

# GUIDE TO COMPLETING YOUR EAST TENNESSEE FOUNDATION INDIVIDUAL SCHOLARSHIP APPLICATION

## APPLICATION DEADLINE: February 15, 2020\*

### \*Deadline Exceptions:

*Steven L. Coffey Middle College Memorial Scholarship* applications available March 15, 2020; Deadline: May 15, 2020  
*Spenser F. Powell Memorial Law Scholarship* applications available April 1, 2020; Deadline: June 1, 2020

**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 that 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 your password to your email account.



### Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Returning users log on by entering your email address & password.

Click here if you have forgotten your password.

New applicants click here to create new account.

Welcome to East Tennessee Foundation's online scholarship portal! All scholarships in this portal are administered by East Tennessee Foundation.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and login. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

For more information, please contact Beth Heller, Vice President for Scholarship Administration, at [bheller@etf.org](mailto:bheller@etf.org), or Ashley Siferd, Program Officer, at [877-524-1223](tel:877-524-1223).

## Create New Account (first time users only)

1. Enter your personal contact information.
2. Click on the “**Next Step**” 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**

|                      |                                |
|----------------------|--------------------------------|
| Salutation*          | First Name*                    |
| <input type="text"/> | <input type="text"/>           |
| Middle Name          | Last Name*                     |
| <input type="text"/> | <input type="text"/>           |
| Suffix               | Business Title                 |
| <input type="text"/> | <input type="text"/>           |
| Email / Username*    | Email / Username Confirmation* |
| <input type="text"/> | <input type="text"/>           |
| Telephone Number*    | Mobile Number                  |
| <input type="text"/> | <input type="text"/>           |
| Fax Number           | Address 1*                     |
| <input type="text"/> | <input type="text"/>           |

Country

Next >

Password

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

Click on “Next” to continue. You will be taken to the Password page.

## 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.
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

|                          |                          |
|--------------------------|--------------------------|
| Password*                | Confirm Password*        |
| <input type="password"/> | <input type="password"/> |

< Previous

Create Account

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.

## 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 filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

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

Send Email Again

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.

Continue

## Apply Page

1. After saving your password, you will be directed to the **Apply** page. You will see a list of seven individual scholarships as well as the "Common Scholarship 2020 Application."
  - a. **Please Note:** The Common Scholarship 2020 Application is a common application for mostly undergraduate scholarships, in addition to a few nursing and social work scholarships for adult students.
2. Please review the scholarship page link for a detailed description of each scholarship before you apply. Be sure to check the scholarship criteria to make sure you are eligible **BEFORE** completing your application.
3. Click on "**Apply**" to start filling out the application form.
4. You will have to complete **a separate application** for **each individual scholarship** for which you are applying.
5. If you believe you are eligible for scholarship opportunities covered by the Common Scholarship 2020 Application, you may apply for individual application(s) and complete the Common Scholarship 2020 Application.

## Apply

**i** If you have been provided with an Access Code, you

Enter Code

Search

B & W Y-12 Scholarship 2017 Accepting Submissions from 11/01/2016 to 02/1

For more information, please go to [the scholarship page](#).

Preview

Apply

Click on "scholarship page" for detailed description of scholarship program and criteria. See example below.

Click "Apply" to start the application.

## 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 at a later time.

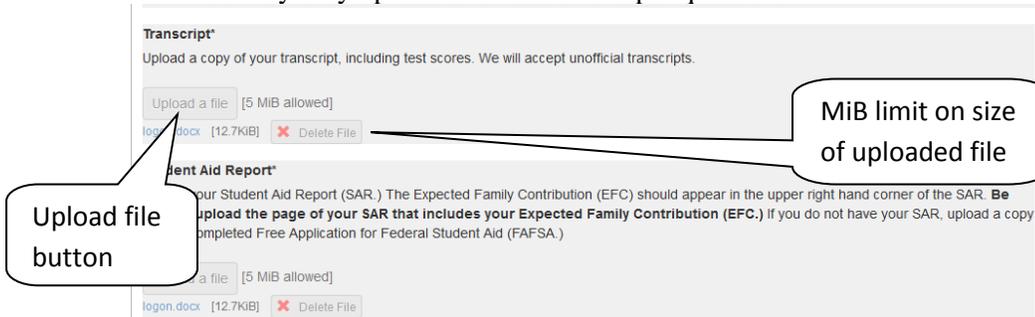
**Please note:** Be sure to save your work regularly - every 15-30 minutes. After 90 minutes of inactivity, you will be logged off for security reasons.

