

## 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

\* Disbursement Method  
 One lump sum  Monthly installments

Item type #:  
900043001000

\* Enter students

First Name	Last Name	NetID	Peoplesoft ID	Amount
Brendan	Clunk			\$1.00
Alex	Winters			\$1.00

\* \$ Amount of award(s)  
\$2.00

Number of Students  
2

Comment  
THIS IS A TEST! THIS IS A TEST OF THE NEW FELLOWSHIP WORKFLOW SYSTEM! You may click to approve to see the new workflow process.

\* Select Status  
 Approve  
 Return  
 Posted

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

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\* Award Term  
2016 Summer

\* Is registration required for these students to receive this fellowship?  
 Yes  
 No

\* Disbursement Method  
 One lump sum  Monthly installments

Item type #:  
900043001000

\* Enter students

First Name	Last Name	NetID	Peoplesoft ID	Amount
Alex	Winters			\$5.00

\* \$ Amount of award(s)  
\$5.00

Number of Students  
1

Comment  
This is a TEST! Increasing fellowship award from original amount of \$1.00 to \$5.00 for Alex Winters, Summer 2016.

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](mailto:fellowshipworkflow@uconn.edu)