Fellowship Adjustments

Once a fellowship is in the "Approved Status", "Posted Status", or "End Status" the original fellowship award **cannot** be changed in the fellowship workflow system. A new request needs to be submitted to accommodate the change/adjustment.

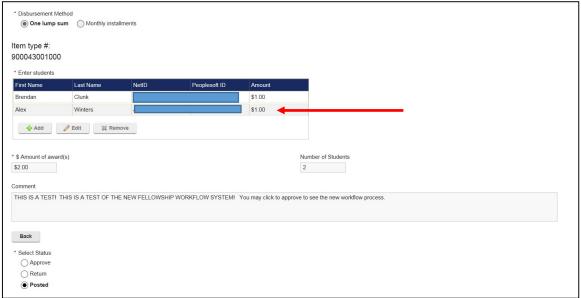
A **NEW Fellowship** must be awarded to *increase*, *decrease* the \$ amount, or *cancel* the award. **The NEW TOTAL \$ AMOUNT of the award needs to be submitted in the new request.**

Increase Award Example

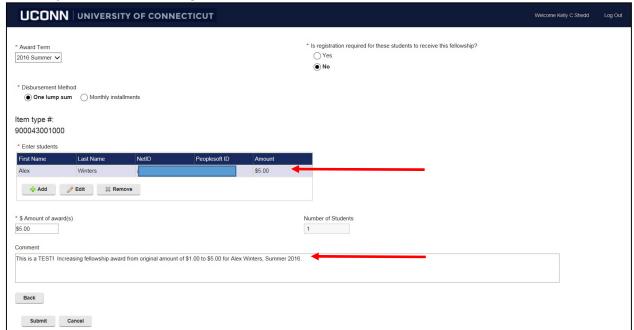
Alex Winters was awarded a Total of \$1.00 for the Predoctoral Fellowship for summer 2020. The request is in the "Post" stage and cannot be adjusted.

The award now has been *increased to \$5.00* for **the same term**. A new request is submitted for the same KFS account #, same item type, same term, and NEW TOTAL AMOUNT OF \$5.00.

Original Request - Alex - Total \$1.00



New Request -Alex – Increasing the Total Award amount to \$5.00



The Financial Aid Office will receive the new request and disburse \$4.00 in additional funds for a Total Awarded Amount of \$5.00. Add a comment in the comment section explaining the change, please include detailed comment to adjust total accurately.

**If the award was to be decreased, the New Total Decreased Amount would be submitted in New Request.

**If the award is to be cancelled, The New Total \$ Amount would be zero in a new submitted Fellowship Request.

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