Initiating a Graduate Award Recommendation DGS: Directors of Graduate Studies SFC: School Fellowship Coordinator SRA: School Research Assistant Required Approvers: Initiator checks with respective SRA to ensure Dept Chair **Grad award recipient** SFC the identified funding identified source has available OVPR, If Sponsored Project Resubmit funding. rela ted · OGSAF, if centrally funded Faculty member (DGS / Using the **Assistantship** The initiator logs into Dept Chairs) or CCAS and Fellowship The initiator selects Approvers receives **Banner Workflow** Graduate Office (per Recommendation Form, Sponsored Stipend appropriate email notification Approved? (Graduate Award Dean's instruction) the initiator gathers the Project Related? Included? approvers and and reviews the System) and enters the requests the initiation information needed for submits. request. award information. of the award. 1 the award request. 2 Checklist will pop Complete Payment up prior to Characterization submission and is Checklist. required. Student receives Letter Writer reviews the email notification to Initiators and approvers The last approver award letter template and accept award letter. will receive an email Initiator saves a selects a "letter-Award writer" from the list makes any changes Student logs into notification with the copy of award Completed Accepted? needed. Final award letter GWeb and accepts student's decision and letter. of approvers. is sent to student. 3 or rejects award final award letter. letter. Letter Writers will typically be the **Identify another** Initiator. award candidate For stipend awards, see **CCAS** Awards from... For salary awards, see CCAS Process Process for Disbursement of a CCAS Graduate Budget → SFC for Hiring GAs/GRAs. Graduate Stipend Award. OGSAF → OGSAF approver Dept Funds (R or C Fund) → Initiator Notes: For tuition awards, see CCAS 1. Faculty members include Directors of Graduate Studies (DGS) or Dept Chairs. Dept Chair/Program Director should not initiate Process for Disbursement of a the workflow if they plan to be an approver for the award. PhD Students: awards are determined by faculty/admission Graduate Tuition Award. committee. Master's students: some awards are determined by CCAS and/or OGSAF; some awards are controlled by **CCAS Banner** Departments. Workflow 2. Initiator can be the CCAS Financial Coordinator, SRA, Dept Admin or SFC. It is good practice to have an award tracker with Resources award information by department. (DGS Shelf) 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. Columbian College Owner: Lee, Emprisia Creation Date: 01/16/2018 of Arts & Sciences Modified by: Modified Date: For more information, please see Section 3 of the CCAS Staff Manual and Resource Guide