

ECE-TRIS: SCHOLARSHIP APPLICATIONS

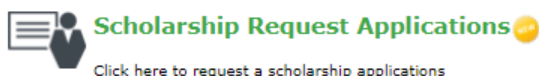


Instructions for use of the online scholarship application process in ECE-TRIS.

COMPLETING THE SCHOLARSHIP APPLICATION

- **Contact your Professional Development Coach about your interest in applying for a scholarship.**
- **Your coach will notify you after they have given you the appropriate access to the online application in ECE-TRIS**
- **Log into ECE-TRIS.** If there are issues with login reference the Forms Area [Managing Your ECE-TRIS Account: Self-Service Tips](#)

- After login, you will select Scholarship Request Application Area.



Click here to request a scholarship applications

- Click on **Submit Scholarship Application**
 - Your personal Information will display and will allow you to update if needed.
 - It is important that the **email** address information for **user** and **director** are entered correctly to allow for notifications.
 - Only a contact for the scholar's employer can sign the application. To ensure the email is correct, Use the **Find Employer Contact** link. All current contacts for the scholar's employer will show and you can select from the list to populate the Director Name and email fields.
 - If the list of contacts does not contain your director's name or displays incorrect information, ask your director to contact ECE-TRIS.
 - Section II is for the specific Scholarship Request Type Information. Grant type chosen will determine the fields that will need to be completed.
- **Upload documents** if required for your grant. This could be a W-9, copy of a check or other requested information
- After completing the **Scholarship Application Form**, click **Save**.
- The **Submit button** will display according to the next step in approval for the particular grant.

Submit for Supervisor Approval

Submit for PDCoach Approval

- Based on the scholarship, an email notification will go to your Supervisor or to PD Coach for signature.
- You will receive an email notification if any follow up information is requested.
- You will also receive a notification when the application has been approved.

ECE-TRIS
Growing Professionals, Growing Kids
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