

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

- External (Sponsored Programs)
- Graduate School (Do Not use - Lisa Gorman use only)
- Law School
- Predoctoral (Depts charging KFS# 2621030 must be Predoctoral)
- 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.

KFS Account Signatory Details

KFS Account Name *

Fiscal Officer Name * Fiscal Officer NetID Fiscal Officer Email

Next you will complete the Fellowship Recipient section

Fellowship Recipients

Award Term * Disbursement Method *

--- One Lump Sum
 Monthly Installments

Is course registration required for these students to receive this fellowship payment(s) for the term(s) identified above? *

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.

Fellowship Recipients

| Student Name * | Active Student * | Student Admin ID | NetID | Email | Amount * | Is Active | |
|----------------------|------------------|------------------|-------|-------|----------------------|-----------|--|
| <input type="text"/> | | | | | <input type="text"/> | | |
| | | | | | sum: -- | sum: | |

- Select the Award term using the drop-down arrows
- Indicate the Disbursement Method
- Indicate whether course 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.**

Bingler Test

Will these students render services? *

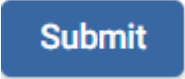
Yes

No

Bingler Acknowledgement *

By checking the box below I acknowledge that this fellowship has been reviewed by all appropriate researchers and the cognizant Dean or Department Head and they have determined that this fellowship is non-compensatory in nature. Supporting documentation will be retained in the department office and available for audit inspection. I understand that incorrectly classifying a fellowship as non-compensatory can result in fines and penalties to the University.

I Acknowledge



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