

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.

UCONN | UNIVERSITY OF CONNECTICUT Welcome Kelly C Shedd Log Out

UCONN Fellowship Workflow Request

* KFS Account 2621030 <small>7 digit</small>	←	* 4 digit object code 7545
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* Select fellowship

* 12 digit item type

12 digit

If you don't see the fellowship in the dropdown list, please go to link to create a fellowship in system.
[Go to create new fellowship](#)

* Select One of three types of fellowship
 Graduate School
 University Department
 External

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

Submit a Fellowship Award

UConn Accounting Office KFS

* KFS Account 2621030 7 digit	* 4 digit object code 7545
Department of requester Financial Aid	
* Select fellowship Predoctoral Fellowship ▾	←
* 12 digit item type 900043001000 12 digit	

Bingler Test

* Will these students render services?
 Yes No

The Bingler test is satisfied. Please read the following agreement, check the box, and click 'Continue'.

By checking this box I acknowledge that this fellowship has been reviewed by all appropriate researchers and the cognizant Dean or Department Head and they have determined that this fellowship is non-compensatory in nature. Supporting documentation will be retained in the department office and available for audit inspection. I understand that incorrectly classifying a fellowship as non-compensatory can result in fines and penalties to the University.

↪ Continue ←

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.

* Award Term
2016 Summer

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

* Disbursement Method
 One lump sum Monthly installments

Item type #:
900043001000

* Enter students

First Name	Last Name	NetID	Peoplesoft ID	Amount
There are no submissions.				

* \$ Amount of award(s) Number of Students

Comment

*Enter Students - Click on the **GREEN + Add Button**

* Award Term
2016 Summer

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

* Disbursement Method
 One lump sum Monthly installments

Item type #:
900043001000

* Enter students

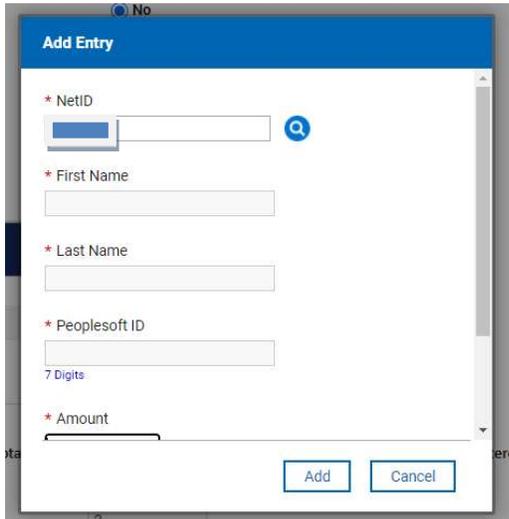
First Name	Last Name	NetID	Peoplesoft ID	Amount
There are no submissions.				

* \$ Amount of award(s) Number of Students

Comment

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#.



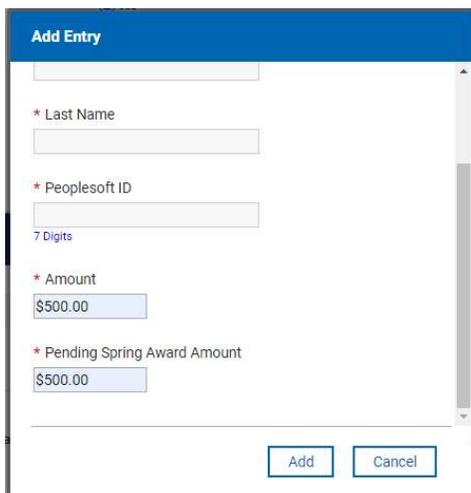
The screenshot shows a pop-up window titled "Add Entry". It contains several input fields with red asterisks indicating they are required:

- * NetID**: A text input field with a magnifying glass icon to its right.
- * First Name**: A text input field.
- * Last Name**: A text input field.
- * Peoplesoft ID**: A text input field with a note below it that says "7 Digits".
- * Amount**: A text input field.

At the bottom of the form are two buttons: "Add" and "Cancel".

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



The screenshot shows the same "Add Entry" pop-up window, but with the "Amount" and "Pending Spring Award Amount" fields filled in:

- * Amount**: \$500.00
- * Pending Spring Award Amount**: \$500.00

The "Add" and "Cancel" buttons are still visible at the bottom.

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

* Award Term
2016 Summer ▾

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

* Disbursement Method
 One lump sum Monthly installments

Item type #:
900043001000

* Enter students

First Name	Last Name	NetID	Peoplesoft ID	Amount
Brendan	Clunk			\$1.00
Alex	Winters			\$1.00

* \$ Amount of award(s)
\$2.00

Number of Students
2

Comment
THIS IS A TEST!

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.

UConn Foundation

* UConn Foundation #
30589
5 digits - e.g. 31712

* School / Division
▾

Foundation Department Number

* Scholarship
Pfizer Summer Fellowship ▾

Item Type
900023030200

***Enter Students - Click on the Yellow + Add Button**

number of recipients:

Last Name	First Name	PeopleSoft ID	Amount	Disbursement Semester	Academic Year	Signatory Approved	OSFAS Processed	Cancelled
There are no submissions.								
 ←								

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

Add Entry

Lookup UConn Person...

* Disbursement Semester
* Academic Year
e.g. 2019-2020

* Last Name * First Name * PeopleSoft ID * Email

* City * State * Postal Code Amount

Bingler Test

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

Bingler Test

* Will these students render services?

Yes No

*****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](#)

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