Stipend Payment Process for Grants Using the both the Banner Workflow and SMA Systems

Purpose: The Stipend Management Award System is used to process Stipend (Fellowship) appointments for students. You can find it by logging into www.my.gw.edu, signing in and then clicking the Stipend Management application found in the Enterprise Systems box. This system is used once one has received the student's approval of their appointment via the Banner Workflow system and is the one that actually allows them to be paid.

Requirements: Student Stipend appointments are a twostep process. GWU created the Banner Workflow system so Admin's could enter the appointment specifics. It replaces the old forms that used to be processed by having one input that information into the system. Some of these include the Assistantship and Fellowship Recommendation Form, Payment Checklist form, Tax Information Form and Fellowship Award Letter. The appointment flows to the Deans office (verify student is in good standing and is not receiving other funds), OVPR (approve grant funding, but OVPR is in the process of removing itself from this system and they will likely be replaced by the SRA's) and the Graduate office (to verify tuition funding). During the AY the individual must be a GWU graduate student. In the summer months we can pay non GW students and undergraduates.
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.
   b. Appointments for non GW students still requires one to use the old paper forms listed above to route for signatures instead of using Banner Workflow.
2. Verify that funding is in place on the award(s) specified.
3. Initiate the Stipend/Fellowship package by inputting the appointment information into the Banner Workflow system and submit.
   a. If appointment comes back approved one can create the student appointment letter and submit it to the student. Student receives the letter along with tax information and is asked to approve the appointment. Once the student accepts the opportunity one is ready to submit the actual payment piece in SMA.
4. Input the Fellowship/Stipend appointment via the SMA system.
5. 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. If the appointment does not complete in time reach out to AP and ask for it to be pulled into the next supplemental run.

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