

New Scholarship

This guide shows staff how to create a new scholarship record in the **System>General>Select Course** section of ResearchMaster (RM). New scholarship records are created at the School of Graduate Research (SGR).

Guidelines and rules

Details of scholarships administered by the SGR are recorded in RM as a type of funding. This include basic scholarship details, scholarship applications and linked scholarship holders. A new scholarship record needs to be created in RM when there is a new scholarship which does not share the same IO or title with any existing scholarship. (e.g. RPS 10 and RPS 11 have the same scholarship title but different IOs, while RPS 11 and RRMS 11 share the same IO but have different titles. There should be one record for RPS 10, RPS 11 and RRMS 11 respectively.) SGR can obtain scholarship IOs from the finance person at the Research and Innovation Portfolio.

To add a new scholarship record

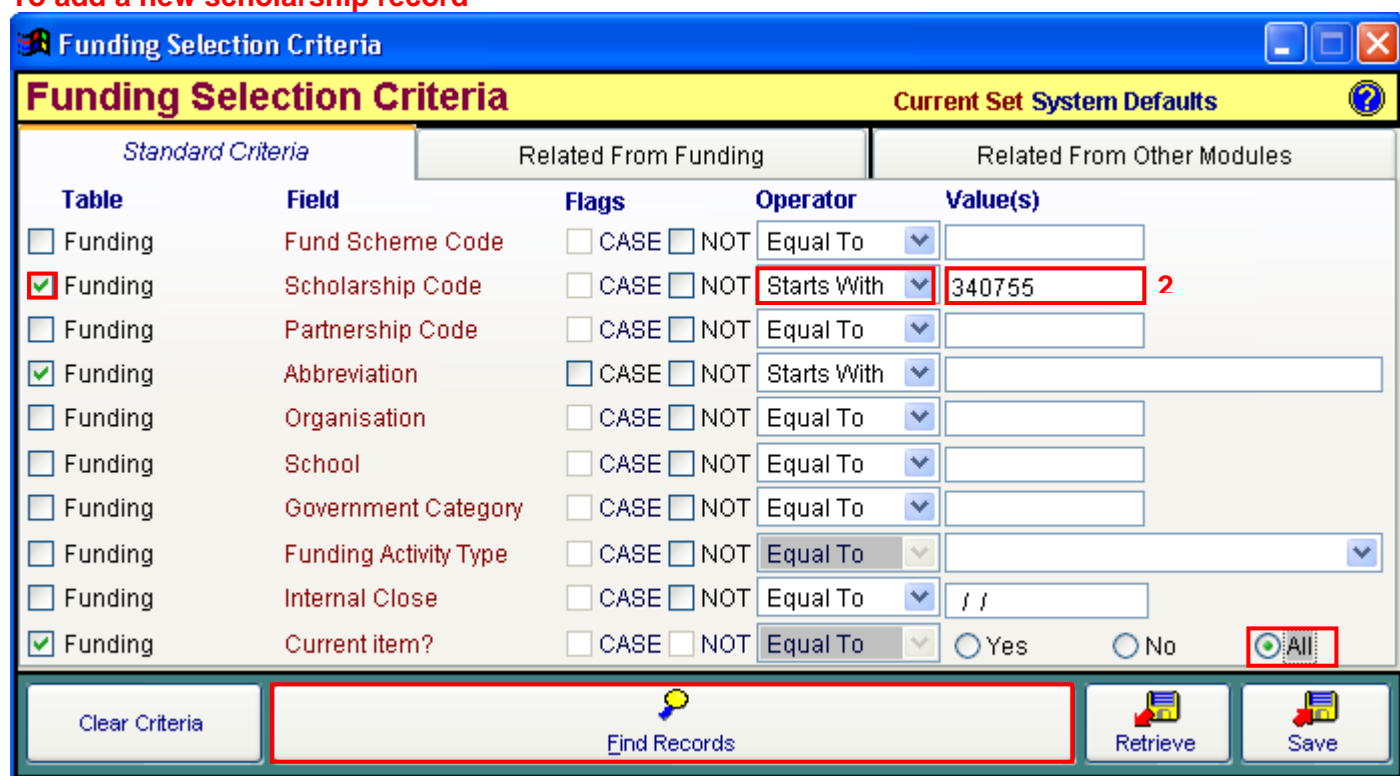



Table	Field	Flags	Operator	Value(s)
<input type="checkbox"/> Funding	Fund Scheme Code	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input checked="" type="checkbox"/> Funding	Scholarship Code	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Starts With	340755 2
<input type="checkbox"/> Funding	Partnership Code	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input checked="" type="checkbox"/> Funding	Abbreviation	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Starts With	
<input type="checkbox"/> Funding	Organisation	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Funding	School	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Funding	Government Category	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Funding	Funding Activity Type	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	
