

Practice for Processing of Graduate Fellowships

The processing and management of individual fellowship for Graduate students from the National Science Foundation (primarily) and other agencies will be managed in an organized and uniform fashion. This will allow for rapid and consistent handling for awards to best serve the needs of the students. The process will also include awards received directly by the University of Rhode Island and awards that are received by students at other institutions that are transferred to the University of Rhode Island.

There will be three groups that will be dealing with the process. They will be the 1 - Principal Investigator for the project, Dr. Nasser Zawia, Dean of the Graduate School, 2- Coordinating Officials, Dr. Nasser Zawia plus an additional person to be identified by Dr. Zawia, and 3) Financial Official- Ms. Winifred Nwangwu, Director of Sponsored Projects. These offices will oversee the process. Although these titles are NSF designations, we will handle all individual fellowship awards in the same fashion.

All Chair and business officer for Departments will receive copies of these procedures so they will be aware of the process to be followed when one of their graduate students receives an individual fellowship award.

- 1) The Graduate Dean, as Principal Investigator, has oversight and signature rights for the proposals.
- 2) The Coordinating Officials will survey Dean's offices twice a year to determine if graduate students have awards that have been processed by another university before the student has come to the University of Rhode Island. The Coordinating Officials will report those awards to the Principal Investigator and the Financial Official. This will allow the PI and FO to become aware of awards not directly made to the University of Rhode Island.
- 3) Submission of proposals from the University of Rhode Island will be made through the Office of Sponsored Projects. This office will setup the award in PeopleSoft.
- 4) Funding agencies will be advised that awards to the University of Rhode Island students should be made through the Office of Sponsored Projects. If any other office receives an award notice, they will forward it to the Office of Sponsored Projects immediately and they will forward all checks to the Sponsored & Cost Accounting Office to be applied to the award. If students directly receive an award they will be asked to forward it to the FO immediately.
- 5) All Departments will receive a copy of the Fellowship/ Support Payment Checklist (located on <http://web.uri.edu/controller/forms/>) so they can readily evaluate which fellowships must be included in this practice.
- 6) The CO and FO will ask the Departments in which students receiving awards are located to prepare the Invoice Voucher forms (located on <http://web.uri.edu/controller/forms/>) required for the students to receive their stipends for living. They will be sent by the Departments for processing as is routinely done.

- 7) Payment from agencies will be received by Sponsored & Cost Accounting Office (Controller's Office) for deposit.
- 8) A title for student will be established (by agreement with HR) and funds made available to student for support.
- 9) Enrollment services will receives a notice from the FO indicating that a funding stream payment for tuition will be forwarded to them to allow for completion of registration. Department must complete a SRG2 form to apply the portion of the Fellowship related to the students tuition. If the award does not cover all tuition expenses, the Department in which the student is housed will apply for a graduate student tuition differential in the standard fashion, since the stipend will be provided by a grant.
- 10) The COs will assure that all steps are followed and completed.