Stipend Payment Process for Grants Using The SMA System

**Purpose:** The Stipend Management Award System is used to process Stipend (Fellowship) appointments for students who are funded thru Research Awards. You can find it by logging into [www.my.gw.edu](http://www.my.gw.edu), signing in and then clicking the Stipend Management application found in the Enterprise Systems box.

**Requirements:** There are a number of forms that are required to go along with the online submission of the appointment. These include an Assistantship and Fellowship Recommendation Form, a Payment Checklist form, a Fellowship Acceptance Form, Tax Information Form, Fellowship Award Letter and a copy of the appointment itself from the SMA system. These forms can be found on the link below. During the AY the individual must be a GWU student. In the summer months we can pay non GW students. [http://stipends.gwu.edu/forms/samplepackage.cfm?type=fellowship](http://stipends.gwu.edu/forms/samplepackage.cfm?type=fellowship)

**Process:**

1. Collect student appointment information from the Principal Investigators.
   a. If a summer appointment for a non-GW student you will need their SSN, Full Name, DOB, Mailing Address, Email Address and if not a US citizen their country of origin.
2. Verify that funding is in place on the award(s) specified.
3. Initiate the Stipend/Fellowship package by filling out the Assistantship and Fellowship Recommendation form, Payment Checklist Form, Fellowship Award Letter, Applicable Tax Information Form and Fellowship Acceptance Form (see attached package example).
   a. PI should fill in the Checklist form information initially, but one can use that same form for future payments as long as the future Graduation date on the form has not passed.
4. Input the Fellowship/Stipend appointment via the SMA system and attach to stipend package.
5. Put the package together and route for signatures. PI must sign the Appointment Letter, the Chair, Associate Director of Admissions & Fellowships in the CCAS Dean’s Office (K. Conaty), and the OVPR SPA II must sign off on the Recommendation form in that order.
6. Upon return of the signed forms provide the student with the Fellowship Acceptance Form and the Appointment Letter and ask them to return the Acceptance Form signed.
7. Forward a copy of the entire final package to the Financial Operations Coordinator (R. Myaing) in the Dean’s Office so the online approval of the stipend appointment it can take place. One cannot have the online appointment approved until after the Associate Director of Fellowships has approved the Recommendation form. The online appointment will then route to the GW Tax Office if the student is not a US national. This completes the online process. The PI and SPA II each receive a notification of the appointment approval.
8. File appointment package and follow the approval emails to ensure the online portion is fully approved for payment prior to the cutoff date so the payment is produced on time.