ECUAWard – the Scholarship Platform
Information and Instructions
All campus-based scholarships are currently on the ECUAWard portal. This process was confirmed as a result of an internal audit of the campus scholarship process completed in 2021 and released to the BOT in December 2021. Currently a campus PRR is under review to set standards.

One stop location for all things scholarship related: from promoting donors and advertising opportunities, taking applications, reviewing applications with customizable rubrics and committee sizes, making awards, communicating awards to recipients, collecting thank you notes and other materials/forms for donor stewardship, creating Scholarship Information Forms (SIFs) to route to Fund Sources & Financial Aid for processing, and acts as storage cabinet of files to maintain year over year records and statistics for campus use.

~1,200 individual opportunities on ECUAWard across all colleges/departments. 10,566 unique applicants in portal during AY21-22. ~140 reviewer groups. Over $3.3 million in awards processed on portal for AY22-23.
ECUAWard - The campus scholarship portal

• System can generate data for the preparation of the Scholarship Information Forms (SIFs)

• Survey forms no longer required if awards are processed in ECUAWard. If an award is NOT processed via ECUAWard (these should be rare exceptions) – a manual SIF and the Survey form must be completed and shared with Fund Source to push money to student accounts

• Tutorial information is available for students on https://scholarships.ecu.edu

• Tutorial information for staff is available on the Office of University Scholarships at scholarships@ecu.edu on the resources tab under section labeled Staff Resources
ECUAWard - The campus scholarship portal

Users can have multiple roles in ECUAWard:

- Administrator
- Applicant
- Reviewer
- Reference

Best to go in on Admin/Applicant tab and use Single sign-on authentication and change roles.

There are three types of opportunities on the portal:

- Auto-match
- Apply-to
- External

Naming Convention – (P) and (R)

ECUAWard is a link on Pirate Port

https://ecu.academicworks.com
ECUAWard - The campus scholarship portal

https://scholarships.ecu.edu/

Office of University Scholarships Intranet

Staff Resources

- Scholarship Information and Forms Instructions (PDF)
- Creating a Scholarship Information Form (SIF) from ECUAWard (PDF)
- Sample ECUAWard SIF (PDF)
- Scholarships Timeline (PDF)
- SIF Header Information (Excel)
- Blank SIF (for awards not processed on ECUAWard) (Excel)
Scholarship Process - Timeline

**Mid-June** – annual cycle management conducted with review of ECUAWard (AcademicWorks) system. Archive and clone processes generated by the Office of University Scholarships.

**July 1** - Financial Aid Office sends loans for origination for fall semester.

**July 10** - University Cashier originates the student fall billing statements.

**July/August** – Add new fund agreements to ECUAWard so opportunities are in place for cycle that starts on August 1. The fund agreements lay out the requirements for recipient selections / donor preferences.

**August/September** – annual reminder of things to review in ECUAWard (AcademicWorks portal) before opportunities go live in November. Time to review users, narratives, qualifiers, active opportunities list, etc. Annual refresher training will also be scheduled.

**August 1** – new scholarship opportunities open in ECUAWard (AcademicWorks portal) for students applying for admissions in the following academic year. Most of these opportunities are housed in the Office of University Scholarships and/or the Honors College and earmarked for incoming freshmen.

**August 10** - Financial Aid Office begins to roll monies onto student accounts to ‘hold’ a student schedule. Actual disbursement comes three days prior to the beginning of classes.
**September 15** – Completed spring SIFs are due to the **Financial Services** contacts. This is for scholarships awarded to students new to the University for the spring. Any spring-only scholarships for current ECU students should have been submitted by the previous March 10th deadline.

**October 1** – SIFs for spring admits due in **Financial Aid Office**. (These forms must have been routed through the appropriate Financial Services contacts who will submit the information to the Financial Aid Office.)

**October 1** – Students/families begin filing the annual Free Application for Federal Student Aid (FAFSA) @ [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**November 1** – College/departmental scholarship opportunities open for existing students in ECUAWard (AcademicWorks portal).

**December 1** – Distribution of spendable fund balances to colleges/departments for annual departmental scholarship cycle – both endowed and unendowed accounts. (Additional spending distribution update for non-endowed funds will be distributed by January 15 annually). Spendable balances can be updated in ECUAWard (AcademicWorks portal).

**Month of January** – multiple end dates for the scholarship opportunities on ECUAWard (AcademicWorks portal) that opened on August 1 and November 1.

**Mid-January – Mid-February** – scholarship committees are meeting and making recipient selections.

**Feb 15-28** – preparation of Scholarship Information Forms (SIFs) for the following academic year are prepared, reviewed, and routed to Fund Managers, Foundations, and Financial Aid for approval and processing.
**February 15** - Completed **summer** scholarship information forms (SIFs) are due to the **Financial Services** contacts.

