

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

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 dollar amount, or *cancel* the award. **The NEW TOTAL DOLLAR 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 department wants to **increase the amount 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**. Add a comment in the comment section explaining the change, please include detailed instructions to adjust total accurately.

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) Number of Students

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

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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

- If the award was to be decreased, the New Total Decreased Amount would be submitted in a 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