



Completing your ETF Scholarship Application

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Registration and Getting Logged On

If you are a new applicant and have never logged on before, choose *Create New Account*.

If you are a returning user enter the email address and password you used to create your account and choose *Log On*. Forgot your password? Choose *Forgot your Password* and then check your email for a link to reset your password.

The screenshot shows the 'Ligon Page' for the East Tennessee Foundation. At the top is a banner with the foundation's name and a mountain landscape. Below the banner, the page is titled 'Ligon Page'. There are three main input fields: 'Email Address*', 'Password*', and a 'Forgot your Password?' link. Below these fields are two buttons: 'Log On' and 'Create New Account'. To the right of the input fields, there is a 'Welcome to East Tennessee Foundation's online scholarship application' message. Below the 'Log On' button, there is a section for 'Existing Users' with instructions to enter credentials and a link to 'Forgot your Password?'. Three callout boxes provide additional instructions: one for returning users to log on, one for new applicants to create an account, and one for users to click the 'Forgot your Password?' link to receive a reset email.

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

New applicants click here to create new account.

Click here to receive a password reset email.

Create a New Account (first time users only)

Enter your personal contact information where you see *User Information* then choose *Next* at the bottom of the page. This will take you to the *Password* page.

*Tip: Anytime you see an * after a question it means that question is required. You will not be able to submit your registration or application until you have answered all required questions.*

Creating a Password

After you enter your contact information on the Registration page you will be taken to a *Password* page (screenshot below). Next, enter a password with at least 6 characters. Include upper case, lower case, numbers and special characters. Enter the password a second time to confirm.

Creating a Password, Continued

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

Passwords must be at least six characters long and contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_

Password* **Confirm Password***

< Previous **Create Account**

Callouts:

- Once you have confirmed your password, choose **Create Account**. You will be taken to the **Email Confirmation** screen.
- Create and enter password of at least 6 characters.

Email Confirmation

Email Confirmation

ℹ You will be receiving emails from this system about...

To ensure you receive emails from this system we have...

To remove East Tennessee Foundation <administrator@grantinterface.com>, look in your junk or spam folder.

[Click Here for a tutorial about removing email addresses](#)

☐ I have received the email.
☐ Continue without checking
☐ I have not received the email

Send Email Again

Callouts:

- Choose **Continue Without Checking** and then choose **Continue on the right side of the screen**.

Completing the Common Scholarship Application

The ETF Common Scholarship Application is used to determine your eligibility for most ETF scholarships. However, a handful of scholarships use Stand-Alone Applications. For more information on completing a Stand-Alone Application go to the [Completing a Stand-Alone Application](#) portion of this document. Make a note in your calendar or planner of the deadline for submitting your application. Then, choose the blue **Apply** box next to **Common Scholarship 2023 Application** to start answering the application questions.

Common Scholarship 2020 Application

East Tennessee Foundation (ETF) offers 65+ scholarship opportunities, with requirements ranging from financial need to scholastic achievement. Several scholarships are targeted toward specific schools or counties, students involved in certain extracurricular activities, or those who may not display the highest scholastic rankings yet still possess great potential and motivation. Others are geared toward students pursuing a specific field. Scholarship amounts vary from \$750 to \$40,000. The Common Scholarship Application is the only application needed for 61 of our scholarship opportunities.

Preview

Accepting Submissions from 10/28/2021 to 02/15/2022 **Apply**

Callouts:

- Tip: Add the scholarship deadline to your calendar and submit all your materials a week before they are due. The deadline is firm and cannot be extended!

Answering the Application Questions

You may be able to answer all the application questions at once, but if you need to pause and come back to the application you can choose **Save**, then log back in later to complete the questions.

Guidelines

- Answer each question to the best of your ability.
- A red box will open at the bottom of the text box if your answer is too long. Edit your response until it fits the character limit because the scholarship selection committee will not be able to read any words that go beyond the limit.
- Some questions require you to upload a document – you can find more instructions on uploading documents in the section of this document titled [Uploading Documents](#).

