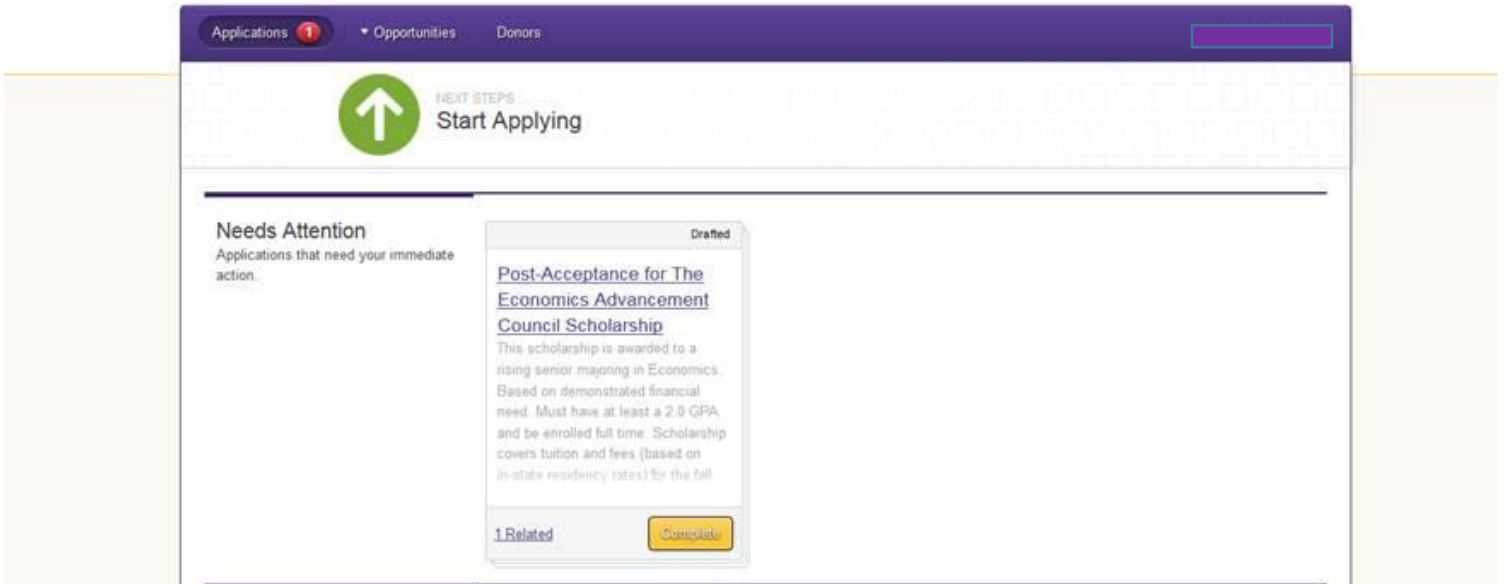
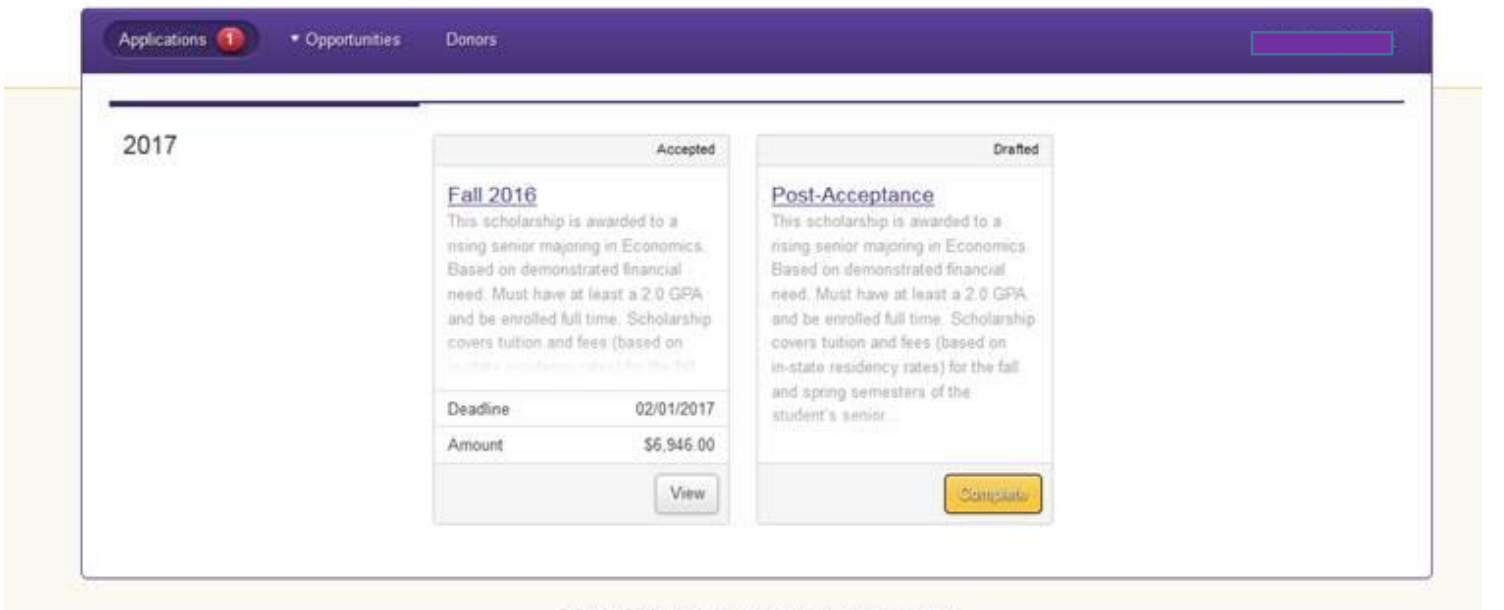


HOW DOES A STUDENT ACCEPT AN AWARD IN ECUAWard?

