

FELLOWSHIP 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. Completes the [Payment Characterization Checklist](#), if a stipend is included.
4. Forwards the Assistantship and Fellowship Recommendation Form and Payment Characterization Checklist 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 Forms 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. Sends award package to the student. The award package must include the following:
 - a. [Non-research-funded 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](#)

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.

Payment Processes

School Fellowship Coordinator (SFC)

14. 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.
15. Forward the Form with the required signatures to Accounts Payable - Stipends
16. Enter the tuition award in the Banner Student Accounts module, if the award includes tuition.
17. Cancel the fellowship, stipend and or tuition payment(s) if the awardee's enrollment status or eligibility changes.