

## Submit a Fellowship Disbursement Request

Link: <https://uconn.kualibuild.com/build/space/all-apps>

Search for the app **UConn Fellowship Disbursement Request**

Note: It is recommended you save this app as a favorite.

New

Open the app and click the  button to open a new form

### Select the Account Type

#### Disbursement Details

Account Type \*

- UConn Accounting Office KFS
- UConn Foundation

If UConn Accounting Office KFS is selected:

Enter the 7-digit KFS Account Number and hit enter.

UConn Accounting Office KFS # or UConn Foundation # \*

KFS #'s are 7 digits (e.g. 2926000) - Foundation #'s are 5 digits (e.g. 31712)

The boxes below will appear. Once the page finishes searching, click on the arrows and select the fellowship name in the drop down. The Item Type will appear once the fellowship name is selected.

Fellowship * ? <input type="text"/>	Item Type
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## Next, select the Fellowship Type

### Fellowship Type \*

- External (Sponsored Programs)
- Graduate School (for Graduate School personnel only)
- Law School
- Predoctoral & Dissertation (for Graduate School personnel only)
- UCH Graduate School
- UCH School of Medicine
- University Department

After selecting the Fellowship Type, the approved Signatories (Fiscal Officer) will appear in a new box.

#### Disbursement Signatory Details

Signatories 

Fellowship Type: Graduate School

Next you will complete the Fellowship Recipient section

### Fellowship Recipients

Award Term *	Disbursement Method *
<input type="text" value="..."/>	<input type="radio"/> One Lump Sum <input type="radio"/> Monthly Installments

Is registration required for these students to receive this fellowship? \*

Yes  
 No

When increasing a previously awarded fellowship, the new award amount must be the total award and not just the increase. Cancellations to an award must be entered as a \$0 award amount and not a negative.

Student Name *	Active Student *	Current Athlete	Student Admin ID	NetID	Email	Amount
<input type="text" value="Q"/>						
						ST

[+ Add Another Row](#)

- Select the Award term using the drop-down arrows
- Indicate the Disbursement Method
- Indicate whether registration is required for the fellowship
- Please note a change in policy: If you select 'No' you will receive the following message

**Fellowships received during a semester of non-enrollment (i.e., Summer) will be counted as a financial resource during the next academic year.**

### In the Fellowship Recipients section:

- Type the student's Last name, first name
- Select the student from the drop-down list

- Confirm the student is 'Active', their Student Admin ID/NetID
- Scroll over to enter the award amount

Please note: You are not able to submit a request that includes students and student-athletes. If you are awarding funds to a student-athlete, this must be submitted separately to include only student-athletes. This ensures the UConn Athletics office has an opportunity to review.

After completing the Fellowship Recipient section, the following fields will be populated with the number of athletes and the Disbursement Total.

Number of Athletes *	Disbursement Total *
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The next section allows you to enter any comments/details/explanation related to the request.

### Comments

Please review the Recipient List Attestation. Click the checkbox after you have confirmed the students are active and that you have not combined students and student athletes in your request.

#### Recipient List Attestation \*

Disbursement requests must only include active UConn students and cannot mix athletes with non-athletes. Please check the box below to acknowledge that you have reviewed the Fellowship Recipient List and attest that it includes only active UConn students and is either all athletes or all non-athletes.

I have reviewed the Fellowship Recipient list

The final section is the required Bingler Test to confirm that students are not rendering services for the fellowship funding.

**\*\*\*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.**

Submit

After completing the Bingler Acknowledgement, click  in the upper right corner.

An email will be sent to the Fiscal Officer for KFS accounts or the Signatory for Foundation accounts. The email will include a link to the form for approval. The form will also appear in their Action List in Quali Build.