Fellowship Process – Proposal to Support Disbursement

Graduate School

Proposal is funded, award is received and announced by OSRAA

OSRAA

OSRAA submits proposal, if required

Student accounts

OSRAA may assist with reviewing fellowship criteria

GS

GS allocates tuition support, if applicable/needed

HR

HR signs form, creates zero pay "position" for health insurance eligibility

Student Accounts

Student Accounts posts tuition, health insurance against student account

Footnotes:
1. Units who do not have pre-award staff should consult with OSRAA.
2. Decision point – if not a fellowship, submit proposal as GA or as general participant support (e.g., REU program, lesser student support, etc.) May pursue alternatively funded fellowship option if award/program does not meet criteria.
3. New expanded role of GS, per task force recommendations
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5. Proposals typically not required for individual fellowships, are required for training grants; Until may need to request pending index – internal proposal required?
6. New version of form and DocuSign template, per task force recommendations
7. Is this a task that could be delegated to GS by reason?

Student/mentor identifies funding, takes to unit pre-award.

Pre-award staff assesses funding opportunity for fellowship criteria.

Is it a fellowship award/program?

GS will add submission to database of pending applications.

GS reviews/signs appointment form, updates database.

OSRAA reviews/signs fellowship form, adds to Nolij file.

Unit creates offer letter, completes appointment form, sends both for signature.

GS reviews/signs appointment form, updates database.

HR signs form, creates zero pay "position" for health insurance eligibility.

OSRAA may assist with reviewing fellowship criteria.

GS may assist with reviewing fellowship criteria.

GS will add submission to database of pending applications.

OSRAA assesses administrative fee and levy via JV.

Student Accounts posts tuition, health insurance against student account.

7 - Is this a task that could be delegated to GS by reason?