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. **Uploading Documents:** All scholarships require you to upload some documents such as transcripts.

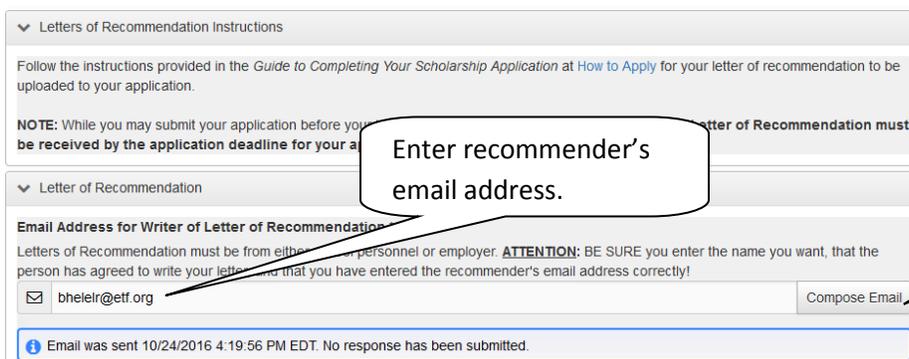
**To Upload:**

- a. If the required documents exist 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 that fact, **AND it is your responsibility to ensure that the required document is received by East Tennessee Foundation by the deadline.**
- e. You may only upload ONE document per question.



5. **Letters of Recommendation:** If your application requires a letter of recommendation, follow the directions below in order 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 that you confirm that 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 that he/she 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 Dashboard.
- g. You may submit your application(s) before the letters of recommendation have been uploaded; **HOWEVER, your Letter of Recommendation must be received by the application deadline for your application to be complete!**



6. 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 an Application, you can view it, but you can't make edits.

▼ REMINDER

- Save your application before exiting the program.
- Click "Submit" when your application is complete.

Save Application
Submit Application

### [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.

The screenshot shows the Applicant Dashboard interface. At the top, there is a navigation bar with icons for Home, Apply, and Fax to File. Below this is the 'Applicant Dashboard' header and a profile section for 'Lauren Example' with contact information and a 'Contact Email History' link. The main area displays a list of applications with callout boxes explaining their status:

- Home Icon:** A callout box points to the home icon in the top navigation bar.
- Click on pencil icon to edit your contact information:** A callout box points to a pencil icon next to the applicant's contact information.
- Check letters of recommendation status, if applicable. This shows one out of one submitted:** A callout box points to the 'Third Parties: 1/1' status for the submitted application.
- Application submitted. Can view, but not edit submitted application:** A callout box points to the 'Submitted' status and the 'View Application' link for the application dated 08/01/2019.
- Application not yet submitted:** A callout box points to the 'Draft' status for the 'Blair Scholarship 2017' application dated 02/02/2017.
- Saved application that can still be edited before submitting:** A callout box points to the 'Edit Application' link for the draft application.

At the top of the application list, there are two tabs: 'Active Requests' (with a count of 1) and 'Historical Requests' (with a count of 0).

- Follow all directions carefully.
- Asterisks (\*) indicate required questions; you will not be permitted to submit your application until you have answered all required questions.
- Proofread your answers!

**APPLICATION DEADLINE: February 15, 2020**

**Incomplete and/or late applications will NOT be considered!**

Questions? Contact Beth Heller, Vice President for Scholarship Programs, at [bheller@etf.org](mailto:bheller@etf.org) or Ashley Siferd, Program Officer, at [asiferd@etf.org](mailto:asiferd@etf.org), or by telephone at 865-524-1223, or toll-free at 877-524-1223.

**APPLY HERE**

(<https://www.grantinterface.com/easttennesseefoundationsscholarship/Common/LogOn.aspx>)

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