Submit a Fellowship Award

Link: https://financialaid.uconn.edu/fellowships/

Log **into the Fellowship Workflow System with your NetID and Password.**

Click [Request New Security and Submit a New Fellowship Award]

Select the Account Type

* Account Type
- ● UConn Accounting Office KFS
- ○ UConn Foundation

==If UConn Accounting Office KFS is selected:==

Enter the 7 digit KFS Account Number and hit enter.

Select fellowship by clicking on the dropdown menu. *Your selection will populate the 12 digit item type number.

Submit a Fellowship Award

Bingler Test

Complete the Bingler Test for Graduate or University Fellowships. Complete the National Research Services Act Test for External Fellowships.

***The IRS requires the University to determine whether a fellowship is compensated (taxable) or non-compensatory (not taxable). Examples of rendered services include, but are not limited to, payments for teaching, research, or other services in the nature of part-time employment required as a condition to receiving the fellowship. If a Fellowship is compensatory, then these payments are wages and should be processed by University Payroll.

After completing the non-compensatory acknowledgement, click continue.

Submit a Fellowship Award

Select the award term from the drop down menu.

Click the appropriate radio button for required registration question.

Select disbursement Method, One Lump sum or Monthly installments.

*Enter Students - Click on the GREEN + Add Button

Submit a Fellowship Award

Pop up box will appear. Enter the student's NET ID and click on the magnifying glass. This will populate the First, Last Name and the Peoplesoft ID#.
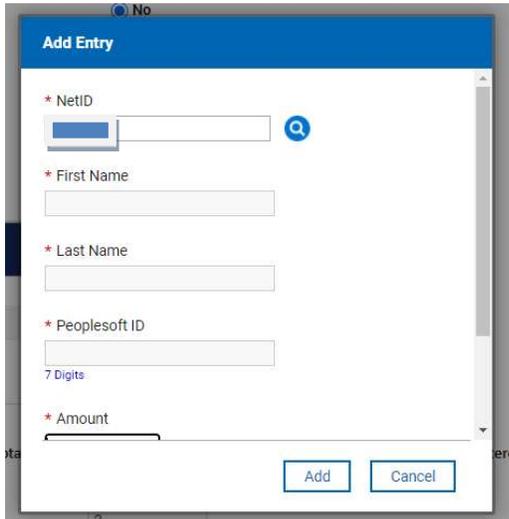
Scroll down on the pop up screen and enter dollar amount of the fellowship award. When entering a fall only fellowship, you will be prompted to include a pending spring amount for the fellowship. This pending award will be posted to the students aid offer and will only be converted to an actual fellowship once a new requestion is submitted. Enter $0 if a spring fellowship will not be awarded.

Click Add
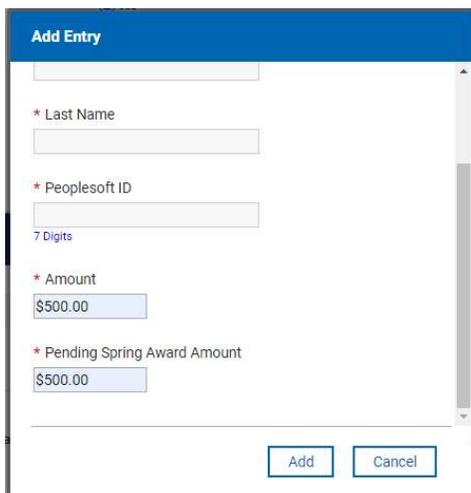
Submit a Fellowship Award

To add additional students, click on the GREEN + add button and repeat the pop up box fields.
The $ Amount of award(s) field and Number of Students will be populated.
Enter comment if necessary.
Click Submit

You will receive an email confirmation of your submitted form. Please allow up to 5 business days for your request to be processed. Once processed, you will receive an email regarding the status of your request.

UCONN Fellowship Workflow Request

* Account Type
  ○ UConn Accounting Office KFS
  ● UConn Foundation

==If UConn foundation is selected:==
Enter the 5 digit Foundation Account Number and click on the Fellowship dropdown to select the Fellowship name. *Your selection will populate the 12 digit item type number.

*Enter Students - Click on the Yellow + Add Button

Click on Lookup UConn Person…
- **Enter the Student Last and First name and click on the magnifying glass.**
- **Click on Search Results to return the information in the fields below.**
- **Enter the Disbursement Semester by clicking on the drop down arrow**
- **Enter the Academic Year**
- **Enter the Address information**
- **Enter the Fellowship award amount**
- **Click Add**

Bingler Test

Complete the Bingler Test for Graduate or University Fellowships. Complete the National Research Services Act Test for External Fellowships.

***The IRS requires the University to determine whether a fellowship is compensated (taxable) or non-compensatory (not taxable). Examples of rendered services include, but are not limited to, payments for teaching, research, or other services in the nature of part-time employment required as

a condition to receiving the fellowship. If a Fellowship is compensatory, then these payments are wages and should be processed by University Payroll.

After completing the non-compensatory acknowledgement, click continue.

To complete the fellowship request
- Enter the Award Term by clicking on the drop down arrow and making the appropriate selection
- Answer the registration question
- Select the Disbursement Method
- Comments can be entered to provide details or directions for this fellowship
- Click Submit when completed

* Award Term

* Is registration required for these students to receive this fellowship?
○ Yes
○ No

* Disbursement Method
○ One lump sum ○ Monthly installments

Item type #:

When increasing a previously awarded fellowship, the new award amount must be the total award and not just the increase. Cancellations to an award must be entered as a $0 award amount and not a negative.

Comment

← Back

Submit   Cancel

*Fellowship Contact – All inquiries should be submitted via email to
fellowshipworkflow@uconn.edu