

Electronic Resource Aid Requisition (eRAR) Instructions & FAQ

The eRAR system is an online process for requesting payment to students from scholarship funds held by the University of Oregon Foundation.

Access

To receive access to the eRAR system, have your department head or other currently authorized eRAR approver request to have your credentials added to the eRAR system by emailing a request to tphifer@uoregon.edu. They must include your name, your department, your job title, and your eRAR role (preparer, approver, or preparer/approver). We will email you confirmation when you have been added to the authorized user list.

Logging In and Security

The eRAR system is located at <http://financialaid.uoregon.edu/scholarships/eRAR>. You may want to bookmark this page in your browser for future use. You first log in to the Electronic RAR process with your Duck ID and password. This authentication process ensures a secure environment.

Getting Started

When you begin an eRAR, you will first be asked for the department for which you are requisitioning. Once you've identified this and hit the "go" button, you will be taken to a list of Foundation scholarships associated with your department. Choose the fund for which you want to requisition payment to students from the pull-down menu. You will note that the fund account codes pre-populate the fields.

Credit Hours

Please indicate under "Credit Hours" if the fund for which you are completing the RAR is limited to students of a particular enrollment level. This is generally outlined by scholarship donors in the gift agreement. It is the responsibility of your department to ensure that students being paid scholarship funding meet the general fund restrictions as well as any other criteria outlined in the agreement. *Please note that students must be enrolled in at least 1 credit to receive scholarship funds.*

Academic Year

Please select the Academic Year for the scholarship.

Student Information & Dollar Award Amounts by Term

After indicating which fund you are paying from, you will be asked to provide student information and scholarship amounts per term. In this section, list the first and last name of the student receiving the scholarship along with his or her UO Student ID Number. Then you will indicate the amount of funding the student should receive in each term and select "Save this student." To add a student to your RAR, select "Add another student." To review your complete list of students, select "Review" – this allows you to check your work before submitting the RAR.

You may leave an RAR that you have started and come back to it later. Simply make sure that you save your work as you go and DO NOT click "Close and submit this RAR". The next time that you log back in to the electronic RAR process using your Duck ID and password, you will find that RAR listed under "Your RARs" on the opening page.

Authorization and RAR Submission

Before submitting an RAR, you will be asked to certify that the students for whom you have requisitioned payment are qualified and meet the criteria to receive that scholarship. You will also be required to provide the name and email address of an authorized signer/approver for payment from that scholarship fund. If you yourself are an authorized signer for that fund, you will enter your own name and email address. The authorized signer will receive an e-mail directing them to a URL where they may sign in, review the RAR and approve it. *Before processing payment for that RAR, approval from the authorized signer must have been submitted.*

Confirmation of RAR Submission

You will receive an e-mail confirmation when the RAR has been submitted. If the RAR requires review and approval from an authorized signer (other than you) you will also receive an e-mail telling you when this approval has occurred. *Please remember that if the authorized signer does not log-in and approve the RAR, payment will not be processed for that RAR.*

Changes and Additions

Once an RAR has been submitted, or “Closed,” that RAR may no longer be edited. Any changes or additions to scholarships being paid from that fund must be submitted on a subsequent RAR.

Example: You learn in the first week of fall term that one student, John Jones, who was slated to receive a scholarship for which you submitted an RAR in early summer will not attend the University of Oregon. In order to fully utilize your scholarship funding, your department selects another student, Jill Jenks, to receive the scholarship. You would submit a new RAR for that fund, listing Mr. Jones, showing the amount you previously requested as a negative, and listing Ms. Jenks, showing the amount you want her to receive as a positive.

Closed RARs are saved under “Your RARs” and may be viewed by you at a later date. You may not, however, make changes to a closed RAR.

Timelines and Important Dates

Some important dates are as follows:

- To have your scholarship listed on a student’s first financial aid award letter (for financial aid recipients) for the upcoming school year, submit your approved RAR by March 1st. Your scholarships will show only on revised financial aid award letters after this date.
- To have your scholarship pay to a student account on the earliest possible date for that term (10 days before the first day of class), your approved RAR must be submitted 30 days prior to the first day of the term.
- After a term has started, allow three weeks for RAR processing and payment to the student account for the current term.
- The final day to submit & approve an RAR for a scholarship paid in a given term is the last day of that term.

Questions?

If you have more questions, contact:

Tina Phifer

Assistant Director

Office of Student Financial Aid & Scholarships

(541) 346-1178

tphifer@uoregon.edu

Frequently Asked Questions (FAQ)

1. What is the URL to access the eRAR form?

<http://financialaid.uoregon.edu/scholarships/eRAR>

2. How do I become an authorized eRAR preparer or approver?

To receive access to the eRAR system, have your department head or other currently authorized eRAR approver request to have your credentials added to the eRAR system by emailing a request to tphifer@uoregon.edu. They must include your name, your department, your job title, and your eRAR role (preparer, approver, or preparer/approver). We will email you confirmation when you have been added to the authorized user list.

3. What will my username and password be?

Your username and password are the same ones you use for your UO Duck ID.

4. The scholarship I am trying to request for a student isn't listed on my department's menu. What do I do?

If your scholarship does not appear as an option on the drop-down menu, that means it's new and must be added to the eRAR database. Email the scholarship name and the Foundation fund number to tphifer@uoregon.edu with a request to have the fund added to the eRAR form.

5. How long does it take for a new scholarship to be added to the eRAR form from the time of request?

Approximately two weeks.