<input type="checkbox"/> Funding	Internal Close	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	//
<input checked="" type="checkbox"/> Funding	Current item?	<input type="checkbox"/> CASE <input type="checkbox"/> NOT	Equal To	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All

Buttons: Clear Criteria, Find Records, Retrieve, Save

- 1 From the menu, select **System>Funding>Select Funding**
- 2 Search via the **Funding Selection Criteria** window to make sure the scholarship does not already exist: Enter the scholarship IO in the **Scholarship Code** field and select the **Operator** 'Starts With'; select the 'All' radio button in the **Current Item?** Field; click the 'Find Records' button.
- 3 If the record does not already exist, click  to display the **Fund Scheme Entry** screen.
- 4 Tick the 'Scholarship' box. The screen title will change to **Scholarship Entry**.

Scholarship Entry Code 340755MR Current Yes

Core Details | Address/Contact | Application Details | Other | Scholarship Details | Financial Details

Scholarship Code: 340755MR Scholarship Partnership Current Confidential

Scholarship Name: RMIT Research Masters Scholarship 2011

Abbreviation: RRMS 11 Form Code: []

Funding Activity Type: Postgraduate

Source of Funds: Australian University

Organisation: 18 RMIT University

Government Category: No Code

Classification Code: Invalid Code

Primary School: No Code

College: No Code

Where Received: []

External Close: []

Internal Close: []

Start Date: 01/01/2011

End Date: []

Last Updated: []

Received On: []

Used From: []

Used To: []

Analysis: []

Status: []

File: []

Folio: []

