

FELLOWSHIP AWARD AND PAYMENT PROCESSES

Award Processes

Awarding Entity (Department or Principal Investigator (PI))

1. Selects a candidate who meets relevant merit eligibility criteria.
2. Completes the [Assistantship and Fellowship Recommendation Form](#).
3. Completes the [Payment Characterization Checklist](#), if a stipend is included.
4. Forwards the Assistantship and Fellowship Recommendation Form and Payment Characterization Checklist, if applicable, to the Department Chair.

Department Chair

5. Reviews the award information and verifies that the recipient is a student, current or incoming.
6. Signs the Assistantship and Fellowship Recommendation and Payment Characterization Checklist Forms.
7. Forwards the Form(s) to the School Fellowship Coordinator (SFC).

School Fellowship Coordinator (SFC)

8. Reviews files to determine whether recipient is receiving or has been offered any other awards.
9. Reviews the award if a stipend is part of the award to ensure that no services are required.
10. For a current student, reviews transcript to ensure that there are no incompletes or unacceptable grades.
11. Signs the Assistantship and Fellowship Recommendation and Payment Characterization Forms.
12. A. If non-sponsored research-funded, sends award package to the student. The award package must include the following:
 - a. [Fellowship Award Letter](#)
 - b. [Fellowship Acceptance Form](#)
 - c. Fellowship Requirements
 - [Fellowship Requirements for Stipend and Tuition Award or Stipend Only](#) OR
 - [Fellowship Requirements for Tuition Award Only](#)
 - d. Tax Information
 - [Tax Implications and Reporting Requirements of Payments to International Students](#) OR
 - [Tax Implications and Reporting Requirements of Payments to U.S. Citizens or Resident Aliens](#)
12. B. If sponsored research-funded, steps 8 through 11 above are followed. In lieu of step 12, forwards the signed form to the appropriate research staff member connected to the grant.

School Fellowship Coordinator (SFC)

13. Forwards a copy of the returned, signed Fellowship Acceptance Form to the Department Chair.
 - a. If the award is declined, the Award Processes start over.
 - b. If the award is accepted, the Payment Processes begin.

Research Staff Member

14. Reviews information to ensure that the payment is allowable on the grant.
15. Checks to make sure funds are available.
16. Checks to ensure the award is within the date parameters of the grant.
17. If the award is for a Fellowship stipend, ensures that the grant is a training grant that allows this type of payment.
18. Signs the Assistantship and Fellowship Form.
19. Returns to the Principal Investigator (PI).

Principal Investigator (PI)

20. Sends award package to the student.

Payment Processes

School Fellowship Coordinator (SFC) or Principal Investigator (PI)

21. Completes the online Stipend form in the Stipend Management Application (SMA). Log in to the GW Portal. Go to Enterprise Systems and click on SMA. In SMA, click on Stipend Request Form. Enter data and send.
22. A. Enters the tuition award in the Banner Student Accounts Module, if the award includes tuition.
22. B. Principal Investigator sends a copy of the signed Assistantship and Fellowship Recommendation Form along with a signed Acceptance Form to the School's staff member assigned to enter the tuition award into Banner or to the Office of Graduate Student Assistantships and Fellowships (GSAF) if GSAF-funded.
23. Cancels the fellowship, stipend and or tuition payment(s), if the awardee's enrollment status or eligibility changes.