A screenshot of an application form. At the top, there is a blue box with text: "Recipients of each scholarship will be notified by East Tennessee Foundation. While most notifications are made in May, if you have not been notified by the scholarship this year. Questions? Contact Beth Heller, Vice President for Scholarship Programs at bheller@etf.org, or Ashley Siferd Butler, Program Officer at asiferd@etf.org. *Please note: The Common Application is just the FIRST STEP of the entire application process for most East Tennessee Foundation scholarships! The Common Application is just the first step of the entire application process for most East Tennessee Foundation scholarships. If you would like to be considered for your eligible scholarships, you must finish the individual applications and hit submit for each one of them." Below this, a red box with a red icon and text says: "560 characters over the limit of 1,000". Below that, another red box says: "You have exceeded the limit of 1,000 characters. Your answer will save, but must fit within the limit to proceed." At the bottom, there are three buttons: "Abandon Request", "Save Application", and "Submit Application". A callout bubble on the right says: "This red box appears if your answer is too long. Read through your response and edit until it fits within the limit."

Tip: Don't forget to save your work every 15 minutes so you don't lose your answers. If you step away from your application for more than 90 minutes, you'll be automatically logged out.

Submitting your Common Application and Next Steps

When all your answers are complete and within the character limit, choose the blue **Submit Application** box. If you have forgotten to answer one of the required questions (those with an *) the system will direct you to those questions so that you can complete them. You will be able to **see** your answers but not change them once you choose the **Submit Application** box.

A screenshot of an application form. At the top, there is a blue box with text: "Now that you have used the Common Application to identify the scholarships you may be eligible for here are next steps: Use this link to login to the scholarship on the house icon at the top of the screen to view your Applicant Dashboard. If the scholarship for which you applied requires a Letter of Recommendation All letters of recommendation must be submitted no later than February 1, 2023. Recipients of each scholarship will be notified by East Tennessee Foundation. it means that you have not been awarded a scholarship this year. Now that you have used the Common Application to identify the scholarships you may be eligible for here are next steps: Use this link to login to the scholarship on the house icon at the top of the screen to view your Applicant Dashboard. If the scholarship for which you applied requires a Letter of Recommendation All letters of recommendation must be submitted no later than February 1, 2023. Recipients of each scholarship will be notified by East Tennessee Foundation." Below this, a green box with a green icon and text says: "8 characters left of 1,000". At the bottom, there are three buttons: "Abandon Request", "Save Application", and "Submit Application". A large green arrow points down to the "Submit Application" button.

Confirmation Page

Congratulations! You are finished with the first step of the ETF Scholarship Application process. Now, the *Confirmation Page* will show you which of ETF's common eligibility scholarships you may apply for. (A message will also appear if you are not eligible for any scholarships). Some of the scholarships you are eligible for may have additional required questions. Choose the blue *Continue* box to answer those supplemental questions.

Once you have answered all the supplemental questions, choose the blue *Submit Application* box to continue. If a scholarship for which you are eligible has no additional questions your application was automatically submitted. If you do not want to apply for a scholarship that has supplemental questions, you can choose the *Abandon Request* box.

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

These are the scholarships in this example that require supplemental questions. To be considered for these scholarships you must answer supplemental questions.

Continue

Tip: Make your answers to the supplemental question broad enough to fit more than one scholarship because your answer may carry across multiple applications.

When possible, create answers that broadly describe your goals, accomplishments, and challenges because your response may be used in more than one application.

Choose Abandon Request if you don't want to apply for this scholarship.

Choose Submit Application when you have answered all the questions or Save Application if you want to finish later.

Supplemental Questions

Essay - Personal Success*

Describe a success in your life.