Linked School: 0

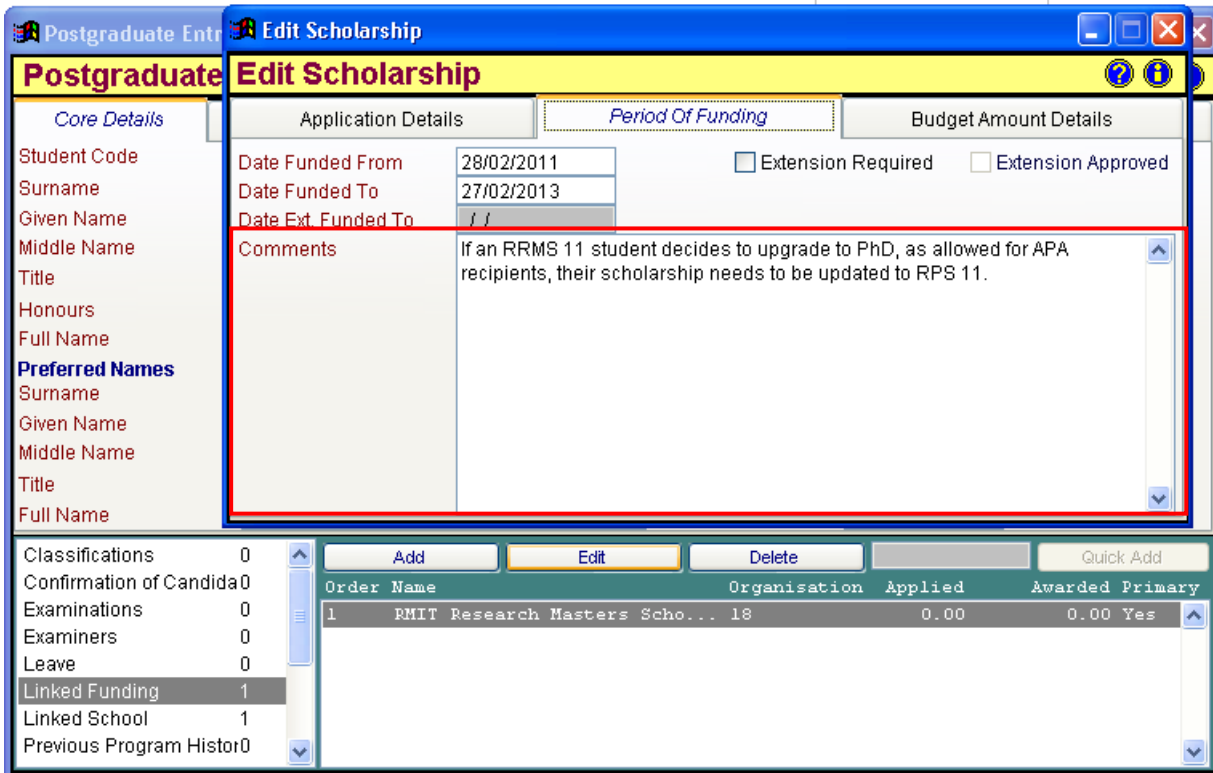
Add Edit Delete Quick Add

No records to be displayed

5 Enter the following details in the **Scholarship Entry** screen.

Field	Action
Scholarship	Make sure the box is ticked.
Current	Make sure the box is ticked.
Scholarship Code	Enter the Scholarship IO plus any necessary suffix. Note: Scholarship codes should start with the IO number. If there are more than one scholarship sharing the same IO, only one scholarship can have the IO number has its scholarship code. The other scholarships in the same IO must have a suffix added to the IO number to form the scholarship code. (e.g. 340755 for RPS 11 vs. 340755MR for RRMS 11)
Scholarship Name	Enter the official full name of the scholarship. Add a space and all four digits of the year the scholarship was first established. (e.g. RMIT Research Masters Scholarships 2011) Note: Avoid using special characters such as '&'.
Abbreviation	Enter the first letter of each non-preposition word in the Scholarship Name. Add a space and the last two digits of the year the scholarship was first established. (e.g. RRMS 11 for RMIT Research Masters Scholarships 2011)
Funding Activity Type	Enter 'Postgraduate'.
Source of Funds	Enter 'Australian University'.
Organisation	Enter '18' for RMIT University funded scholarships.
Start Date	Enter the date the scholarship was first approved to be offered.
End Date	Enter the last day the scholarship will be held by anyone with no further offers available. (Optional)


- Click the tab titled 'Other'. Add any comments to the **Comments** field. The comments will appear in the **Comments** field of the relevant item in the **Postgraduate** records of all holders of this scholarship. (see sample screenshot below)



- Click  to save.

Close the scholarship record.

To archive an old scholarship record

- From the menu, select **System>Funding>Select Funding**
- Search via the **Funding Selection Criteria**: Enter the scholarship code in the **Scholarship Code** field; select the 'All' radio button in the **Current Item?** Field; click the 'Find Records' button.
- Click  to display the **Edit Scholarship** screen. Update the following details:

Field	Action
Current	Un-tick the box.
End Date	Enter the last day the scholarship will be held by anyone with no further offers available.
Status	Enter 'Inactive'.
Comments in the 'Other' tab	Enter comments as necessary.

- Click  to save.

Close the program record.