify for the award or No, no longer qualify for the award. **Please Note:** this filter is reliant on matching. Matching must be run for the most recent qualification status.

The bottom of the page displays the list of awardees, displaying the following information for each awardee:

- **Awardee name and student ID**
- **Qualifies status**
- **Snap** - link takes you to Applicant Snapshot

- **Matching Details** - clicking on this button gives the details of how the awardee matched to the requirements
- **Awarded Date with season amount**
- **Award next steps** - which may include Award Status (Accept/Decline), Thank You Letters and Form.

Next Gen Scholarship

[My Committees](#) > [Committee Funds](#) > [Review Candidates](#)

Description	Candidates 6	Awarded 3	Reporting				
\$21,000.00 Available Balance	\$4,000.00 Awarded Amount	3 Awarded Candidates	1 Canceled Awards				
		Close Awarding Send Award Emails					
<input type="text" value="Q"/> Last Name Begins With <input type="text"/>	<input type="button" value="A"/> <input type="button" value="B"/> <input type="button" value="C"/> <input type="button" value="D"/> <input type="button" value="E"/> <input type="button" value="F"/> <input type="button" value="G"/> <input type="button" value="H"/> <input type="button" value="I"/> <input type="button" value="J"/> <input type="button" value="K"/> <input type="button" value="L"/> <input type="button" value="M"/> <input type="button" value="N"/> <input type="button" value="O"/> <input type="button" value="P"/> <input type="button" value="Q"/> <input type="button" value="R"/> <input type="button" value="S"/> <input type="button" value="T"/> <input type="button" value="U"/> <input type="button" value="V"/> <input type="button" value="W"/> <input type="button" value="X"/> <input type="button" value="Y"/> <input type="button" value="Z"/>		<input type="text" value="Qualifies"/>				
<input type="checkbox"/> Select All		<input type="button" value="Modify Selected"/>	<input type="button" value="Cancel Selected"/>				
Showing 3 of 3 Candidates							
<input type="checkbox"/> Select	Addy Bassett <small>(Student Id: 131517)</small> Qualifies <small>✓ Yes</small>	SNAP Awarded: 1/18/2024 <table border="1"> <tr> <td>Annual</td> <td>\$2,500.00</td> </tr> </table>	Annual	\$2,500.00	Award Status - Pending Actions		
Annual	\$2,500.00						
<input type="button" value="Matching Details"/>							
<input type="checkbox"/> Select	Dean Chappell <small>(Student Id: 406080)</small> Qualifies <small>✓ Yes</small>	SNAP Awarded: 1/18/2024 <table border="1"> <tr> <td>Annual</td> <td>\$500.00</td> </tr> </table>	Annual	\$500.00	Award Status - Pending Actions		
Annual	\$500.00						
<input type="button" value="Matching Details"/>							
<input type="checkbox"/> Select	Jason Sterling <small>(Student Id: 415161)</small> Qualifies <small>✓ Yes</small>	SNAP Awarded: 1/18/2024 <table border="1"> <tr> <td>Fall</td> <td>\$500.00</td> </tr> <tr> <td>Spring</td> <td>\$500.00</td> </tr> </table>	Fall	\$500.00	Spring	\$500.00	Award Status - Pending Actions
Fall	\$500.00						
Spring	\$500.00						
<input type="button" value="Matching Details"/>							

There are two ways to modify or cancel awards, individually or in bulk.

Individual Award Modification

You will first locate the awardee, then click the Actions menu and select 'Modify Award'.

Select All Modify Selected Cancel Selected

Showing 3 of 3 Candidates

<input type="checkbox"/> Select	Addy Bassett (Student Id: 131517)	SNAP	Awarded: 1/18/2024	Award Status - Pending	Actions
	Qualifies ✓ Yes	Matching Details	Annual	\$2,500.00	
<input type="checkbox"/> Select	Dean Chappell (Student Id: 406080)	SNAP	Awarded: 1/18/2024	Award Status - Pending	Actions
	Qualifies ✓ Yes	Matching Details	Annual	\$500.00	
<input type="checkbox"/> Select	Jason Sterling (Student Id: 415161)	SNAP	Awarded: 1/18/2024	Award Status - Pending	Actions
	Qualifies ✓ Yes	Matching Details	Fall	\$500.00	
			Spring	\$500.00	

The next screen will allow you to make modifications to the award and once finished click 'Save Award Information'.

Award Candidates - Next Gen Scholarship

[Review Candidates - Awarded](#) > Award Candidates

Help - Awarding Instructions

[Award guidelines will be seen by your committee members](#)

Eligibility Requirements:

- Junior
- Minimum 3.0 grade point average
- Full-time undergraduate
- Major in Sustainability Studies
- Michigan resident

Award Guidelines

New award(s) must total: **\$18,500.00 or less**

[View Possible Award Amounts](#)

Minimum Applicant Award: **\$500.00**

Maximum Applicant Award: **\$2,500.00**

Candidates Already Awarded

\$4,000.00 of **\$25,000.00** awarded.

3 of 10 awarded.

Encumbered amount: **\$0.00**

Candidates (1)

Type to search

Candidate	Annual	OR	Fall	Spring	Notes
Addy Bassett	\$ 2000	OR	\$	\$	

Cancel Save

Individual Award Cancel

You can cancel a single award by clicking the Actions menu and select 'Cancel Award'. The next screen will allow you to enter an optional cancel reason and save once finished.

