



OSU Scholarship System—How to Add a Scholarship Backup Funding Source

This process allows the user to enter additional Project ID's, providing backup funding sources for an Index/Detail Code. Adding additional funding sources to a Detail Code increases the budget for OSU Foundation (Foundation) approval purposes only. This process does not initiate transfer of funds between Foundation accounts (Project IDs).

At the time of reimbursement, which may occur several months after Foundation approval of the Scholarship Plan, sufficient funds must be available in the primary Project ID in order for the Scholarship reimbursement to be processed. If the primary Project ID does not have sufficient funds, the Scholarship Reimbursement will be placed **ON-HOLD**, requiring a transfer of funds (see below).

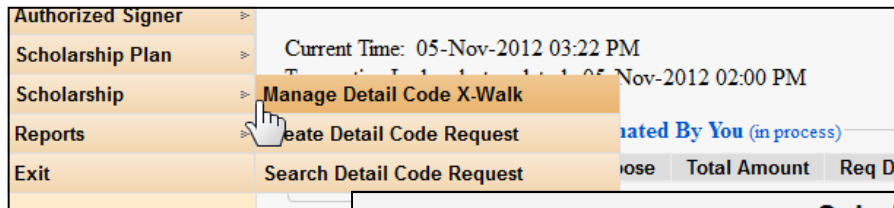
Note: A Scholarship Plan cannot be revised after it has been awarded and in the reimbursement process, however a Scholarship Plan can be revised after reimbursement.

To transfer funds into the primary Project ID, you need to complete a Foundation Fund Transfer form which is located on the OSU Foundation website at http://osufoundation.org/staffresources/campus/fund_transfer.pdf. Once completed, forward to the OSU Foundation.

1) Login and locate the Scholarship System page.



2) From the left hand list, hover over Scholarship and select Manage Detail Code X-Walk.



Scholarship Detail Code X-Walk

Please enter the desired criteria to query a list of detail codes that you like to manage. Wildcard characters are allowed.

Detail Code Title:

Detail Code:

OSU Index:

Project ID:

Default Org: %

3) From the Scholarship Detail Code X-Walk Management screen enter one of the following search criteria and click SEARCH.

- **Detail Code Title** (use % as wildcard character)
- **Detail Code** (use % as wildcard character)
- **OSU Index**
- **Project ID** (do not forget the hyphen)

NOTE: The Scholarship Detail Code X-Walk Management screen will then populate the search results. Please verify the Detail Code, OSU Index and Project ID are correct.

Index	Detail Code	DETC Title	Primary		Secondary		Tertiary	
			Project ID	Title	Project ID	Title	Project ID	Title
FS128H	01A2	Roberta Jansen Fund/CAS	4100-101260	Jansen, Roberta M Scholarship				
FS128H	01A3	Lane Cnty Farm Bureau/CAS						
FS128H	01A4	VK & NJ Searles/Ag Sci	4100-101320	Searles, V K & N Scholarship				

4) Now you can enter a Secondary and Tertiary (third) Project ID as backup funding sources for the Index/Detail Code.

NOTE: The system will allow you to edit funding sources for multiple Index/Detail Codes at one time. Select the one(s) to which you want to add additional funding sources.

Use UNRESTRICTED Foundation Project ID's only—Do not use other Foundation Scholarship Project IDs.

5) Enter Project ID in the Secondary Project ID field for the scholarship. Click the Tab key to populate the title field.

Secondary	
Project ID	Title
4100-101320	Searles, V K & N Scholarship

6) If the Project ID is correct, add a Tertiary Project ID then press Tab to verify the Project ID and Title. Click SAVE and a confirmation screen will pop up, asking you to confirm the change. If this is the incorrect Project ID, select cancel and reset the field information with the correct Project ID.