Initiating a Graduate Award Recommendation

1. Faculty members include Directors of Graduate Studies (DGS) or Dept Chairs. Dept Chair/Program Director should not initiate the workflow if they plan to be an approver for the award. PhD Students: awards are determined by faculty/admission committee. Master’s students: some awards are determined by CCAS and/or OGSAF; some awards are controlled by Departments.

2. Initiate the workflow using the Assistantship and Fellowship Recommendation Form. The initiator gathers the information needed for the award request.

3. initiator checks with respective SRA to ensure the identified funding source has available funding.

4. The initiator logs into Banner Workflow (Graduate Award System) and enters the award information.

5. The initiator selects appropriate approvers and submits.

6. Approvers receive an email notification and review the request.

7. Approved?

8. Initiators and approvers will receive an email notification with the student’s decision and final award letter.

9. The last approver selects a “letter-writer” from the list of approvers.

10. Letter Writer reviews the award letter template and makes any changes needed. Final award letter is sent to student.

11. The student receives email notification to accept award letter. Student logs into GWeb and accepts or rejects award letter.

12. Award Accepted?

13. Identifying another award candidate

14. For salary awards, see CCAS Process for Hiring GAs/GRAs.

15. For stipend awards, see CCAS Process for Disbursement of a Graduate Stipend Award.

16. For tuition awards, see CCAS Process for Disbursement of a Graduate Tuition Award.

17. Completed

Notes:
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2. Initiate the workflow using the Assistantship and Fellowship Recommendation Form. The initiator gathers the information needed for the award request.

3. Only certain fields of the template can be edited. If a restricted field needs to be revised, the request will need to be resubmitted with corrections.

For more information, please see Section 3 of the CCAS Staff Manual and Resource Guide.