Log into ECUAWard (the AcademicWorks portal) at <https://ecu.academicworks.com>, you should see the screen below.



If you click on "1 Related" the following screen will appear.....



From this point, if you click on the “Fall 2016” tile, you find the award letter and any instructions. If there are attachments at the close of the letter and the attachment links do not work with a “click”, simply copy and paste the information into a browser and the documents will open and can be downloaded.

Pay particular attention to any dates, special requests, surveys, etc. Departments and Colleges all have unique award letters.

The screenshot shows a web browser window with the URL om/opportunities/5711/applications/188523. The browser's address bar shows the page title "ECUAWard Scholarship Por...". The browser's search bar contains the text "Search". The browser's taskbar shows several open applications, including "East Carolina Universit...", "Pandora", "kronos", and "Pirate Port".

The main content area of the browser displays the following information:

- Applications** (1) **Opportunities** **Donors**
- The Economics Advancement Council Scholarship**
- Description**: This scholarship is awarded to a rising senior majoring in Economics. Based on demonstrated financial need. Must have at least a 2.0 GPA and be...
- Deadline**: 02/01/2017
- Category**: Accepted
- Amount**: \$6,946.00
- Supporting Documents**:
 - Applicant Record
 - Profile

The main content area also includes a navigation bar with **Offer Letter** and **Supplemental Questions**. The main content area contains the following text:

Dear [REDACTED]

It is my great pleasure to inform you on behalf of the Department of Economics and its Advancement Council that you have been selected to receive The Economics Advancement Council Scholarship.

The award goes to an economics major who has demonstrated both academic achievement and real financial need in order to help them complete their Economics degree in the coming year. This award provides a scholarship of \$6,946.00 paying full tuition and fees (at the in-state rate) for both semesters, Fall 2017 and Spring 2018 (unless you are graduating in the fall 2017, in which case this would be a 1 semester scholarship). This award will be credited directly to your account by the Cashier's Office before the beginning of each academic semester. Keep in mind that you must be enrolled as a full-time student (12+ hours) per semester and maintain good standing for the scholarship to be applied.

The generosity of our loyal donors make the competitive scholarship opportunities in the Economics Department of the Thomas Harriot College of Arts and Sciences possible. As a recipient of a THCAS award, you are required to do the following:

- Submit a signed Scholarship Recipient Contract via the AcademicWorks scholarship system by March 24, 2017.
- Submit a donor thank you letter by March 24, 2017, via the AcademicWorks scholarship system. Please see the thank you letter guidelines and samples as a reference. Please address your letter to the Economics Department Scholarship Committee.
- Make arrangements to attend the Thomas Harriot College of Arts and Sciences Scholarship Luncheon on September 22, 2017. Please monitor your email account closer to the date of this event for a formal invitation. This event is a required function of all scholarship recipients.

Please respond as soon as possible to mllsc@ecu.edu, letting us know that you accept this scholarship and intend to complete your economics degree in the coming academic year.

We look forward to seeing you in the Economics Department next year. Congratulations and best wishes for your continuing study of economics!

Sincerely yours,

Haiyong Liu, PhD
Professor and Chair
Department of Economics

Attachments: Letter of Appreciation Guidelines <https://s3.amazonaws.com/static.academicworks.com/clients/ecu/client/1487600377/2017-18%20Letter%20of%20Appreciation%20Guidelines.docx>
Scholarship Recipient Agreement <https://s3.amazonaws.com/static.academicworks.com/clients/ecu/client/1488375919/THCAS%20Scholarship%20Recipient%20Contract%20-%20202017.docx>

Decline

Once you have your information, the “Post Acceptance” tile takes you to the links for uploading anything that might be required like your recipient contract, biographical information form, and/or thank you letter.

A screenshot of a web application interface for a scholarship. The top navigation bar is purple with 'Applications 1', 'Opportunities', and 'Donors' tabs. The main content area is split into two columns. The left column contains the title 'Post-Acceptance for The Economics Advancement Council Scholarship', a description, category 'Drafted', and a supporting document 'Applicant Record'. The right column contains instructions on saving and submitting the application, a note about required fields, and a 'Supplemental Questions' section with two bullet points: 'This scholarship requires a thank you letter from each recipient...' and 'Please upload your signed Scholarship Recipient Contract...'. At the bottom right are 'Save and Keep Editing' and 'Finish and Submit' buttons. A copyright notice '© 2010 - 2017 AcademicWorks, Inc. All rights reserved' is at the very bottom.

And, if there are questions or issues, you can always email them to Scholarships@ecu.edu and we will work to resolve as quickly as possible.

Office of University Scholarships
East Carolina University
252.328.5816
scholarships@ecu.edu