



Reviewing the Award Letter Quick Start Guide

Once an award offer has been made, the JagSPOT system will send an email notification to the student through their University jagmail account. The email will contain a link to the JagSPOT system, where they will be provided the award letter for the opportunity. Students must review and accept this award prior to it being placed on their student account.

Departments should review this award letter annually, during cycle management. However, changes can be made when needed. The award letter can be found in the Communications section of the opportunity. Use the *In-System Offer* tab to access and review.

Typically the award letter congratulates the student, outlines the details of the scholarship, and includes any terms, conditions, or criteria related to the award.

Note: To make changes to the award letter please contact the Office of Scholarship Services.

The screenshot displays the JagSPOT interface for a 'General Scholarship' opportunity. The navigation menu includes 'Dashboard', 'Applicants', 'Portfolios', 'General Applications', and 'Evaluators'. The 'Communications' tab is selected, and the 'In-System Offer' sub-tab is highlighted with a red arrow. The 'Offer Details' section shows a sample award letter template with merge fields like {{ applicant.name }} and {{ application.amount }}. Below the template, there are 'Available Merge Fields' including offer_url, applicant.name, applicant.email, portfolio.name, application.applicant_url, application.amount, application.award_term, and donor_profile_links.