**February 28** - SIFs for **summer** terms are due in **Financial Aid Office**. (These forms must have been routed through the appropriate Financial Service contacts before submission to Financial Aid Office.)

**March 1** - SIFs for **fall-spring** are due to FUND SOURCE contacts. (These forms must have been routed through the appropriate Financial Services contacts, who will submit the information to the Financial Aid Office. This submission represents the vast majority of the scholarships awarded to ECU students.) Note that the awards to incoming freshmen will have processing priority in order to meet the deadline for producing Comprehensive Award Letters for the Pirates Aboard event (Admitted Students Day) each spring.

**March 8** - SIFs for **fall-spring** are due in Financial Aid. (These forms must have been routed through the appropriate Financial Services contacts, who will submit the information to the Financial Aid Office. This submission represents the vast majority of the scholarships awarded to ECU students.)

**Mid-March** - Financial Aid Office will mail the first round of grant/loan award letters to fall entering freshmen students – this will be a comprehensive award letter including all scholarships, grants and loans. Information must be in mail 10 days before Pirates Aboard event.

**Mid-April** – Financial Aid Office will package aid for returning students and communicating the awards to students via Pirate Port.

**May 1** – ECU Enrollment deposit deadline.

Items highlighted in **GREEN** relate to important dates relative to annual cycle of ECUAWard (AcademicWorks scholarship portal) Items highlighted in **YELLOW** relate to important dates relative to submission of scholarship award information.
These **current** deadlines were carefully formulated based on actual time it takes to physically enter scholarships BEFORE award letters run so that students will know how much aid they will be receiving to help pay their tuition bill.

We must have time to enter all aid and manually revise aid as necessary BEFORE disbursement.
Some Financial Aid & Scholarship Terms

• Cost of attendance or COA: The cost of attending ECU for a given academic period. (includes tuition & fees, room & board, books & supplies as well as other expenses determined necessary to be a student)

• Estimated Family Contribution or EFC: Is the outcome of a Federal formula that looks at family size, number of family members in college, type and amount of family income. It is merely a measure of the family’s ability to assist with college costs

• Need: COA – EFC = Need

• Merit: Academic ability

• Scholarships: Funds that do not require repayment. Can be need based, merit based or a combination of the two

• Comprehensive Award Letter – sent to incoming freshmen in early March includes loans, grants, and scholarships offered to offset enrollment costs
What are some consequences of a late submission?

• Scholarships received after deadlines are not guaranteed to be in place before student bills are due. Bills are generally due 3 weeks prior to the start of classes for any term.

• Late submissions very frequently put students over budget or need which makes us (ECU) instantly out of compliance with federal guidelines. If an award is late, Financial Aid generally has to swap money if student has been packaged to COA.

• Revisions that have to be done as a result of late scholarships can potentially cause student to actually owe funds back to ECU.
## An Example of what can happen with a Late Award

### Example 1:

$15,000 COA - $5,000 EFC = $10,000 Need

<table>
<thead>
<tr>
<th>Need Based Aid</th>
<th>Non-Need Based Aid</th>
<th>Total Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000 Subsidized loan</td>
<td>$5,000 Unsubsidized loan</td>
<td>$15,000</td>
</tr>
<tr>
<td>$5,000 Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+$1,000 Outside Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10,000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A $2000 scholarship comes in late. We must return $2,000 of the subsidized loan. Several departments are involved in this process and takes up to 30 days on average to complete. This means no net refund for the student.
An Example of what can happen with a Late Award

Example 2:

$15,000 COA - $9,000 EFC = $6,000 Need

Need Based Aid

$2,000 Outside Scholarships

+ $4,000 State Grant (all or nothing)

$6,000

Non-need Based Aid

$5,000 Unsubsidized loan

Total Aid

$11,000

A $3,000 scholarship comes in late.
We must cancel $4,000 of the State Grant.
That means the student is left owing $1,000 back to ECU.
Prizes / Awards versus Scholarships / Fellowships – It ALL Financial Aid

Prize
- Include cash, cash-equivalents (such as gift cards), tangible personal property, and complimentary services.
- Payment won in a contest that does not have to be used for educational expenses.

Scholarship/Fellowship
- Unrestricted, non-service related funding for the purpose of aiding undergraduate/graduate students’ study, training or research.
- Synonyms include grant, award, stipend, etc.
- An amount paid for the benefit of a student at an educational institution to aid in the pursuit of study or research.

