**Updated SBF Scholarship Process**

**Key Call Out** *–* **If demonstrated financial need is one of the Scholarship requirements, all potential candidates should first be reviewed and approved by the University’s Financial Aid office before the Scholarship Committee makes its final selections.**

* You will no longer need to send SBF multiple Requisition Forms, back up paper work…etc. Please make sure that the department still keeps all the documents in case there is ever an audit
* Please use the new SBF Requisition Form as the single confirming document
* In the “*Item Information”* section of the Requisition Form:
  + Write the following - “**Please see attached spreadsheet for “XYZ” Scholarship(s).  All the students have met the scholarship criteria”**
  + Call out the name of the attached scholarship excel spreadsheet
  + In the “Total” box – put the overall dollars being awarded
* The Requisition Form need only be signed by the Account Director - no additional signatures will be required
* Scholarship recipients will be identified on the scholarship excel spreadsheet and the key fields for SBF would be: SBF Account # and name; recipient ID; recipients’ first and last name; semester & year (Fall, Spring, Summer) and the amount
* When submitting the scholarship excel spreadsheet, please provide a hard copy with the key fields noted above and the signed Requisition Form.  Please e-mail a soft copy of the excel spreadsheet to Veronica Tator-Cevallos (AP Manager) as well as to Dina Demeo (Asst. Director of Scholarship Development)
* **NOTE** - It is important that you send the actual excel spreadsheet (not a PDF) so AP can upload the information in to PeopleSoft

**Scholarship Questionnaire**

Scholarship recipients are required to submit an annual questionnaire that is distributed by the Donor Relations team. Once your excel spreadsheet is submitted to us, each recipient will receive an email with a unique link to complete their questionnaire via Qualtrics. This information must be received from each scholarship recipient by December 1 for fall awards and no later than March 1 for spring awards so that student profiles can be processed for our annual report to scholarship donors. Additionally, the information is used to make connections between donors and their recipients during the annual scholarship event each Spring and also allows us to make other connections between students and their donors throughout the year.

For more information on the scholarship recipient questionnaire, please contact Anne Schmitz, Senior Director of Donor Relations at [anne.schmitz@stonybrook.edu](mailto:anne.schmitz@stonybrook.edu) or (631) 632 – 4677.