

## Request a New Fellowship Item Type

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](#)

### KFS Account funded Fellowships

Select UConn Accounting Office KFS

Enter in the 7 digit KFS Account Number

If no fellowship is located in dropdown, you need to submit a request to set up a new Fellowship Item type. Click on the link [Go to create new fellowship](#)

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### UConn Fellowship Workflow Request

You do not have security to access the Fellowship Workflow System. Please click on the below link to request supervisor/manager approval for this security.

[Request Security Access to the Fellowship Workflow System](#)

\* KFS Account

2456741

7 digit

\* 4 digit object code

7545

Department of requester

Financial Aid

\* 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](#)

⏪ Continue

## Request a New Fellowship Item Type

Complete the following:

- Select Funding Source
- Enter Fellowship Account Name
- Select the Fellowship Type
- Select Academic Year
- Select Career
- Enter KFS Account#
- Enter Comment (optional)

New Fellowship Item Type Request

\* Select Funding Source

- Institutional
- Federal

\* Fellowship Account Name

\* Fellowship Type

- Graduate School (for Graduate School personnel only)
- Predoctoral & Dissertation Fellowships
- University Department
- External
- Law School
- UCH School of Medicine
- UCH Grad School
- Foundation

Select Academic Year

\* Select Career

- Graduate**
- Undergrad**
- Pharm-D**
- Ratcliffe Hicks**
- Non-Degree**
- Law**
- LLM**
- Med/Dent**

\* KFS Account#

7 digit

## Request a New Fellowship Item Type

Comment

Submit

Cancel

### Click Submit

A confirmation email will be sent to you. Please allow up to 5 business days for processing. You will receive an email when the fellowship item type has been created.

### Foundation Funded Fellowships

Click on UConn Foundation

Enter the 5-digit Foundation Account Number

If no fellowship is located in dropdown, you need to submit a request to set up a new Fellowship Item type. Click on the link [Go to create new fellowship](#)

The screenshot shows a web form titled "UConn Foundation" with a dark blue header. The form contains several fields and a link:

- \* UConn Foundation #**: A text input field containing "27184". Below it, a note says "5 digits - e.g. 31712". An arrow points to this field from the left.
- \* School / Division**: A dropdown menu with a downward arrow icon.
- Foundation Department Number**: A text input field.
- \* Fellowship**: A dropdown menu with a downward arrow icon. Below it, a red warning icon and text say "This value is required". An arrow points to this field from the left.
- Go to create new fellowship**: A blue text link. An arrow points to this link from the right.
- Item Type**: A text input field.

Complete the following:

- Select Funding Source
- Enter Fellowship Account Name
- Select the Fellowship Type = **Foundation**
- Select Academic Year
- Select Career
- Enter Foundation Account#
- Enter Comment (optional)

## Request a New Fellowship Item Type

### New Fellowship Item Type Request

\* Select Funding Source

Institutional

Federal

\* Fellowship Account Name

ABC Fellow

\* Fellowship Type

Graduate School (for Graduate School personnel only)

Predoctoral & Dissertation Fellowships

University Department

External

Law School

UCH School of Medicine

UCH Grad School

Foundation

Select Academic Year

2021

\* Select Career

Graduate

Undergrad

Pharm-D

Ratcliffe Hicks

Non-Degree

Law

LLM

Med/Dent

\* Foundation Account#

Comment

Submit

Cancel

### Click Submit

A confirmation email will be sent to you. Please allow up to 5 business days for processing. You will receive an email when the fellowship item type has been created.

**\*Fellowship Contact – All inquiries should be submitted via email to [fellowshipworkflow@uconn.edu](mailto:fellowshipworkflow@uconn.edu)**