CCAS Process for Disbursement of a Graduate Stipend Award

### Initiating a Stipend

1. **GA/GRA accepted award with stipend**
   - Initiator identifies the stipend that needs to be disbursed. 1
2. **Initiator logs into SMA via my.gwu.edu to create request. 2**
3. **In SMA, Initiator completes the EAS Stipend Form.**
4. **Initiator adds the CCAS Dean’s Office as an approver and submits.**
5. **FC receives an email notification of the pending request. FC reviews the request in SMA.**
   - Approved?
     - **Recipient Foreign Nat’l?**
       - Y
         - The request is routed to the Tax Department for review.
       - N
         - Initiator receives email notification of rejection, make revisions and resubmits.
     - N
       - Email Notifications of approval sent to all

### Releasing Payment

1. **The CCAS Approver logs into SMA to “release” the pending stipend payment. 3**
2. **Stipend payment gets “released” during the next payment cycle.**
3. **Payment released as an electronic deposit or paper check.**
   - Paper Check?
     - Y
       - Student receives stipend payment.
     - N
       - Check must be picked up at Rice Hall. Stipend recipient picks up check at CCAS Graduate Studies Office.
4. **Completed**

### 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.

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