

## 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.

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

**Select the Account Type** (Select UConn Accounting Office KFS or UConn Foundation)

### 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 click on the enter button.

**UConn Accounting Office KFS # or UConn Foundation # \***

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

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

Fellowship * 	Item Type
<input type="text"/>	


## 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

<b>Award Term *</b> ---	<b>Disbursement Method *</b> <input type="radio"/> One Lump Sum <input type="radio"/> Monthly Installments																					
<b>Is registration required for these students to receive this fellowship? *</b> <input type="radio"/> Yes <input type="radio"/> 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.																						
<b>Fellowship Recipients</b>																						
<table border="1"><thead><tr><th>Student Name *</th><th>Active Student *</th><th>Current Athlete</th><th>Student Admin ID</th><th>NetID</th><th>Email</th><th>Amount</th></tr></thead><tbody><tr><td>Q</td><td></td><td></td><td></td><td></td><td></td><td>\$</td></tr><tr><td colspan="6"></td><td>\$</td></tr></tbody></table>		Student Name *	Active Student *	Current Athlete	Student Admin ID	NetID	Email	Amount	Q						\$							\$
Student Name *	Active Student *	Current Athlete	Student Admin ID	NetID	Email	Amount																
Q						\$																
						\$																
<input type="button" value="+ 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

**The next section allows you to enter any comments/details/instructions related to the request.**

**Comments**

**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.

A blue rectangular button with rounded corners and the word "Submit" in white text.

After completing the **Bingler Acknowledgement**, click **Submit** 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.