



WiSH Award Training Checklist

Awarding Preparation

- 1.** Identify the scholarship(s) to create in WiSH
- 2.** Create Portfolio and add the correct funding information
 - a.** Fund Code – Funding string:
Account_Fund_Program_Org_Project/Grant
(i.e. 5711_233_9_123456_PRJ1234)
 - b.** Auxillary Code – UW-Foundation fund number
- 3.** Review the communications templates for templates and message delivery options (Optional but recommended if applicable)
*Communications templates can be found in the *Communications* section of each scholarship opportunity
- 4.** Check Post-Acceptance settings – enabled or disabled
 - a.** Enabled post-acceptance settings will prompt students to complete questions upon accepting the award. Once an awardee submits their post-acceptance application, users must change the status from *Submitted* to *Awarded* to send the award information to SIS for payment.
 - b.** Disabled post-acceptance settings will send award information automatically to SIS for payment as soon as the student accepts the award.
- 5.** Awarding Preparation Resources
 - a.** Funding Validation tool in WISER:
<https://kb.wisc.edu/images/group56/shared/WISERFundingValidation.png>
 - b.** WISER Funding Validation Help Page:
<https://kb.wisc.edu/images/group56/shared/WISERFundingValidationTool.pdf>
 - c.** Post-Acceptance Process: <https://kb.wisc.edu/scholarships/internal/87422>

6. How to Extend Offers to Students (video):
<https://kb.wisc.edu/scholarships/internal/page.php?id=96157#ExtendingOffers>

General Resources

1. Wisconsin Scholarship Hub (WiSH): <https://wisc.academicworks.com/>
2. Oingo-Boingo (sandlot site): <https://oingo-boingo-wisc.academicworks.com/>
3. WiSH Knowledge Base: <https://kb.wisc.edu/scholarships/internal/>
4. WiSH KB Page – Gain Access:
<https://kb.wisc.edu/scholarships/internal/page.php?id=106368>
5. Wisconsin Scholarship Hub User Authorization Form:
https://uwmadison.co1.qualtrics.com/jfe/form/SV_8B2r6Tld6FUzUUt
6. WiSH KB Page – New Users: <https://kb.wisc.edu/scholarships/internal/41504>
7. Inclusive Scholarship Practices: <https://kb.wisc.edu/scholarships/internal/106207>
8. L&S Scholarship office for assistance and consultation:
scholarships@saa.ls.wisc.edu
9. WiSH Study Hall Sign-Up:
<https://kb.wisc.edu/scholarships/internal/page.php?id=86050#SignUpSheets>
10. WiSH User Group Meetings focuses on more user interaction, more best practice sharing, and insightful and collaborative discussions on UW-Madison scholarship practices. These meetings take place every quarter. The WiSH Support Team will send out the meeting invite as the date approaches.