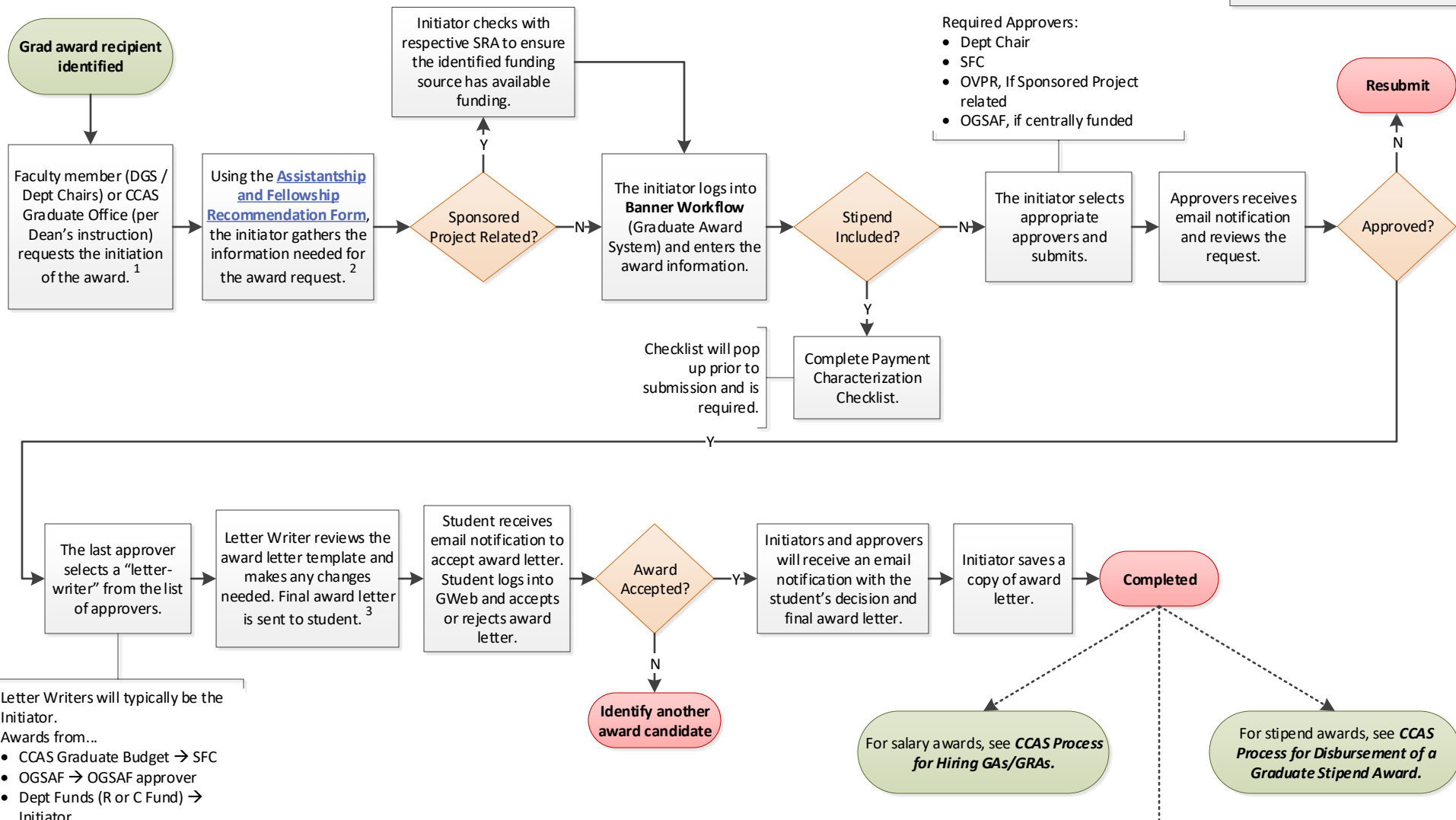


Initiating a Graduate Award Recommendation

DGS: Directors of Graduate Studies
SFC: School Fellowship Coordinator
SRA: School Research Assistant



- Required Approvers:
- Dept Chair
 - SFC
 - OVPR, If Sponsored Project related
 - OGSAF, if centrally funded

Checklist will pop up prior to submission and is required.

Letter Writers will typically be the Initiator.
Awards from...

- CCAS Graduate Budget → SFC
- OGSAF → OGSAF approver
- Dept Funds (R or C Fund) → Initiator

Notes:

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. Initiator can be the CCAS Financial Coordinator, SRA, Dept Admin or SFC. It is good practice to have an award tracker with award information by department.
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.

CCAS Banner Workflow Resources (DGS Shelf)