

EXTERNALLY FUNDED FELLOWSHIP PAYMENT FORM INSTRUCTIONS

- Externally funded fellowships are awards that provide support to masters and doctoral students for research, writing, fieldwork, language study, professional development, or independent projects undertaken in conjunction with a degree program. There is no work component or employment relationship with the university associated with an externally funded fellowship. Students apply for fellowships and, when granted, these awards are distributed directly to the student, either by the organization awarding the fellowship or through the university.
- When externally funded fellowships are distributed by the university directly to the student, a sponsored fund will be established and stipends will be processed through Accounts Payable using the Externally Funded Fellowship Payment Form.
- Stipendiary payments to the recipient will be made in monthly installments unless the sponsor requires a different payment schedule. Each payment made requires a new Externally Funded Fellowship Payment Form to be created and sent to Accounts Payable for processing.
- Tuition support provided as part of the fellowship should be processed through Workflow
- Expenses that involve a student reimbursement should be processed using the Externally Funded Fellowship Payment Form.