6. Why do I have to complete a paper RAR for some of my scholarship requests?

The eRAR portal is for requesting UO Foundation funds only. If your department gives out scholarships that come from non-Foundation funds, you must complete [this RAR form](#) and submit a hard copy to the appropriate office, depending on the source of the funds.

7. Can my department request scholarship funds for students who are not enrolled?

As a rule, no. Students must be enrolled to receive any scholarship disbursement, since scholarships are created for the purpose of directly supporting a student's education. If the Foundation fund agreement specifically states that students may receive scholarship funds from that account even if they are not currently enrolled, and you would like to use the funds for that purpose, you must notify the Office of Student Financial Aid & Scholarships in writing that the fund allows non-enrolled students to receive it and that it serves a specific purpose related to their degree program. If your fund agreement does not provide for non-enrolled students to receive the funds, you must request the scholarship funds to be disbursed to the student for a term in which they were enrolled.

8. What effect will my department's scholarship have on a student's financial aid package?

Students who are receiving federal financial aid may only receive aid—any type of aid, including scholarships, loans, grants, stipends, tuition remissions, and work study—up to their cost of attendance, which is determined annually by the Office of Student Financial Aid & Scholarships. If a scholarship is awarded to a student who has already received a full offer of financial aid, the scholarship will replace a portion of their previously-offered aid. What type of aid is cancelled to accommodate the scholarship will depend upon the student's specific situation.

9. I want to give a scholarship to a student for expenses that are specifically for something above and beyond the normal cost of attendance, such as travel for an educationally-related event. Can we give the scholarship to the student without it affecting the student's other financial aid?

The student—not the department—must request to have their budget adjusted in order to receive more financial aid than the standard cost of attendance. Approval of a budget adjustment request is not guaranteed and will only be approved if their additional expenses are directly related to their education and are not already accounted for in their cost of attendance. However, budget adjustment requests for students who receive scholarships that were awarded specifically for travel or research are generally granted if students submit the following form with the appropriate documentation (as listed on the form):

http://financialaid.uoregon.edu/sites/financialaid2.uoregon.edu/files/TRAVEL_and_RESEARCH_Financial_Aid_Request.pdf

The Office of Student Financial Aid and Scholarships must make the budget adjustment determination in accordance with federal regulations. Processing a revision request may take a few weeks, depending on the time of year and the OFSAS workload, so students should plan accordingly.

10. I want to start preparing an eRAR, but I want to be able to come back to it later and make changes before I submit it. How do I do that?

On the page where you enter student information and award dollar amount, click the "Save this student" button. Then close your browser. There is no option to save your RAR on the review page.

11. I clicked submit on my RAR, but very soon realized I'd made a mistake, and I can't access it anymore to make my changes. What do I do?

Email tphifer@uoregon.edu and request that your RAR be re-opened. It's helpful if you forward the eRAR confirmation email that you received when you clicked submit to ensure that the correct RAR is reopened for changes.

12. I want to make a change on my RAR that I submitted nearly a week ago or more. Can it be reopened?

No. You must submit a new RAR in order to make the changes you want.

13. How do I cancel a previously awarded scholarship?

Submit an eRAR with the same details as the first eRAR used to make the award, but put negative dollar amounts in the fields for the appropriate terms. For instance, if you made a \$1,000 award to a student and it was split up evenly over the three standard academic terms, your eRAR to cancel the award would look like this in the dollar amount fields:

Dollar award amounts by term:

Fall:	Winter:	Spring:	Summer:
<input type="text" value="-333"/>	<input type="text" value="-333"/>	<input type="text" value="-334"/>	<input type="text"/>

Press [Enter] to

If you are reversing a scholarship that has already paid out to a student, please notify the student of this change before submitting the eRAR.

14. How do I change the enrollment threshold for a previously awarded scholarship?

Submit an RAR with the correct enrollment threshold button selected and put zero in for the dollar amounts. The zero dollar amounts will indicate that you do not want to change the dollar amounts, just the level at which students must be enrolled in order to receive their scholarship.

15. I am both a preparer and approver of RARs. Why do I receive more than one confirmation email when the RAR has been submitted?

Because you have two roles—both a preparer and an approver—you receive a confirmation message for each of those roles telling you your RAR has been successfully submitted. Additionally, your preparer role receives another email to confirm that the RAR you prepared has been approved. This is normal and does not mean that you submitted the same information three times. The scholarships you requested will not be tripled in amount.

16. I made an error when typing in my approver's email address. Will this affect whether my approver can approve the RAR?

Your approver will not receive an email telling him or her that an RAR has been prepared for his or her approval and therefore will not know that there is action they must take. You must contact tphifer@uoregon.edu immediately so the RAR can be reopened and the correct email address of the approver can be entered.

17. How far in advance should I submit my RAR if I want the funds to disburse with a student's other financial aid for the term?

Your RAR should be submitted and approved 30 days prior to the first day of the term in order to ensure that the student receives their scholarship on the first day of financial aid disbursement for the term.

18. What is the latest date I can submit an RAR for a student to receive a scholarship in a given term?

Any RAR that has been submitted and approved by the last day of the term can be disbursed to the student for that term.

19. I want to make sure a scholarship appears on a student's initial financial aid award letter—when must I submit my RAR by to ensure it appears with their offer of other financial aid?

March 1st.

20. I have more questions. Who can I ask?

Tina Phifer
Assistant Director
Office of Student Financial Aid & Scholarships
(541) 346-1178
tphifer@uoregon.edu