GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION COMMON SCHOLARSHIP APPLICATION

APPLICATION DEADLINE: February 15, 2022

Incomplete and/or late applications will NOT be considered!

- **Read this tutorial thoroughly before completing your application!**
- Save your application periodically. We recommend every 15-30 minutes to avoid losing work.
- System will log off after 90 minutes of inactivity.

Registration Page/Log on

If you have NOT previously logged on/are a first-time user:

1. Click on **"Create New Account"** to register.

If you have previously logged on/are a returning user:

1. Enter your email address, in the email address field.
2. Enter the password you chose when you created your account.
3. Click the **"Log On"** button.

If you have forgotten your password:

1. You can click on the **"Forgot your Password"** link, enter your email address, and the system will email a link which you can use to create a new password.

Create New Account (first time users only)

1. Enter your personal contact information.
2. Click on the **"Next"** button on the bottom of the page. This will take you to the **Password** page.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

> Enter Applicant Information.

User Information

Salutation*

First Name*

Middle Name

Last Name*

Suffix

Business Title

> All questions marked with an asterisk (*) must be completed.

Email / Username*

Email / Username Confirmation*

Telephone Number*

Mobile Number

Fax Number

Address 1*

Country

Next >

> Click on "**Next**" to continue. You will be taken to the **Password** page.

Password

Entering a Password

To complete your registration, you will be taken to the **Password** page (below).

1. Enter a password with at least 6 characters, which include upper case, lower case, numbers, and special characters. Special characters are !@#$%^*()_

2. Enter password again to confirm.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

User Information

Password

> Create and enter password of at least 6 characters.

> Once you have confirmed your password, click on "**Create Account**." You will be taken to the Email Confirmation screen.

Password*

Confirm Password*

‹ Previous

Create Account

Email Confirmation

> ℹ You will be receiving emails from this system about your request.
>
> To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from, 'East Tennessee Foundation (administrator@grantinterface.com)', look in your junk or spam folder. To remove 'East Tennessee Foundation (administrator@grantinterface.com)' from your spam fil...
>
> Click Here for a tutorial about removing email add...

Select "**Continue without checking**" and then click on "**Continue**" on the right side of the screen.

Click on "**Continue**." This will take you to the **Apply** page.

- ○ I have received the email
- ○ Continue without checking
- ○ I have not received the email

Send Email Again

Continue

Common Scholarship 2022 Application – Apply Page

1. After saving your password, you will be directed to the **Apply** page.
2. Click on **"Apply"** next to the **"Common Scholarship 2022 Application"** label. This will take you to the Common Application, where you will fill out eligibility questions for almost all East Tennessee Foundation (ETF) scholarship opportunities.
3. Complete the **Common Scholarship 2022 Application** to apply for 67 of ETF's scholarships by clicking on "**Apply**" to the right of **Common Scholarship 2022 Application.**
4. **Please note:** The Common Application is just the first step in the application process for 67 ETF scholarships.
5. Based on your answers to the eligibility questions on the **Common Scholarship 2022 Application**, you will see a list of scholarships for which you are eligible to apply on your **Confirmation Page**.
6. If you need to answer additional questions to complete the applications for the specific scholarships listed, you will be prompted by the system. These additional questions must be answered for your application to be complete and considered for those scholarships.
7. **NOTE:** There are seven additional, individual scholarships with unique criteria. Please review the scholarship page link for detailed descriptions of these scholarships. If you want to apply to one of the seven individual scholarships, please see the *"Guide to Completing Your Stand-alone Scholarship Application."*

Common Scholarship 2020 Application

Apply

East Tennessee Foundation (ETF) offers 65+ scholarship opportunities, with requirements ranging from financial need to scholastic achieve... students involved in certain extracurricular activities, or those who may not display the highest scholastic rankings yet still possess great po... field. Scholarship amounts vary from $750 to $40,000. The Common Scholarship Application is the only application needed for 61 of our s...

👁 Preview

Click on "**Apply**" to access the Common Application. You must complete the questions.

Filling out the Application Form

The application can be completed in one sitting or you may begin the application and complete it another time. You may return to your application as many times as you wish prior to submitting it. Click "**Save**" if you need to return to your application later.

Please note: Be sure to save your work regularly - every 15-30 minutes. After 90 minutes of inactivity, you will be logged off for security reasons.

1. Answer each application question, paying close attention to the specific instructions and character limits.
2. Some questions have size and/or character limitations. Text questions have a character limit. Questions that require file uploads limit the size of those files; upload limits will be in Mega Bytes (MiB).
3. **Pay attention to the deadline! You will not be able to submit your application after the deadline.**
4. Once you're finished with the application, click **"Submit."**

      a. If you have not completed all required questions, the system will let you know which questions you missed.

          i. All required questions must be completed to submit the application.

      b. After submitting the Common Application, you can view it, but you cannot make edits.