5,000 characters left of 5,000

Abandon Request

Save Application

Submit Application

Uploading Documents

Guidelines

- Upload items that the scholarship committee will not need a password to view
- You can only upload one document per question, so combine documents with multiple pages into one file. If you upload the pages individually, each page you upload will replace the one before it.
- Only upload documents with the following file types: .pdf, .doc, .docx, .jpg, .png, .xls.

To upload a document that is already in an electronic format on your computer or thumb drive:

1. Check to be sure that anyone can open the document without a password
2. Choose the *Upload a File* box
3. Browse your computer and click on the document
4. Create a smaller version of your document if the one you upload exceeds the megabyte (MiB) limit

To upload a paper copy of a document:

1. Scan the document to create an electronic file or, if necessary, take a picture of it with your phone
2. Save the document on your computer
3. Choose the *Upload a File* box
4. Browse your computer and click on the document
5. Create smaller version of your document if the one you upload exceeds the megabyte (MiB) limit

The screenshot shows a web form with two sections: "Transcript" and "Student Aid Report". Each section has an "Upload a file" button with a "[5 MB allowed]" label. Below each button is a file name "logon.docx" and a size "[12.7KiB]", along with a red "X" icon and a "Delete File" link. A callout box points to the "Upload a file" button in the "Transcript" section, stating: "Here is where you find the MiB limit for an uploaded file." Another callout box points to the "[5 MB allowed]" text, stating: "Upload a File box".

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

Upload a file [5 MB allowed]
logon.docx [12.7KiB] X Delete File

Student Aid Report
Upload your Student Aid Report (SAR.) The Expected Family Contribution (EFC) should appear in the upper right hand corner of the SAR. Be sure to upload the SAR that includes your Expected Family Contribution (EFC.) If you do not have your SAR, upload a copy of your completed FAFSA.

Upload a file [5 MB allowed]
logon.docx [12.7KiB] X Delete File

Letters of Recommendation

If the scholarship for which you are applying requires someone to send a Letter of Recommendation on your behalf, you must request one directly through the ETF online portal. Here are the steps to request a Letter of Recommendation:

1. Ask a teacher, mentor, or coach if they will agree to write a letter of recommendation for you
2. Choose *Compose Email* and write a letter to your recommender asking them to write a letter of recommendation. Your recommender will not see your email address so be sure to include your full name and the name of the scholarship in the email.
 - a. Example: "My name is *first and last name* and I am writing to ask you to submit a Letter of Recommendation on my behalf for the *Name of the Scholarship*."
3. Choose *Send*
4. The recommender will receive your message and an email from East Tennessee Foundation asking them to complete the letter.
5. The recommender will upload a Letter of Recommendation directly to your application, but you will not be able to read it.
6. Return to your *Applicant Dashboard* (see below) to see if your Letters of Recommendation have been submitted. Look for *Third Party* submissions.

The screenshot shows the 'Letters of Recommendation Instructions' section of a web portal. It includes a 'Compose Email' button and a status message: 'Email was sent 10/24/2016 4:19:56 PM EDT. No response has been submitted.' Two callout boxes provide additional instructions: one points to the email address field with the text 'Enter recommender's email address here.', and the other points to the 'Compose Email' button with the text 'Click here to compose email requesting Letter of Recommendation if one is required.'

Letters of Recommendation Instructions

Follow the instructions provided in the Guide to Completing Your Application before your letter of recommendation is due for your application.

Enter recommender's email address here.

Click here to compose email requesting Letter of Recommendation if one is required.

