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.

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

Email Confirmation

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.

**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.

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.
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.

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.
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
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 compete 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.

**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

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).

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:

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

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=easttennesseefoundationscholarship

Common Scholarship Application deadline is February 1, 2023.
Incomplete or late applications will not be accepted.

Questions? Feel free to contact us for help:

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