5. Now you will see a **Confirmation Page**, which lists the scholarships for which you are eligible to apply. You will also see a list of any scholarships that require supplemental questions.

      a. Most scholarships require supplemental questions, and you will be prompted to answer additional questions to complete the applications for the specific scholarships listed. <u>These questions **MUST** be answered for your application to be complete and considered for those scholarships.</u>

      b. The system automatically submits your application(s) for scholarship(s) you are eligible to apply for that DO NOT require supplemental questions.

Confirmation Page

> ⊘ Your Application has been submitted.

Based on your answers, you are eligible for the following:

Elizabeth Jones Scholarship
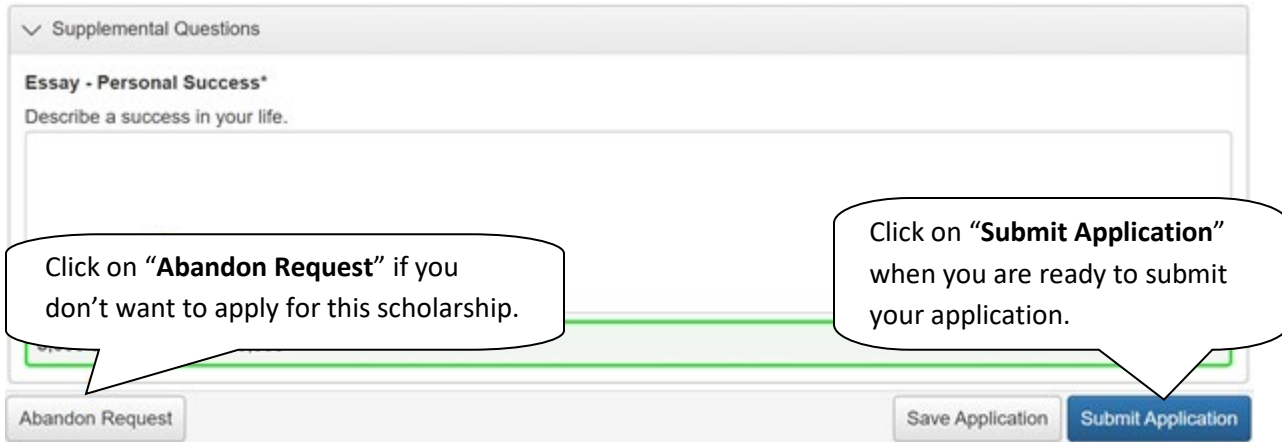
Track & Field Athlete Scholarship

We will ask for supplemental information for the following:

Elizabeth Jones Scholarship

Track & Field Athlete Scholarship

> List of scholarships that require supplemental questions. You must answer these questions to be considered for the scholarships listed here.
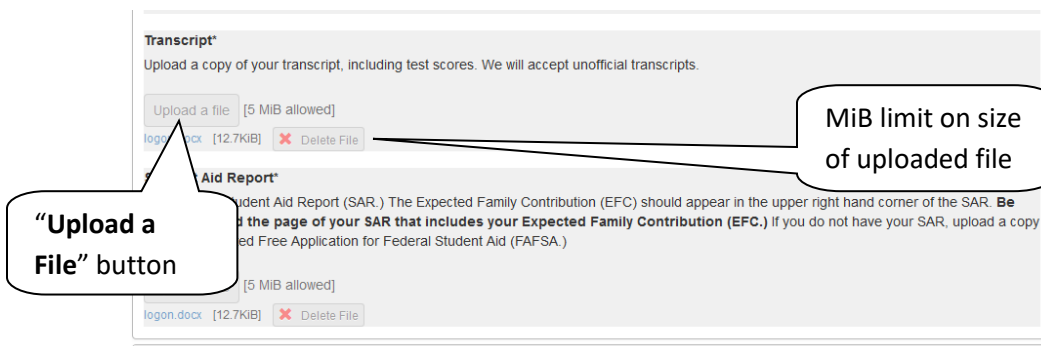
[Continue]

6. Click **"Continue."** You will be brought to the first application with supplemental questions.

7. **NOTE:** <u>If a supplemental question is used on more than one scholarship that you are applying for, your response will carry across the applications.</u>

      a. **If you update your response on one application, it will automatically update on the other applications using that question. Be sure you want that edit/change!**

8. If you do not want to apply for a scholarship with supplemental questions, click **"Abandon Opportunity."** <u>You will only be considered for those scholarships requiring supplemental information if you complete all the additional questions</u>.

9. Click **"Submit Application"** only when you are finished filling out the questions and your application is complete for each scholarship! Click **"Save Application"** if you are going to work on it later.

10. **Once submitted, no changes can be made!**

Supplemental Questions

Essay - Personal Success*
Describe a success in your life.

Click on "**Abandon Request**" if you don't want to apply for this scholarship.

Click on "**Submit Application**" when you are ready to submit your application.