Information from IRS Publication 970

Regardless of what you call it – it has to flow through Financial Aid and fit within the student’s Cost of Attendance (COA).

Before alerting students of prizes or awards you should always check with Financial Aid to make sure the funds will not harm the student and cause them to lose other funding.
# Spendable Balance Reports

## Enrollment Services

### Non-Endowed Fund Balances

**as of November 20, 2022**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Detail Code</th>
<th>Description</th>
<th>ORG</th>
<th>Department</th>
<th>Fund Manager</th>
<th>Cash Balance 11/20/22</th>
<th>Spring 2023 Scholarships</th>
<th>Total Available for AY23-24 Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET3369</td>
<td>E476</td>
<td>Chan Priority Sch Min</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>1,116.55</td>
<td>-</td>
<td>1,116.55</td>
</tr>
<tr>
<td>ET2650</td>
<td>F299</td>
<td>Harold H Bate Study Abroad Fund</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>15,125.00</td>
<td>-</td>
<td>15,125.00</td>
</tr>
<tr>
<td>EU3153</td>
<td>F344</td>
<td>UW Daughters for Dads Endowed Sch</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>1,000.00</td>
<td>(1,000.00)</td>
<td>-</td>
</tr>
<tr>
<td>EU3172</td>
<td>F392</td>
<td>UW BC Walters LA Public Service Sch</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>2,500.00</td>
<td>(500.00)</td>
<td>2,000.00</td>
</tr>
<tr>
<td>EU3196</td>
<td>F439</td>
<td>UW Lamb J &amp; A End Schl</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>706.15</td>
<td>(675.00)</td>
<td>31.15</td>
</tr>
<tr>
<td>EU3245</td>
<td>F534</td>
<td>UW Maynor T&amp;J End Schl</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>5,050.00</td>
<td>(1,000.00)</td>
<td>4,050.00</td>
</tr>
<tr>
<td>EU3268</td>
<td>F589</td>
<td>UW Ynezlano Family Beacon Sch</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>1,500.00</td>
<td>(500.00)</td>
<td>1,000.00</td>
</tr>
<tr>
<td>EU3727</td>
<td>E981</td>
<td>UW Murphy Chris Schl</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>4,078.00</td>
<td>(1,250.00)</td>
<td>2,828.00</td>
</tr>
<tr>
<td>EU3808</td>
<td>F090</td>
<td>UW Whitman Organ Donor Schl</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>5,300.00</td>
<td>(500.00)</td>
<td>4,800.00</td>
</tr>
<tr>
<td>EU3822</td>
<td>F279</td>
<td>UW Paul D&amp;V EN Recruitment Schl</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>3,750.00</td>
<td>(1,250.00)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>EU4276</td>
<td>E804</td>
<td>UW Bolick TE Schl</td>
<td>512102</td>
<td>AAH Admissions</td>
<td>Angela Anderson</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
## Spendable Balance Calculation Example

<table>
<thead>
<tr>
<th>ECU Foundation</th>
<th>ECU Medical &amp; Health Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>$50,425.00</td>
</tr>
<tr>
<td>2015</td>
<td>$7,750.00</td>
</tr>
<tr>
<td>2016</td>
<td>$2,675.00</td>
</tr>
<tr>
<td>2017</td>
<td>$7,445.00</td>
</tr>
<tr>
<td>2018</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Total</td>
<td>$69,795.00</td>
</tr>
<tr>
<td>Restrictions</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>$(1,899.00)</td>
</tr>
<tr>
<td>2015</td>
<td>$(302.31)</td>
</tr>
<tr>
<td>2016</td>
<td>$(379.58)</td>
</tr>
<tr>
<td>2017</td>
<td>$(948.58)</td>
</tr>
<tr>
<td>2018</td>
<td>$(1,259.90)</td>
</tr>
<tr>
<td>Total ER3791</td>
<td>$(4,789.37)</td>
</tr>
<tr>
<td>Investment Income</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>$3,489.00</td>
</tr>
<tr>
<td>2015</td>
<td>$1,658.10</td>
</tr>
<tr>
<td>2016</td>
<td>$(2,205.98)</td>
</tr>
<tr>
<td>2017</td>
<td>$809.58</td>
</tr>
<tr>
<td>Total ER3791</td>
<td>$3,750.70</td>
</tr>
<tr>
<td>Total ER3791</td>
<td>$(1,038.67)</td>
</tr>
<tr>
<td>Total FMV</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>$52,015.00</td>
</tr>
<tr>
<td>2015</td>
<td>$61,120.79</td>
</tr>
<tr>
<td>2016</td>
<td>$61,210.23</td>
</tr>
<tr>
<td>2017</td>
<td>$68,516.23</td>
</tr>
<tr>
<td>2018</td>
<td>$68,756.33</td>
</tr>
<tr>
<td>Total FMV</td>
<td>$293,695.39</td>
</tr>
<tr>
<td>FMV/Corpus</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>103.2%</td>
</tr>
<tr>
<td>2015</td>
<td>105.1%</td>
</tr>
<tr>
<td>2016</td>
<td>100.6%</td>
</tr>
<tr>
<td>2017</td>
<td>100.3%</td>
</tr>
<tr>
<td>2018</td>
<td></td>
</tr>
</tbody>
</table>

