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

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.
Select the type of fellowship by clicking on appropriate radio button.

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 FIND. 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. 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.

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