Graduate Student Fellowship Procedures

Proposal Preparation
- o Budget
  - ▪ If the RFP provides a flat stipend amount use this for budgeting
    - • Workday Object Class is Stipends_Student_Aid; Spend Category: Fellowship – Stipends (SC0214)
  - ▪ If the agency provides a flat amount for stipend and tuition.
    - • 1st cover the stipend amount (using the GRA 50% rate as the guideline for monthly amount)
    - • 2nd any funds remaining can then be budgeted for tuition
      - o Workday Object Class is Tuition Aid
  - ▪ Budget health fees if allowed by the RFP
    - • Workday Object Class is GRA_TA_Health_Benefits
  - ▪ If the agency allows for other cost such as M&S or Travel budget accordingly

Award Procedures:
- o When award notification comes in the research administrator needs to inform the Director of Viterbi Business Affairs – Research Administration Office (VBA-RA)
- o VBA-RA will work with Viterbi Admission & Student Engagement (VASE) PhD Director to have the SIS code(s) issued for the new Workday GR account
  - ▪ Provide the budget and the what codes to issue, such as stipend, tuition and health fees
- o Once the SIS code is issued. VASE will inform VBA-RA
- o VBA-RA will provide the budget information to VBA, Assistant Director of Instructional Management to budget the SIS code appropriately
- o VBA-RA will let the research administrator know of the SIS set-up so they can provide VASE the student information and coordinate any paperwork needed.
  - ▪ VBA-RA Please cc the members of VASE on the email.
- o VASE will then set-up the fellowship in the SIS system
- o If you receive continuation funding in future years please be sure to notify VBA-RA and VASE. We will need to add in the additional funding and set-up the fellowship award in SIS

**Note a student cannot move from a GRA to a Fellow mid-semester or vice versa.

Last Updated: March 15, 2022