ECU Foundation funds need to be at 108% of Fair Market Value at prior June 30 to have a spendable balance distribution in December.

ECU Medical & Health Science funds need to be at 104% of Fair Market Value at prior June 30 to have a spendable balance distribution in December.
Spendable Balance Calculations

Various items can affect the actual FMV of an endowment and whether or not it will get a spending distribution for any given year, including, but not limited to:

- **Age of endowment** – New endowments start out underwater and have to have received sufficient investment gains to offset that.

- **Market** – The fluctuations of the market greatly impact endowment values. Even a ‘good year’ of investment returns for the Foundation’s portfolio doesn’t guarantee that an endowment’s value will be at least 108% / 104% of its corpus value (remember – each Foundation has a different corpus value requirement).

- **Timing of gifts** – The timing of gifts often can affect an endowment’s value, especially if the gifts are large and made in the middle of a fiscal year.

- **Supplemental Funds** – many donors will create a supplemental fund while “growing” their endowment to ensure that an annual award can be made.
# Scholarship Information Form (SIF) Layout

<table>
<thead>
<tr>
<th>Academic Year 2023-2024</th>
<th>Portfolio Name</th>
<th>Fund Manager</th>
<th>Fund/Org Codes</th>
<th>Detail Code</th>
<th>Last Name (imported)</th>
<th>First Name (imported)</th>
<th>Student ID (Banner ID)</th>
<th>Enrollment - if FT leave blank - otherwise show 3/4, 1/2 or &lt;1/2</th>
<th>Award Period</th>
<th>Fall 2023</th>
<th>Spring 2024</th>
<th>Citizen</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Insert this column</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulls from ECUAWard</td>
<td>Insert this column</td>
<td>ECUAWard</td>
<td>ECUAWard</td>
<td>ECUAWard</td>
<td>ECUAWard</td>
<td>ECUAWard</td>
<td>ECUAWard</td>
<td>Insert this column</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Find/Replace</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;@ecu.edu&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total will pull into form - must create</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a fall and spring amount for uploading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>into Financial Aid.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: ECUAW - INSERT YOUR NAME
### Completed SIF – with Data pulled from ECUAWard

#### Scholarship Information Form

<table>
<thead>
<tr>
<th>Portfolio Name</th>
<th>Specific Named Scholarship</th>
<th>Fund Manager</th>
<th>Fund Code</th>
<th>Detail</th>
<th>Last Name (Imported)</th>
<th>First Name (Imported)</th>
<th>Student ID (Banner ID)</th>
<th>Enrollment - If FT leave blank - otherwise show 3/4, 1/2 or &lt;1/2</th>
<th>Award Period</th>
<th>Fall 2023</th>
<th>Spring 2024</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Access Scholarship</td>
<td>The Rawl Access Scholarship</td>
<td>Chris Dyba</td>
<td>E0345</td>
<td>920105</td>
<td>Allen</td>
<td>Edward</td>
<td>B00123456</td>
<td>Fall 2023 / Spring 2024</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>The Access Scholarship</td>
<td>The D.R. and Fran Bryan Access Scholarship</td>
<td>Chris Dyba</td>
<td>E0346</td>
<td>920105</td>
<td>Beans</td>
<td>Stane</td>
<td>B00123456</td>
<td>Fall 2023 / Spring 2024</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>The Access Scholarship</td>
<td>The Talton Family Access Scholarship</td>
<td>Chris Dyba</td>
<td>E0331</td>
<td>920105</td>
<td>Carrot</td>
<td>Cameron</td>
<td>B00123456</td>
<td>Fall 2023 / Spring 2024</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>The Access Scholarship</td>
<td>The Kathy Taft - Women's Roundtable Access Scholarship</td>
<td>Chris Dyba</td>
<td>E0321</td>
<td>920105</td>
<td>E910</td>
<td>Corn</td>
<td>B00123456</td>
<td>Fall 2023 / Spring 2024</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>The Access Scholarship</td>
<td>The West Memorial Foundation Access Scholarship</td>
<td>Chris Dyba</td>
<td>E0467</td>
<td>920105</td>
<td>E009</td>
<td>Coal</td>
<td>B00123456</td>
<td>Fall 2023 / Spring 2024</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>The Access Scholarship</td>
<td>The West Memorial Foundation Access Scholarship</td>
<td>Chris Dyba</td>
<td>E0467</td>
<td>920105</td>
<td>E009</td>
<td>Davis</td>
<td>B00123456</td>
<td>Fall 2023 / Spring 2024</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>The Access Scholarship</td>
<td>The Lynn Kelso Memorial Access Scholarship</td>
<td>Chris Dyba</td>
<td>E0368</td>
<td>920105</td>
<td>E914</td>
<td>Daught</td>
<td>B00123456</td>
<td>Fall 2023 / Spring 2024</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

