

# ASSISTANTSHIP AWARD AND PAYMENT PROCESSES

## Award Processes

### **Awarding Entity**

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. Reviews the award to ensure funds to cover “Payment involving services (assistantship)” are included.
9. For current students, reviews transcript to ensure that there are no incompletes or unacceptable grades.
10. Signs the Assistantship and Fellowship Recommendation Form.
11. Sends award package to the student. The award package must include the following:
  - a. Graduate Assistantship Award Letter
    - [Graduate Teaching Assistantship Model Letter](#) OR
    - [Graduate Research Assistantship Model Letter](#) OR
    - [Graduate Administrative Assistantship Model Letter](#)
  - b. [Graduate Assistantship Acceptance Form](#)
  - c. Graduate Assistantship Requirements
    - [Graduate Teaching Assistantship Requirements](#) OR
    - [Graduate Research Assistantship Requirements](#) OR
    - [Graduate Administrative Assistantship 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](#)

### **School Fellowship Coordinator (SFC)**

12. Forwards a copy of the returned, signed Graduate Assistantship 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.

## Payment Processes

### **School Fellowship Coordinator (SFC)**

13. Completes the [Employee Hire Form](#) for the assistantship portion of the award – graduate salary account number 51122. Repeat Graduate Assistants can be rehired on-line through the Faculty Hire Form under Quick Links on the My GW web page after signing in. New GAs must be hired on the paper form.
14. Forwards the form with the required signatures to the Office of Faculty Personnel.
15. 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. Note: Paper forms will no longer be accepted.
16. Forwards the Form with the required signatures to Accounts Payable – Stipends.
17. Enters the tuition award in the Banner Student Accounts Module.
18. Cancels the assistantship, stipend and tuition payments if the awardee’s enrollment status or eligibility changes.