GRADUATE ASSISTANTSHIP AND GRADUATE RESEARCH ASSISTANTSHIP 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. Forwards the Assistantship and Fellowship Recommendation Form to the Department Chair.

Department Chair
4. Reviews the award information and verifies that the recipient is a student, current or incoming.
5. Signs the Assistantship and Fellowship Recommendation Form.
6. Forwards the Form to the School Fellowship Coordinator (SFC).

School Fellowship Coordinator (SFC)
7. Reviews files to determine whether recipient is receiving or has been offered any other awards.
8. For current students, reviews transcript to ensure that there are no incompletes or unacceptable grades.
9. Signs the Assistantship and Fellowship Recommendation Form.
10. A. If non-sponsored research-funded, sends award package to the student. The award package must include the following:
    a. Graduate Assistantship Award Letter
       - Graduate Assistantship Model Letter OR
       - Graduate Assistantship/University Fellowship Model Letter
    b. Acceptance Form
       - Graduate Assistantship Acceptance Form OR
       - Graduate Assistantship/University Fellowship Acceptance Form
    c. Graduate Requirements
       - Graduate Award Requirements
    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
10.B. If sponsored research-funded, steps 7, 8, and 9 above are followed. In lieu of step 10, forwards the signed form to the appropriate research staff member connected to the grant.

Research Staff Member
11. Reviews information to ensure that the payment is allowable on the grant.
12. Checks to make sure funds are available.
13. Checks to ensure the award is within the date parameters of the grant.
14. Checks to ensure that full F&A is recovered if the "yes" box on the form is checked.

PI/Initiator
15. Sends award letter to student. The award package must include the following:
    a. Graduate Research Assistantship Award Letter
       - Graduate Research Assistantship/University Fellowship Model Letter
    b. Acceptance Form
       - Graduate Research Assistantship/University Fellowship Acceptance Form
    c. Graduate Requirements
       - Graduate Award Requirements
    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
16. Both the School Fellowship Coordinator (SFC) and the PI/Initiator forwards a copy of the returned, signed Graduate Assistantship Acceptance Form to the Department Chair and the Office of Graduate Student Assistantships and Fellowships.
    a. If the award is declined, the Award Processes start over.
    b. If the award is accepted, the Payment Processes begin.

GA and GRA Payment Processes

School Fellowship Coordinator (SFC) for GAs and for GRAs funded from non-sponsored research funds and sponsored research funds. Research personnel complete the paperwork for GRAs funded by sponsored projects.

17. Completes the Employee Hire Form for the assistantship portion of the award – graduate salary account number 51122. Repeat Graduate Assistants and Graduate Research Assistants can be rehired on-line through the Faculty Hire Form under Quick Links on the My GW web page after signing in.
18. Forwards the form electronically with the required approvals to the Office of Graduate Student Assistantships and Fellowships (GSAF).
19. If the award also includes a fellowship stipend, 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.
20. A. Enters the tuition award in the Banner Student Accounts Module, GSAF will enter all awards that it funds.
20. 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.
21. Cancels the assistantship, stipend and tuition payments if the awardee's enrollment status or eligibility changes.