See handout “Creating a Scholarship Information Form” on OUS Staff Resources webpage for more instructions on creating forms from the ECUAWard portal.
Contact Information

University Scholarship Office:
Melonie Bryan – Director, Office of University Scholarships  bryanm@ecu.edu  252.328.5816

Financial Aid Office:
Laura Jarman – Asst. Director, Student Financial Aid  jarmanl14@ecu.edu  252.328.6610
Julie Poorman – Director, Office of Financial Aid  poormanj@ecu.edu  252.328.6610

Financial Services / Foundation Representatives:
Heather Wiggins – Accountant, ECU Foundation  gardnerh@ecu.edu  252.737.5369
Mandy King – Accountant, Medical & Health Sciences Foundation  kinga@ecu.edu  252.744.2170
Mary Ann Hunter – Accountant, Institutional Trust Funds  huntermary15@ecu.edu  252.737.1138
Janice McGowan – Grants & Contracts Manager, Grants Administration  mcgowanj@ecu.edu  252.328.9530
## A little more Contact Information

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Detail Code Prefix</th>
<th>Banner Fund Prefix</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| Alumni Association        | “A”               | 2100 – 2199       | ECU Alumni Association, Inc.  
Attn: Candace [Cand] High  
MS 301 – Greenville Center  
HighC@ecu.edu  
252-328-0604                                                                 |
| State Funds               | “B”               | 111 or 112        | University Budget Office  
Attn: Dawn Quist  
Bldg. 165  
quists@ecu.edu  
252-797-3100                                                |
| ECU Foundation            | “E” & “P0...”     | 2500 – 2599       | ECU Foundation, Inc.  
Attn: Heather Wiggins  
MS 301 – 2205 Greenville Ctr.  
gardnerh@ecu.edu  
252-737-5369                                                   |
| Grants                    | “G”               | 21                | Grants Administration  
Attn: Janice McGowan  
MS 211 – Grants Admin.  
mcgowan@ecu.edu  
252-328-9529                                                        |
| Medical Family Practice   |                   | 314 or 315        | DHS Controller’s Office  
Attn: Joel Stocks  
MS 614 – Thomas Professional Bldg.  
StocksJ15@ecu.edu  
252-744-3077                                                     |
| Medical & Health Science Foundation | “M”               | Z300 – Z399        | ECU Medical and Health Sciences Foundation, Inc.  
Attn: Amanda [Mandy] King  
MS 659 - Moyer Blvd.  
kinga@ecu.edu  
252-744-7170                                                   |
| Pirate Club               | “P”               | (ECU Educ Foundation) Z200 – Z299 | Pirate Club  
Attn: Brittany Stockstill  
MS 158 – Athletics/Ward Sports Medicine  
Powellb15@ecu.edu  
252-737-4811                                                       |
| Special Funds - ITF       | “S” & “T”         | 12, 14, 15, 23, 24, 25, 27, 2E  
31 (not 314 or 315)  
6C, 6Z  
Z001 – Z099 | Institutional Trust Funds  
Attn: Mary Ann Hunter  
MS 203 – Financial Services  
huntermarty15@ecu.edu  
252-737-1403                                                      |
| Student Life              | Z400 – Z599       |                   | Student Affairs Scholars  
Attn: Brian Mattern  
MS 147  
matternb@ecu.edu  
252-328-4923                                                      |
| ECUAWard (AcademicWorks)  |                   |                   | University Scholarships  
Attn: Melanie Bryan  
MS 173 – Enrollment Management  
bryanmm@ecu.edu  
252-328-5816                                                      |
Office of University Scholarships
G210 Old Cafeteria Complex
https://scholarships.ecu.edu
scholarships@ecu.edu

Office of Student Financial Aid
2103 Old Cafeteria Complex
https://financialaid.ecu.edu
finaid@ecu.edu