STUDENT RESEARCH AWARD PROCESSES

1. The Principal Investigator (PI) selects a student and
   - Completes the following forms:
     - A) [Research Fellowship (Stipend and/or Tuition) Recommendation Form](), which verifies a student's eligibility
     - B) [Payment Characterization Checklist]() (only if a stipend is part of the award)
   - Drafts an award letter (see model: [Research Fellowship Award Letter]()), and attaches the following documents or forms to the student's letter:
     - D1) [Tax Implications and Reporting Requirements of Payments to International Students]() **OR**
     - D2) [Tax Implications and Reporting Requirements of Payments to U.S. Citizens or Resident Aliens]() **AND**
     - E) [The Fellowship Acceptance Form]()

2. The PI forwards the packet to the Department Chair, for signature.

3. Following Chair approval, the PI forwards the packet to the department's designated Research Services Coordinator (RSC) who will verify that the stipend and/or tuition is an appropriate charge under the sponsored award and that funds are available.

4. The RSC then returns the packet to the PI, who obtains approval from the cost-sharing department (if applicable).

5. When all approved signatures have been obtained, forward the award letter and attachments to the student.

6. Once the student returns the signed Fellowship Acceptance Form, separate processes are required to finalize the stipend payment and the tuition award:

STIPEND PROCESS	TUITION AWARD PROCESS
• The PI submits online through the Stipend Management Application (SMA). SMA can be accessed by clicking on My GW Portal on the GW Homepage and logging in. Then select Stipend Management Application under EAS Applications.	• The PI sends the Research Fellowship (Stipend and/or Tuition Award) Recommendation Form (completed earlier) with a copy of the signed Fellowship Acceptance Form attached to the [Sponsored Research Tuition Fellowship Coordinator]() in his/her school for data input into Banner.