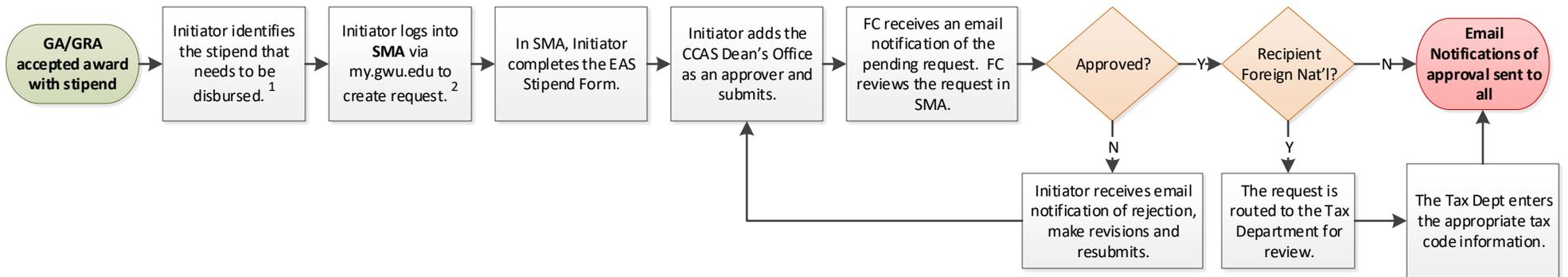
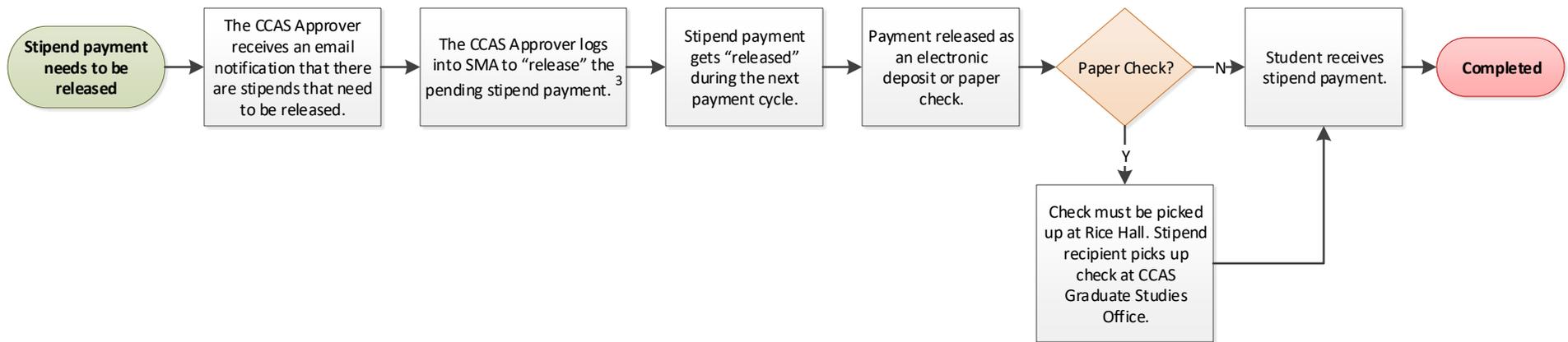


CCAS Process for Disbursement of a Graduate Stipend Award

Initiating a Stipend



Releasing Payment



Notes:

1. The initiator may be the Dept Admin or SRA, depending on the department. Each dept. handles the tracking of stipend requests separately.
2. Once at my.gwu.edu, the Initiator must sign in and go to the Tools and Resource tab. The **Stipend Management Application (SMA)** is located on the right hand side under Enterprise Systems. Specific access instruction can be found at: <http://accountspayable.gwu.edu/stipend-management-system>
3. There are three release dates per month. Most stipends can be released in one of these payment cycles. If urgent, the CCAS Approver will have to contact A/P to get a stipend paid.

SAIG's
SMA Training
Documentation

CCAS Banner
Workflow
Resources
(DGS Shelf)