

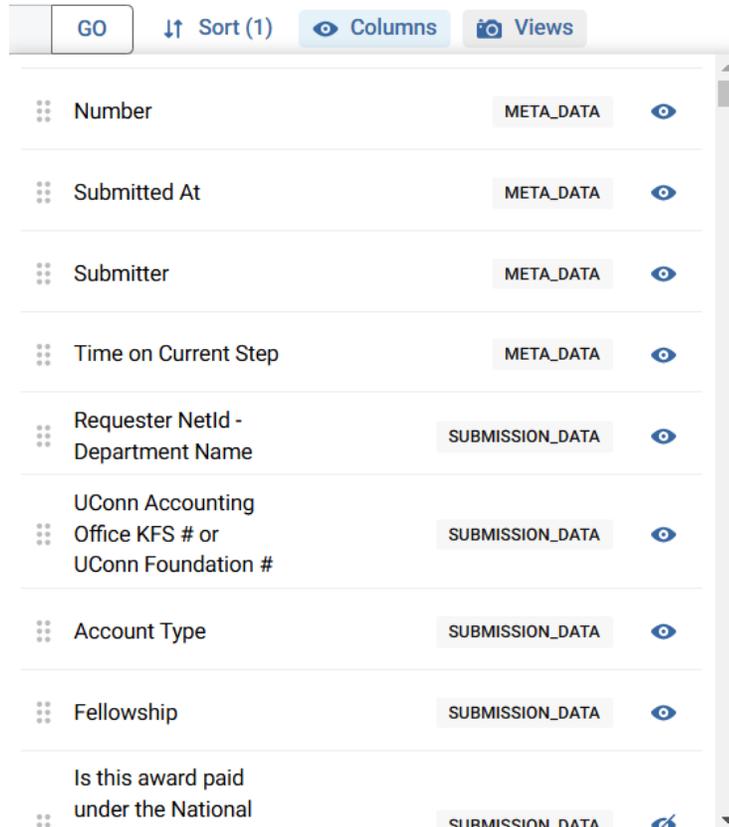
Fellowship Disbursement Request Workflow

Click on the UConn Fellowship Disbursement Request App

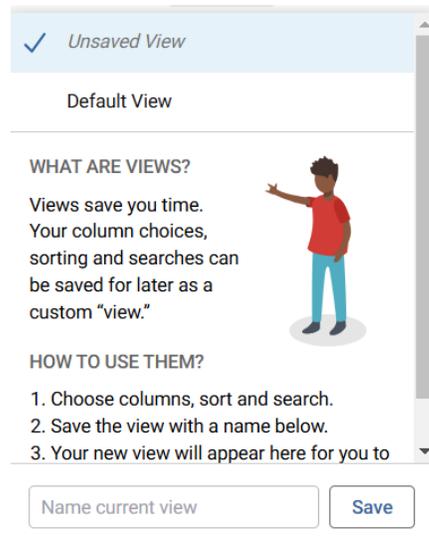
Fellowship Disbursement Requests submitted by you will be available to view.

Your view can be customized as you wish.

- Click on Columns tab



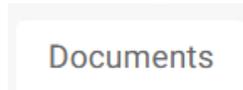
- Scroll through the list of columns and click on oval shape icon with line through it to add the column
- Once all of the information that you want has been added, click on the Views tab to save the version you created. You will be required to name the view you created.
- Click Save after entering the name of the new view.



To download the 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.

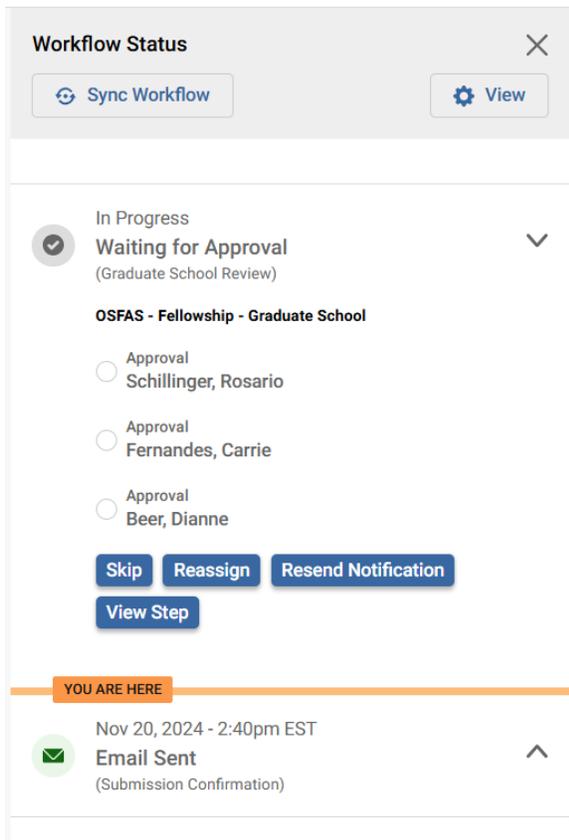
Workflow Status:

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



the request in the Documents screen.

In the upper right corner, click on 3 vertical dots  next to the Edit button, then click on Workflow Status.



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