Graduate Student Fellowship Procedures

Proposal Preparation
  o Calculate the stipend based on the GRA rate
    ▪ If the amount from agency is a flat amount for stipend and tuition.
      • 1st cover the stipend amount
      • 2nd any funds remaining can then be budgeted for tuition and
        health fees, if any
    ▪ Use the 16100 object code for the stipend as fellowships are paid through
      the student system and not through the payroll system

Award Procedures:
  o When award notification comes in the research administrator needs to inform
    either Nichole or John in the Viterbi Business Affairs – Research Administration
    Office (VBA-RA)
  o VBA-RA will work with Casey to have the SIS code(s) issued for the new 52
    account
  o Once issued Casey will then provide Tracy and Jennifer in the GAPP office
    access
  o VBA-RA will notify Tracy and Jennifer in the GAPP office that we have received
    the award, provide the budget information and SIS code information.
  o VBA-RA will let the research administrator know of the SIS set-up so they can
    provide GAPP the student information and coordinate any paperwork needed
  o An Award Letter will be issued to the student by the Department or GAPP.
  o GAPP will then set-up the fellowship in the SIS system

**Note a student cannot move from a GRA to a Fellow mid-semester or vice versa.