ECE-TRIS: SCholarship Applications



**Instructions for use of the online scholarship application process in ECE-TRIS.**

**cOMPLETING THE SCHOLARSHIP aPPLICATION**

* **Contact your Professional Development Coach about your interest in applying for a scholarship.**
* **Your coach will notify you after they have given you the appropriate access to the online application in ECE-TRIS**
* **Log into ECE-TRIS.** If there are issues with login reference the Forms Area [**Managing Your ECE-TRIS Account: Self-Service Tips**](https://tris.eku.edu/ece/resources/files/271)
* After login**,** you will select Scholarship Request Application Area.

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* Click on **Submit Scholarship Application**
	+ Your personal Information will display and will allow you to update if needed.
	+ It is important that the **email** address information for **user** and **director** are entered correctly to allow for notifications.
		- Only a contact for the scholar’s employer can sign the application. To ensure the email is correct, Use the **Find Employer Contact** link. All current contacts for the scholar’s employer will show and you can select from the list to populate the Director Name and email fields.
		- If the list of contacts does not contain your director’s name or displays incorrect information, ask your director to contact ECE-TRIS.
	+ Section II is for the specific Scholarship Request Type Information. Grant type chosen will determine the fields that will need to be completed.
* **Upload documents** if required for your grant. This could be a W-9, copy of a check or other requested information
* After completing the **Scholarship Application Form**, click **Save.**
* The **Submit button** will display according to the next step in approval for the particular grant.  **** ****
* Based on the scholarship, an email notification will go to your Supervisor or to PD Coach for signature.
* You will receive an email notification if any follow up information is requested.
* You will also receive a notification when the application has been approved.

ECE-TRIS

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(859)622-8811, <https://tris.eku.edu/ece>