Email Address for Writer of Letter of Recommendation *

Letters of Recommendation must be from either school personnel or employer. **ATTENTION:** BE SURE you enter the name of the person who has agreed to write your letter, and that you have entered the recommender's email address correctly!


bhelelr@etf.org

Compose Email

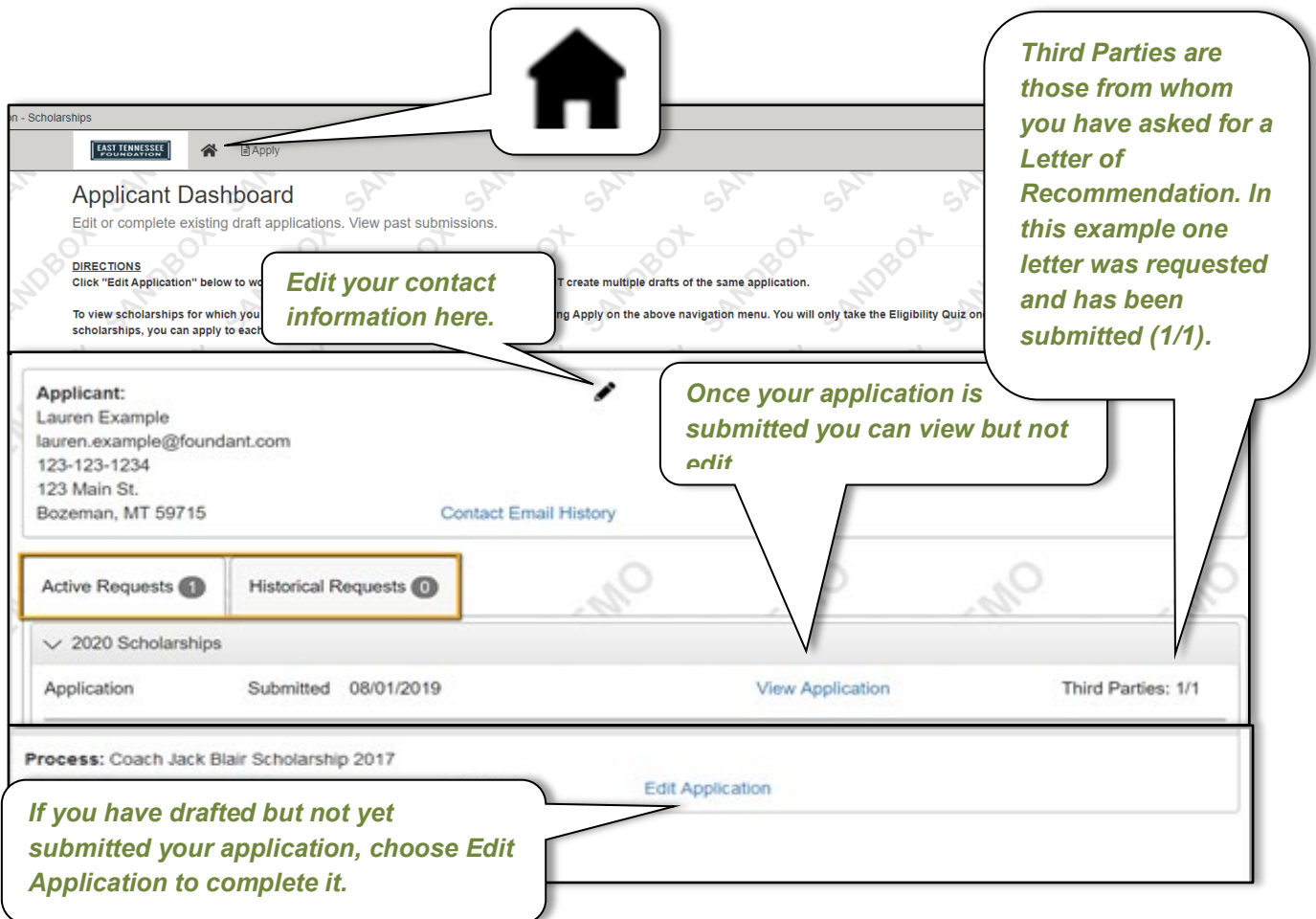
Email was sent 10/24/2016 4:19:56 PM EDT. No response has been submitted.

