

Awarding University Prizes through WesPortal – 2020 - 2021

This will be the third year that the University Prizes process is paperless through the use of our app in WesPortal. We're excited to continue building upon last year's successes and we have found ourselves in a strong position to move forward despite challenges posed by the current pandemic.

Please note that the University Prizes app still does not automate the payment process for prizes with cash awards. While the Prizes app requires entry of payment information, it is still necessary to submit payment vouchers for these prizes. **This year departments will process their own vouchers and notify recipients of their awards.** Cash awards will be issued through the Wesleyan Financial Office. Checks for cash awards will be mailed to home addresses on record for any recipients not set up for direct deposit. Note that SmartKeys have been updated to reflect changes in the payment process; all financial information is available for review. We will continue to assist departments by offering training and troubleshooting throughout this awards cycle.

The deadline to submit recipient information to us is **Friday, May 7**. If this deadline presents a hardship, please let us know as soon as possible and we will do our best to accommodate you. We did not offer a prize reception last year due to our pandemic response, and we are planning for a virtual celebration this spring. Our virtual celebration is tentatively scheduled to take place at **5pm on Wednesday, May 12**. The Deans Office will send invitations to students for the event.

We have been using the app for a few years, but there is the possibility that you may discover a bug in the system. Should this happen, please contact us so that we can fix it. We also recommend that you save a digital or paper copy of whatever information you submit into the app, just in case.

We look forward to working with you again this year!

The Deans Office Prizes Team

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You may access a tutorial for using the University Prizes app [here](#).