

## Externally Funded Fellowship Payment Form

Completed forms must be sent to [ospoost@gmu.edu](mailto:ospoost@gmu.edu) for Signature Approval

This form may be utilized to pay recipients of externally funded graduate fellowships associated with research, writing, fieldwork, language study, professional development, or independent projects undertaken in conjunction with a degree program. Send approved form to Accounts Payable at [apforms@gmu.edu](mailto:apforms@gmu.edu); retain a copy for departmental records. **SUBMIT AT LEAST 14 DAYS PRIOR TO FIRST PAYMENT.** **There is no work component or employee relationship with the university associated with an externally funded fellowship.** **This form may be used for a one-time payment or to set up recurring payments for a specified period. For recurring payments complete the installment schedule below. DO NOT SEND ADDITIONAL FORMS.**

<b>Payee Information</b>  Name  G Number  Address  *Students are encouraged to enroll in <a href="#">Direct Deposit</a>  <b>Dept. Point of Contact Name</b>  Email                      Phone Ext	<b>Check One</b>  U.S. Citizen/lawful permanent resident  Nonimmigrant Visa holders AND <u>fellowship activities conducted in the U.S.</u> Visa Status: (send form to International Tax Office, MSN 4B2)  Non-U.S. citizen or nonimmigrant Visa holder AND fellowship activities conducted outside of the U.S. *Recipient must complete the Educational Activities Statement (send form and signed Statement to International Tax Office, MSN 4B2)
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### Fellowship Information

Name of Fellowship		Awarding Organization	
Total Amount \$	Fund	Acct	Date Submitted
Is the Fellowship being paid in installments?	Yes	No	Total # of payments
If Yes, From (first installment date)		To (last installment date)	

### Installment Schedule (Max 12)

Installment Number	Month	Calendar Year	Amount		Installment Number	Month	Calendar Year	Amount
1					7			
2					8			
3					9			
4					10			
5					11			
6					12			

**Approval:** I certify that the above requested fellowship payment is an award granted to a graduate student funded by an organization other than George Mason University to aid the recipient in the pursuit of his/her studies or research. This payment does not include compensation for services for the benefit of George Mason University and is not related to tuition. The department is responsible for any university tax liability associated with a payment that is determined to be a payment for services. I understand that if recurring payments are requested, the payment will automatically be scheduled and paid on or about the 25<sup>th</sup> of the preceding month and the 15<sup>th</sup> of the month in December and June. The department is responsible for cancelling scheduled payments at least 14 days in advance.

*Acceptable e-signatures: Adobe stamp signatures, DocuSign, and documents that are transmitted via a gmu.edu email address and email confirmation from a gmu.edu email address is received.*

Requestor Name	Signature	Title	Date
Principal Investigator Name	Signature	Title	Date
OSP Name	Signature	Title	Date