Tip: Follow up with your recommender to make sure that they received the automated email request for a letter. If your recommender did not receive the request, ask them to look for it in their spam folder.

Applicant Dashboard

After you register and log in for the first time, whenever you return, you will be automatically directed to the *Applicant Dashboard*. Any time you want to return to the *Applicant Dashboard* choose the  icon in the grey bar toward the top of the screen. From the *Applicant Dashboard* you can:

- Edit an application that has not yet been submitted
- View an application that has already been submitted
- Edit your contact information
- Check to see if your Letters of Recommendation have been submitted



The screenshot shows the Applicant Dashboard interface. A callout points to the house icon in the top navigation bar. Another callout points to the 'Edit your contact information here.' link. A third callout points to the 'Third Parties' section, indicating that one letter has been requested and submitted (1/1). A fourth callout points to the 'View Application' link, stating that once an application is submitted, it can be viewed but not edited. A fifth callout points to the 'Edit Application' link, stating that if an application has been drafted but not yet submitted, the user should choose 'Edit Application' to complete it.

Third Parties are those from whom you have asked for a Letter of Recommendation. In this example one letter was requested and has been submitted (1/1).

Once your application is submitted you can view but not edit

If you have drafted but not yet submitted your application, choose *Edit Application* to complete it.

Tip: Read through all your answers before you choose submit. Look for spelling errors, incomplete sentences, see that all your documents uploaded correctly, and watch for answers that have too many characters (see pg. 4 of this document).

Completing a Stand-Alone Application

The ETF Common Scholarship Application is used to determine your eligibility for most ETF scholarships. However, a handful of scholarships use Stand-Alone Applications. You will see this list of individual scholarships on the *Apply* page along with the ETF Common Scholarship Application. The scholarships that require separate stand-alone applications, include:

Howard H. Baker Memorial Scholarship	MD students with a specialty in either Internal Medicine or Family Practice
Stephen L. Coffey Middle College Memorial Scholarship <i>Application deadline April 1</i>	High school students in the middle college program at Roane State Community College
Candace Mast Veterinary Scholarship	UTK or Lincoln Memorial University Doctor of Veterinary Medicine students
Spenser F. Powell Memorial Law Scholarship <i>Application deadline June 1</i>	University of Tennessee College of Law students
Randall Stout Memorial Scholarship	Students pursuing Bachelor of Architecture at the UTK College of Architecture and Design
Haley Elise Van Pelt Scholarship <i>Application deadline April 1</i>	Intellectually or developmentally disabled students to attend inclusive post-secondary programs
Oak Ridge Rotary Club Brad Sturm Memorial Essay Contest	Graduating high school seniors of Oak Ridge High School

Guidelines

- Scholarships that use Stand-Alone Applications are often for students with very specific interests, qualities, or career focus. Take time to read the scholarship description at www.etf.org carefully before you apply.
- You will complete a separate application for each of the scholarships that offer Stand-Alone applications
- Choose the *Apply* box on the right of the scholarship's name to begin applying.

Tip: Stand-Alone Scholarship Deadlines may differ from the Common Scholarship Application Deadline. Be sure to put the date in your calendar and submit all your materials a week before they are due. The deadline is firm and cannot be extended!

Link to Application, Contact Information and Deadlines

Use this link to access ETF Scholarship applications:

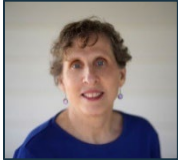
<https://www.grantinterface.com/Home/Logon?urlkey=easttennesseefoundationsscholarship>

Common Scholarship Application deadline is February 1, 2023.

Stand-Alone Application deadlines vary: See www.etf.org.

Incomplete or late applications will not be accepted.

Questions? Feel free to contact us for help:



Beth Heller
Vice President for Scholarship Programs
bheller@etf.org
(865) 524-1223



Rachel Cosby,
Program Officer
rcosby@etf.org
865-524-1223

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