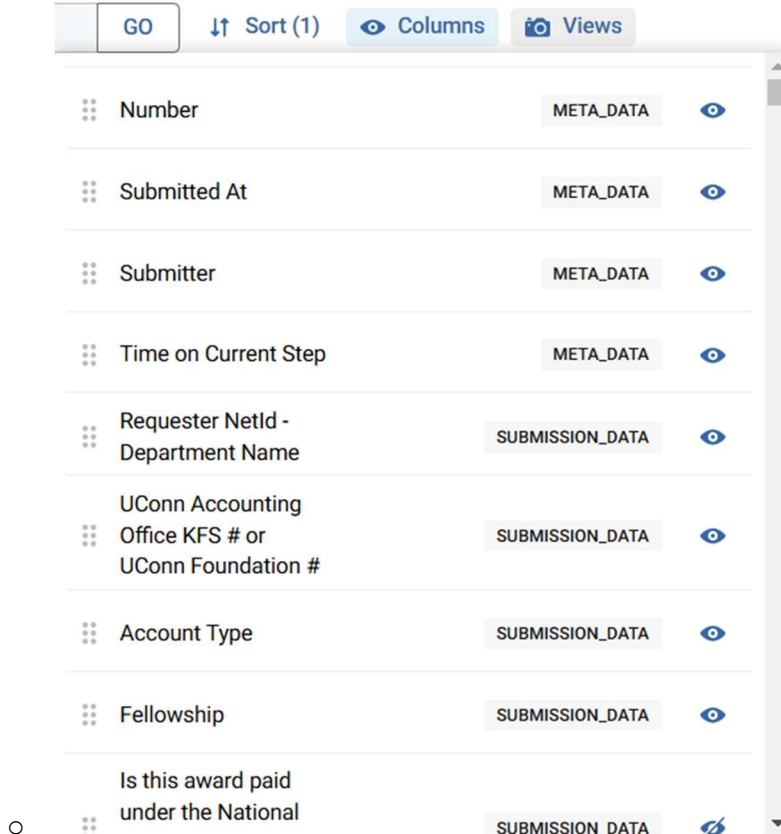**Fellowship Disbursement**
Request Workflow

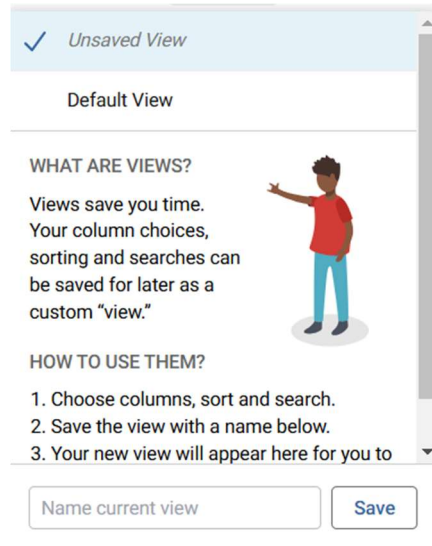Click on the UConn Fellowship Disbursement Request App

Fellowship Disbursement Requests submitted by you will be available to view.

Your view can be customized as you wish.
- Click on Columns

- o Scroll through the list of columns and click on ⊘ to add the column
- o Once all of the information that you want has been added, click on Views to save the version you created.

To download Fellowship Disbursement information , click on **Export** . Select 'All Data' to get a spreadsheet of all information contained within the Fellowship Disbursement Request forms. You will need to modify the output as it will include all data in the workflow.

Workflow Status:

To see the status of a Fellowship Disbursement Request, click on
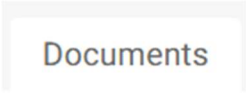
Documents

the request in the Documents screen.

In the upper right corner, click on ⋮ **next to the Edit button, the click on Workflow Status.**

Workflow Status

Sync Workflow   View

In Progress
Waiting for Approval
(Graduate School Review)

OSFAS - Fellowship - Graduate School

Approval
Schillinger, Rosario

Approval
Fernandes, Carrie

Approval
Beer, Dianne

Skip   Reassign   Resend Notification

View Step

YOU ARE HERE

Nov 20, 2024 - 2:40pm EST
Email Sent
(Submission Confirmation)

Here you can see where the form is in the workflow. If you are waiting on the Fiscal Officer or Signatory to approve the request, you can Resend the Notification email as a reminder.

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