Abandon Request | Save Application | Submit Application

11. **Uploading Documents:** All scholarships require you to upload some documents, such as transcripts.
To Upload:
   a. If the required document exists in an electronic format on your computer, you may upload it by clicking the "**Upload a File**" button below the question and choose the desired document from your computer.
   b. If you do not have an electronic version, but have access to a scanner, scan the document to create an electronic file and upload it. **NOTE:** Please do not upload an encrypted document.
   c. If you do not have access to a scanner, you may use "**Fax to File**" to obtain an electronic copy. Click on "**Fax to File**" at the top of the screen and follow the directions provided.
   d. If you are unable to upload your required document, you must upload an attachment stating this fact, **AND it is your responsibility to ensure the required document is received by East Tennessee Foundation by the deadline.**
   e. You may only upload ONE document per question. For documents that are more than one page, make sure you upload all the pages as **one** document. If you upload pages individually, the new upload will overwrite the previous upload.

Transcript*
Upload a copy of your transcript, including test scores. We will accept unofficial transcripts.

Upload a file [5 MiB allowed]
logo...ocx [12.7KiB] ✖ Delete File

MiB limit on size of uploaded file

Aid Report*
...udent Aid Report (SAR.) The Expected Family Contribution (EFC) should appear in the upper right hand corner of the SAR. **Be** ...d the page of your SAR that includes your **Expected Family Contribution (EFC.)** If you do not have your SAR, upload a copy ...ed Free Application for Federal Student Aid (FAFSA.)

"**Upload a File**" button

[5 MiB allowed]
logon.docx [12.7KiB] ✖ Delete File

12. **Letters of Recommendation:** If your application requires a Letter of Recommendation, follow the directions below for your Letter(s) of Recommendation to be uploaded to your application:
   a. Enter the email address of the individual from whom you are requesting a letter of recommendation. *We strongly suggest you confirm the individual has agreed to write your letter.* **NOTE:** Do not send more than one email for each Letter of Recommendation question.
   b. Click on "**Compose Email**" and compose an email to your recommender requesting they write a letter of recommendation for you. Be sure to include your full name and the name of the scholarship in the email.
   c. Click on "**Send**."
   d. The recommender will then receive your email and an email from East Tennessee Foundation.

e. **Check with your recommenders to be sure they received the emails. This is very important because emails can be blocked by spam filters.**
f. The date and time the Letter of Recommendation is uploaded to your application will appear on your application below the "Compose Email" question. You may also check to see if recommendations have been uploaded to your application by going to your Applicant Dashboard.
g. You may submit your application(s) before the Letter(s) of Recommendation have been uploaded; **HOWEVER, your Letter of Recommendation must be received by the <u>deadline for your application to be complete!</u>**

Applicant Dashboard (Home Icon)

Once you have registered the first time, whenever you return, you will automatically be directed to the Applicant Dashboard.

After you have saved or submitted your work, you can check whether or not you have submitted your application on the Applicant Dashboard. You can get to your Applicant Dashboard by clicking on the Home Icon at the top of the screen.

1. If you have submitted the application, then you can **only** view the form and print it. You can no longer make changes.
2. If you have saved the application, then you can edit the saved form from the Applicant Dashboard.
3. **Top of screen (from left to right):**
    a. **Home Icon**
    b. **Apply** – Allows you to review the available scholarships and apply.
    c. **Fax to File** – If you do not have access to a scanner, you may use "Fax to File" to obtain an electronic copy.
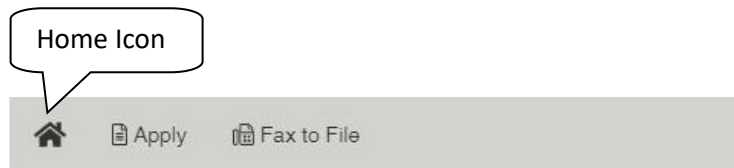
Applicant Dashboard

Applicant:
Lauren Example
lauren.example@foundant.com
123-123-1234
123 Main St.
Bozeman, MT 59715

Contact Email History

Click on pencil icon to edit your contact information.

Check Letters of Recommendation status, if applicable. This shows one out of one submitted.

| Active Requests 1 | Historical Requests 0 |

∨ 2020 Scholarships

| Application | Submitted 08/ | View Application | Third Parties: 1/1 |

Application submitted. Can view, but **not edit** submitted application.

Jack Blair Scholarship 2017
Draft   02/02/2017   Edit Application

Application not yet submitted.

Saved application that can still be edited before submitting.

- ➢ Follow all directions carefully.
- ➢ Asterisks (*) indicate required questions; you will not be able to submit your application until you have answered all required questions.
- ➢ **Please proofread your answers!**

<u>APPLICATION DEADLINE: February 15, 2022</u>

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Questions? Contact Beth Heller, Vice President for Scholarship Programs, at bheller@etf.org or Ashley Siferd Butler, Program Officer, at abutler@etf.org or by telephone at 865-524-1223, or toll-free at 877-524-1223.

APPLY HERE

(https://www.grantinterface.com/easttennesseefoundationscholarship/Common/LogOn.aspx)

**ETF scholarships are administered in compliance with ETF's
equal opportunity/non-discrimination policy.**