

Adding a Recipient

Go to: <https://car.oasis.unc.edu/fund/stewardship>

Fund: AD Fund -- Arthur Doe Fund
Fund Type: Award-Faculty/Staff
Principal Acct: 612345
PS Source: C1234
Fund Purpose: To fund research for the Department

Unit: Accounting Services [AD Fund] [view last year's response](#)
Six Account: 612345

Comment to A&S Fdtn:

Fund Status: not edited

Recipients:

Activities:

Add Recipient

Fund: 2KJohnGradStdExcl--2KJohn Graduate Student Excellence Fund
Department: Arts and Sciences Deans Office

Type in Name and hit enter to pull up list with names.

Find Person

*Search Keyword:
(full or partial name. e.g. 'john doe', 'j doe' or 'doe')
 Search Result:

Choose from dropdown and it will fill in information below.

*Last Name:
*First Name:
*Onyen:
*PID:
 Preferred Salutation: Please select ...
*Email:
Phone:

Is Student?
Hometown:
Class Year: Please select ...
Major:
2nd Major:
Minor:

*Award Amount:

Comment to A&S Fdtn:

Comment to Recipient:

(This comment will be included in the email to the recipient)

Fund Alternative Name:

(Used in emails. Leave blank if the fund alias is the same as the fund name. Limit to 255 characters.)

Email to Recipient: send now (upon saving) do not send send after: (mm/dd/yyyy) (mm/dd/yyyy)


(email(s) sent) ['Send email to fund recipient?' checkbox default: Off; FACULTY SECTION: open; FUND SECTION: open]

Uncheck box if you are not ready to send email. Otherwise it will send on save.

Adding an Activity

Go to: <https://car.oasis.unc.edu/fund/stewardship>

Fund:	AD Fund -- Arthur Doe Fund
Fund Type:	Award-Faculty/Staff
Principal Acct:	612345
PS Source:	C1234
Fund Purpose:	To fund research for the Department
Unit:	Accounting Services [AD Fund] view last year's response
Six Account:	612345
Comment to A&S Fdn:	<input type="text"/> <input type="button" value="Update"/>
Fund Status:	not edited <input type="button" value="v"/>
Recipients:	<input type="button" value="+ Add Recipient"/>
Activities:	<input type="button" value="+ Add Activity"/>



Edit Activity

- * Awarded Amount:**
- How did your department benefit from this fund?
- Is there anything else you think the donor would be interested in knowing about your department?

