

Student and Academic Services

Scholarships and Payment Request Quick Guide for Initiators and Approvers

Scholarships and Candidature

Student and Academic Services

For further information or to update this document contact: Business Analyst: Scholarships and Candidature

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OVERVIEW: SCHOLARSHIPS AND GRANTS PAYMENT REQUEST

This guide provides an overview of how to submit a Scholarships and Grants Payment Request for a student or group of students who will be paid by a Unit/Division via the Scholarships Management System (SCMS).

The form can be accessed through the Student and Academic Services Staff Forms website or it can be accessed directly through Appian.

ACCESS THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST THROUGH SAS STAFF FORMS PAGE

The form can be located from the Student and Academic Services Staff Forms page http://i.unisa.edu.au/sas/Staff-Forms/

This form does not have the ability to be saved once it has been started so you will need to ensure that you have all of the required information before you commence the form.

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| This form should be used for a student or group of students who will be paid by a Unit/Division of the University via the Scholarships Management System (SCMS). | |
| This form is for one off scholarship or grant payments only. Other coursework scholarships and grants should be approved by Academic Board. Please refer to Coursework Scholarships and Prizes | |
| t is important that all sections of the form are completed | |
| Please allow up to 5 working days for processing | |
| CANCEL | START |
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| ontinue to Initiate and submit the request | |

ACCESS THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST THROUGH APPIAN

The form can be opened directly through Appian https://bpi.unisa.edu.au/suite/

This form does not have the ability to be saved once it has been started so you will need to ensure that you have all of the required information before you commence the form.

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| Facilities (1) Finance (6) Human Resources (9) | Building access request | |
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INITIATE AND SUBMIT THE REQUEST

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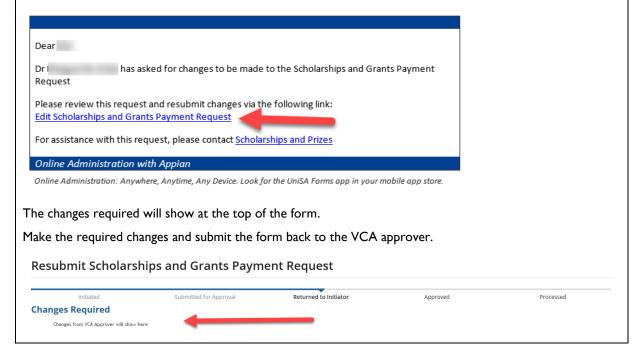
If the task has not been completed by the VCA approver after 4 business days, you will receive an Overdue email. This email will ask you to contact the approver and if they are not available to complete the task, submit a service request with the IT HELPDESK for the form to be reassigned to another approver.

| Dear | | | | | | |
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| Please conta | ct | and ask them to | approve the | orm | | |
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| For assistanc | e with this r | equest, please cor | ntact <u>Scholarsh</u> | ips and Prize | <u>is</u> | |
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| Online Admini | stration Anyy | vhere, Anytime, Any I | Device Look for | the UniSA For | ns ann in vou | mohile ann stor |

Returned to Initiator

The cost centre manager or VCA approver may return the form to you if there are changes that need to be made.

You will receive an email advising you that changes are required. Click on the link to access the form



APPROVING THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST

Once a form is submitted, the cost centre manager or Vice Chancellor authorisation (VCA) delegate must review and approve, prior to the final request being sent to Scholarships and Prizes, who will then process the request and prepare the payments in SCMS.

If you are not the correct cost centre manager or Vice Chancellor authorisation (VCA) delegate, you will need to raise a service call through the <u>IT HELPDESK</u> for the form to be reassigned to another approver

There are 2 ways you can access the Scholarships and Grants Payment Request form for approval.

If you are a cost centre manager or a Vice Chancellor authorisation (VCA) delegate you will receive an email to say that a form has been submitted and requires approval.

Please note: If the form has not been actioned within 2 business days of receiving the initial notification, a reminder email will be sent to the approver.

If the task has still not been actioned 2 business days after the reminder email has been sent, an email will be sent to the initiator of the form to follow up. The form will then need to be reassigned for approval.

I. Access through email notification

To access the form click on the hyperlink in the email.

| Dear |
|--|
| has submitted a Scholarships and Grants Payment Request |
| has submitted a scholarships and Grants Payment Request |
| Please review and approve this request via the following lipk: |
| Approve Scholarships and Grants Payment Request |
| |
| For assistance with this request, please contact Scholarships and Prizes |
| |
| Online Administration with Appian |
| Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store. |
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| Academic Service | s | | | | |
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Approving the form

Universi South Au

> The submitted Scholarships and Grants Payment Request will open. Check the form to ensure that all of the entered details are correct.

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GLOSSARY

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Please follow this link <u>HERE</u> to view the full Glossary of University Terms for UniSA.