Cancel Awards - Next Gen Scholarship

[Review Candidates - Awarded](#) > [Award Candidates](#)

Candidates (1)

🔍 Type to search

Candidate	Award Date	Award Total	Cancel Reason - <i>Not Required</i>
Adly Bassett	1/18/2024	\$2,000.00	no longer enrolled

Cancel Save 🔍

Bulk Award Modification

If you have multiple awards you need to modify, click the box next to each awardee then click the 'Modify Selected' tab.

Select All **Modify Selected** Cancel Selected Showing 2 of 2 Candidates

<input checked="" type="checkbox"/> Select	Dean Chappell (Student Id: 406080)	SNAP	Awarded: 1/18/2024	Award Status - Pending	Actions ▾
Qualifies ✓ Yes	Matching Details	Annual	\$500.00		
<input checked="" type="checkbox"/> Select	Jason Sterling (Student Id: 415161)	SNAP	Awarded: 1/18/2024	Award Status - Pending	Actions ▾
Qualifies ✓ Yes	Matching Details	Fall	\$500.00		
		Spring	\$500.00		

🔍

The next screen will display the list of selected awarded candidates. You can enter text into the search filter if needed. Then you can make your modifications and click Save.

Award Candidates - Next Gen Scholarship

[Review Candidates - Awarded](#) > [Award Candidates](#)

Help - Awarding Instructions

[Award guidelines will be seen by your committee members](#)

Eligibility Requirements:

- Junior
- Minimum 3.0 grade point average
- Full-time undergraduate
- Major in Sustainability Studies
- Michigan resident

Award Guidelines

New award(s) must total: **\$22,000.00** or less

[View Possible Award Amounts](#)

Minimum Applicant Award: **\$500.00**

Maximum Applicant Award: **\$2,500.00**

Candidates Already Awarded

\$1,500.00 of **\$25,000.00** awarded.

2 of 10 awarded.

Encumbered amount: **\$0.00**

Candidates (2)

🔍 Type to search

Candidate	Annual	OR	Fall	OR	Spring	Notes
Dean Chappell	\$ 500.00 <input type="button" value="↓"/>	OR	\$ <input type="button" value="↓"/>	OR	\$ <input type="button" value="↓"/>	<input type="button" value="☰"/>
Jason Sterling	\$ <input type="button" value="↓"/>	OR	\$ 500.00	OR	\$ 500.00	<input type="button" value="☰"/>

🔍

Bulk Award Cancel

If you would like to cancel multiple awards, click the box next to each awardee then click the 'Cancel Selected' tab.

Select All Showing 2 of 2 Candidates

<input checked="" type="checkbox"/> Select	Dean Chappell (Student Id: 406080)	SNAP	Awarded: 1/18/2024	Award Status - Pending	Actions ▾
Qualifies ✓ Yes	<input type="button" value="Matching Details"/>	Annual	\$500.00		

<input checked="" type="checkbox"/> Select	Jason Sterling (Student Id: 415161)	SNAP	Awarded: 1/18/2024	Award Status - Pending	Actions ▾
Qualifies ✓ Yes	<input type="button" value="Matching Details"/>	Fall	\$500.00		
		Spring	\$500.00		

The next screen will allow you to enter an optional cancel reason for each award and when finished click Save.

Cancel Awards - Next Gen Scholarship

[Review Candidates - Awarded](#) > [Award Candidates](#)

Candidates (2)

🔍 Type to search

Candidate	Award Date	Award Total	Cancel Reason - <i>Not Required</i>
Dean Chappell	1/18/2024	\$500.00	No reason provided <input type="text"/>
Jason Sterling	1/18/2024	\$1,000.00	No reason provided <input type="text"/>

Cancel Save

Canceling All Awards for a Single Awardee

If a student should have ALL awards cancelled for ALL scholarships they have received, the awards can be cancelled from Applicant Snapshot. An admin with 'Delete Awards' admin permission can go to the Awards tab of Applicant Snapshot to select the 'Cancel All Awards' button. The admin will be prompted to confirm this action and add an optional cancel reason. **IMPORTANT: This action cannot be undone!!!!**

If all awards are cancelled, a student can be re-awarded as needed. For more information on Applicant Snapshot, click [HERE](#).

Charlie Brown C19481203

Award Statuses

Become User

Manage User

Email User

Assign Task

Manage Users / Applicant Snapshot

Awards	Applications	Scholarships	Tasks	Answers	Logs	Notes
\$0.00 Placeholder Awards		\$2,000.00 Standard Awards		\$2,000.00 Net Awards		
						Cancel All Awards
NG Scholarship NG Test Committee Modify Award		Awarded: 1/2/2026 Fall \$500.00 Spring \$500.00 Audit Details		Thank You Letter ✓ Complete 1/2/2026 5:19 PM 📄 ✕		
W.B. Scholarship W.B. Scholarship Committee Modify Award		Awarded: 1/2/2026 Annual \$1,000.00 Audit Details		Accept Award ✓ Accepted 1/5/2026 1:20 PM 🔄 Thank You Letter — Incomplete		