AWARDS & HONORS

Awards and Honors encompass the various recognitions and accolades received by faculty members for their achievements in teaching, research, service, or professional development.

ADDING AWARDS & HONORS

1. Enter the **Received Date** of the award or honor.
2. Enter the **Title** of the award or honor.
3. Enter the **name of the Awarding Organization/Sponsor** giving the award.

Received Date   Required

| mm/dd/yyyy   🗓 |

Title   Required

| |

Awarding Organization / Sponsor   Required

| |

4. Enter the **Scope/Impact** of the award or honor (optional).
5. Enter the **URL/Link** of the award or honor. (optional).

Scope / Impact

| ⌄ |

URL / Link

| |

6. Enter the **Description** of the award or honor (optional).
7. Select **Yes or No** in the Community-engaged activity field (optional).

Description

0/2000

Community-engaged activity?

8. Select the **Type of Recognition** being awarded.
9. Click the **Add Documents** link and upload any files (optional).

Type of Recognition   Required

+ Add Documents

10. Click the **Create Record** button.

Create Record

EDITING AWARDS AND HONORS

1. To edit a record, scroll down to the **Manage your Records section** and **click on the record** you wish to change.
2. Change the information in the specific field(s).
3. Click **Save Record**.

Manage your Records

Records per page: 20 ⌄

Search for an activity... 🔍 ▼ Filter ⌄

Showing 1 - 1 of 1 Record

☐ ⌄	Title	Sponsor	Year ⬇	Actions/Display
☐	Annual award for teaching excellence Source: Self-Entered Visibility: Private	University of Florida College of Medicine	2024	⋮

Edit information below to update record

Save Record   Reset Form

DELETING AWARDS AND HONORS

If you notice a duplicate and wish to delete a record, you can do that.

1. Scroll down to the **Manage your Records section**.
2. Locate the record you wish to delete and **click the icon with 3 vertical dots** (hamburger icon).
3. Select **Delete**.

Manage your Records

Records per page: 20 ⌄

Search for an activity... 🔍 ▼ Filter ⌄

Showing 1 - 1 of 1 Record

☐ ⌄	Title	Sponsor	Year ⬇	Actions/Display
☐	Annual award for teaching excellence Source: Self-Entered Visibility: Private	University of Florida College of Me		⋮

View/Edit
Exclude from CV/Reporting
Set Visibility
Delete

Records per page: 20 ⌄

Showing 1 - 1 of 1 Record

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu