



# Grants and External Award Management



## Introduction

This manual will guide you through the new process of awarding Financial Aid to students at FIU.

A new page has been created in PantherSoft Financials (**Grants and External Award Management**) that will allow PI's (Principal Investigators) and their staff with the ability to tie awards to individual students, and have this data stored in PantherSoft in a manner that can be queried by the Financial Aid Office.

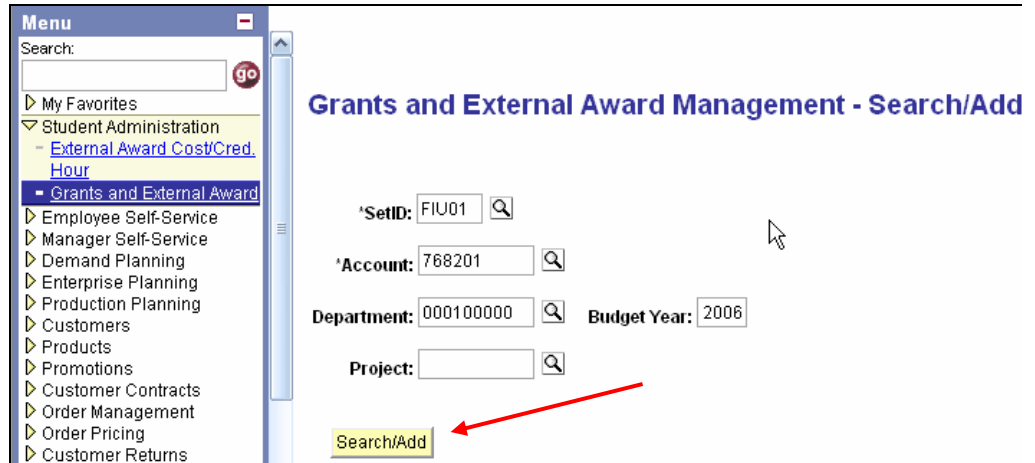
The Financial Aid office will be able to query these records on a nightly basis, and process that current day's activities in the Financial Aid module accordingly.

# Grants and External Award Management

The following Navigation can be used in order to retrieve the **Grants and External Award Management** page in PantherSoft.

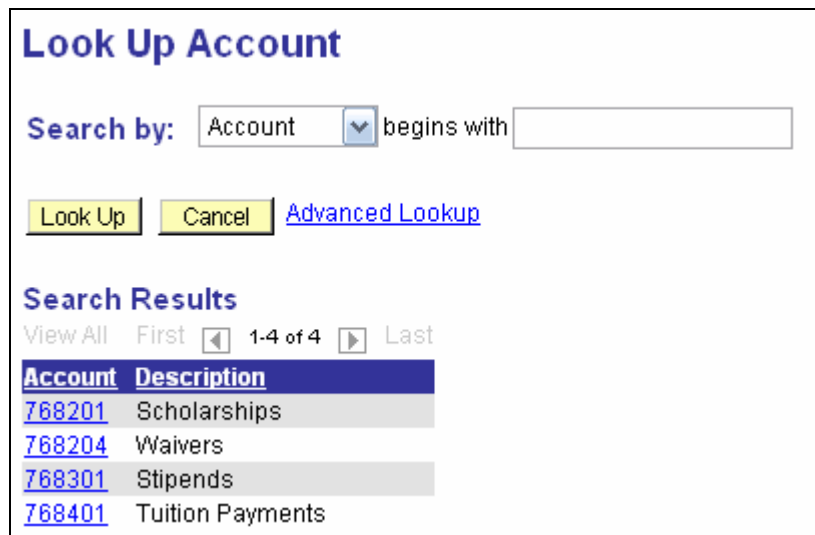
**Navigation:**

- Student Administration
- Grants and External Award



Once you have followed the above Navigation you will be at the **Grants and External Award Management- Search/Add** screen.

- **Account:** This will be used to determine what type of aid is being disbursed.



- **Department:** To select a department, click on the lookup button. You will only have access to those departments in which you have been granted security access.
- **Project:** To select a project click on the lookup button. You will only have access to those projects in which you have been granted security access
- **Budget Year:** If a department ID is selected you will also have to select a Budget Year. This will automatically default to the current fiscal year.

Once you have entered your search criteria, click on the **Search/Add** button.

You will now have the **Grants and External Award Management** page on your screen.

### Grants and External Award Management

Account: 768201    Department: 000100000    Budget Year: 2006

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'Total Budget:     'Source:     'Type:

Available Budget: 17,274.800    Ref. Num.:     FA Disbursable    

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'PantherID	Name	Job Code	'Term Info	Credit Hours	Award Amount	Effective Date	
<input type="text" value="1315328"/> <input type="button" value="Q"/>			<input type="text" value="Fall - 2005; Graduate; In State"/> <input type="button" value="Q"/>	9	2,043.90	07/29/2005	-
1000002			Spring - 2006; Graduate; In State	12	2,725.20	07/20/2005	-

- **Account:** Account selected on the search criteria screen.
- **Department/Project:** Department/Project selected on the search criteria screen.
- **Budget Year:** Budget Year selected on the search criteria screen (if dept ID).
- **Total Budget:** This amount will be entered by DSRT/OSRA for Projects and Departments. This field will be view only for the PI.
- **Source:**
  - **Federal:**
  - **Institutional:**
  - **Private:**
  - **State:**
- **Type:**
  - **Federal Work Study:**
  - **Matriculation Fee:**
  - **Stipend/ Monthly:**
  - **Stipend/ Semester:**
- **Available Budget:** This is the budget available to be awarded.
- **Ref. Num:** This number will be used for internal processing purposes.
- **FA Disbursable:**

- **Insert Award Data:** This button is used to insert Financial Aid information for a new student.
- **Panther ID:** Click on the lookup button to search for the student that will be receiving the award. Any changes to an existing award will require that a new row be inserted for that student reflecting the new **Credit Hours** and **Award Amount**.
- **Name:** Name of student being awarded with Financial Aid.
- **Job Code:**
- **Term Info:** Select the term that the award will be applied to using the lookup button.



- **Credit Hours:** Enter the number of credit hours that will be funded.
- **Award Amount:** This amount will be automatically calculated based on the residency, career, term, and credit hours. The PI will be able to override this amount by entering a different amount than that calculated by the system.

Once you have entered the required information, click on the  Button.