Submit a Fellowship Award

Link: [https://financialaid.uconn.edu/fellowships/](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

**KFS Account**
2621030
7 digit

**4 digit object code**
7545

Department of requester

Financial Aid

* Select fellowship

Predoctoral Fellowship

* 12 digit item type

00004301300

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.

* 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

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**Bingler Test**

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

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