The Student Funding Search: Administrators’ Guide

1. What is the Student Funding Search?

The Student Funding Search is the most comprehensive source of funding information at Cambridge. It advertises funding for postgraduates and undergraduates, for study and extra-curricular activity. It is cited as the main source of funding information on the Graduate Admissions funding webpage.

In order that Cambridge can continue to attract and retain the best students, it is vital that all departments, colleges and University offices include details of their funds in the Search. This includes studentships, exhibitions, travel grants and other prizes. This message was affirmed at a meeting of the Graduate Tutors’ Committee in June 2018, among other places.

A Search which truly reflects the funding opportunities at Cambridge reduces the amount of work that applicants and students need to do to find funding, makes otherwise complex application processes transparent (especially benefitting students unfamiliar with Cambridge) and improves Cambridge’s reputation for nurturing and rewarding academic talent.

So please add your funds to the Search using the instructions below, and thank you in advance for your collaboration.

Sally-Ann Gannon
Head of Student Funding
Student Registry

2. Help

If you have any questions about adding your awards to the Funding Search, please email studentfundingsearch@admin.cam.ac.uk.

3. Glossary

Award. An entry in the Student Funding Search giving details about funding for a given year (e.g. Curtley Ambrose Postgraduate Studentship (2018/19)).
Editor. A university or college administrator who has permission to edit an award.

4. Log in

1. Go to www.student-funding.cam.ac.uk, preferably using Internet Explorer or Google Chrome. The Funding Search is not fully compatible with other browsers.
2. Click ‘Administrator Login’ in the top right corner of the page.
3. Enter your Raven credentials. If you aren’t granted access, this means that you don’t have an account. To set up an account, email studentfundingsearch@admin.cam.ac.uk with your full name, crsid and the email address at which you would like to receive correspondence (this can be a generic office address).

5. Your Workbench

Once you have logged in you will see part of your ‘Workbench’.
There are three elements to the **My Content** tab.

**My Profile**
This is where you can change your email address for correspondence (edit my profile). Generic office email addresses, rather than personal email addresses, are preferred.

**My Edits**
This lists the five most recent awards that **you** have edited. If you haven’t yet created or edited an award, this list will be blank. You can look at all the awards you have edited by clicking ‘view all’ below the list.

**All Recent Content**
This lists content that you are able to edit, not just content you have personally created or edited (for example, a colleague might have added you as an editor to their award). If you are not able to edit any awards, this list will be blank. You can see all the awards by clicking ‘view all’ below the list.

Your Workbench contains two further tabs:

**Create Content**. This is where you can create new awards.

**My Drafts**. This is where you can view and edit awards that you have saved as a draft.

Throughout the following instructions, you can return to your Workbench at any time by clicking ‘My Workbench’ from the menu bar at the top of the page.

### 6. Create an award

1. Go to the ‘Create Content’ tab on your Workbench.

2. If you know that your award has been listed in the Funding Search in previous years, click ‘Award Information’. If you would like to view an award entry from a previous year, email **studentfundingsearch@admin.cam.ac.uk**. If you are adding an entirely new award to the Funding Search, click ‘Award’. You can check to see if an award has been listed in the Funding Search previously by selecting ‘Award Information’ and searching the ‘Award’ drop down menu (see instruction 6.b.i below).
a) Add award title

1. To add the name of a new award to the Funding Search, type the name in the ‘Award Name’ field (e.g. Curtly Ambrose Postgraduate Scholarship) and click ‘Save’. You should enter the full, official name of the award. Do not include abbreviations or additional information, such as your institution (e.g. Curtly Ambrose Postgraduate Scholarship at King’s College).

If you have any questions, email studentfundingsearch@admin.cat

Add the name of your award e.g. Arnold Gerstenberg Students

**Award Name** *
Curtly Ambrose Postgraduate Scholarship

Save

2. Return to the ‘Create Content’ screen by using back buttons.

b) Add award Information

1. Select your award from the ‘Award’ drop down menu. You can search for your award by typing the name. If your award is not listed, you can add it to the list via the link in the help text.

2. Select the academic year in which the award will be held. This should be the upcoming academic year for awards for current students and the next but one academic year for prospective students.

3. Add information on your award by working through the tabs on the left of the page: About, Eligibility, Application, Administration and Publication. Asterisked fields are required. All fields are visible to students and applicants unless stated otherwise.
4. When you have finished, click 'Ready for moderation' to submit your award for publication or 'Save as draft' if you want to come back later or do not want to publish your award at all.
5. If you click 'Ready for moderation', your award will be reviewed by the Student Registry and published on the date you specify in your entry. You will receive an email confirming this. After you have clicked 'Ready for moderation', you can still edit your award (see instruction 7 below).
6. If you click 'Save as draft', your award will be saved for you to edit later through the 'My Drafts' tab in your Workbench. You can return to your Workbench at any time by clicking 'My Workbench' from the menu bar at the top of the page.

7. Edit an award

You can edit your award at any time, even after it has been published, through the ‘My Edits’ menu on your Workbench or, for awards you have been given permission to edit by a colleague, through the ‘All Recent Content’ menu. Any edits you make will overwrite the latest version. If you edit an award after you have submitted it for moderation or after it has been published, you can amend and resubmit your award. Each version you submit is moderated by the Student Registry before publication.

You can change who has permission to edit an award by changing the list of ‘Editors’ in the ‘Administration’ tab of an award.
Delete an award

Applicants and students can see awards for the current and next academic year, therefore awards will cease to be viewable when the relevant year has passed. You can edit your award at any time (see instruction 7 above), but if you would like to delete an award entirely (e.g. if funds are withdrawn after they have been advertised), email studentfundingsearch@admin.cam.ac.uk.

Ownership and revision history

Procedure owner: Jon Sanders
Contact: studentfundingsearch@admin.cam.ac.uk

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