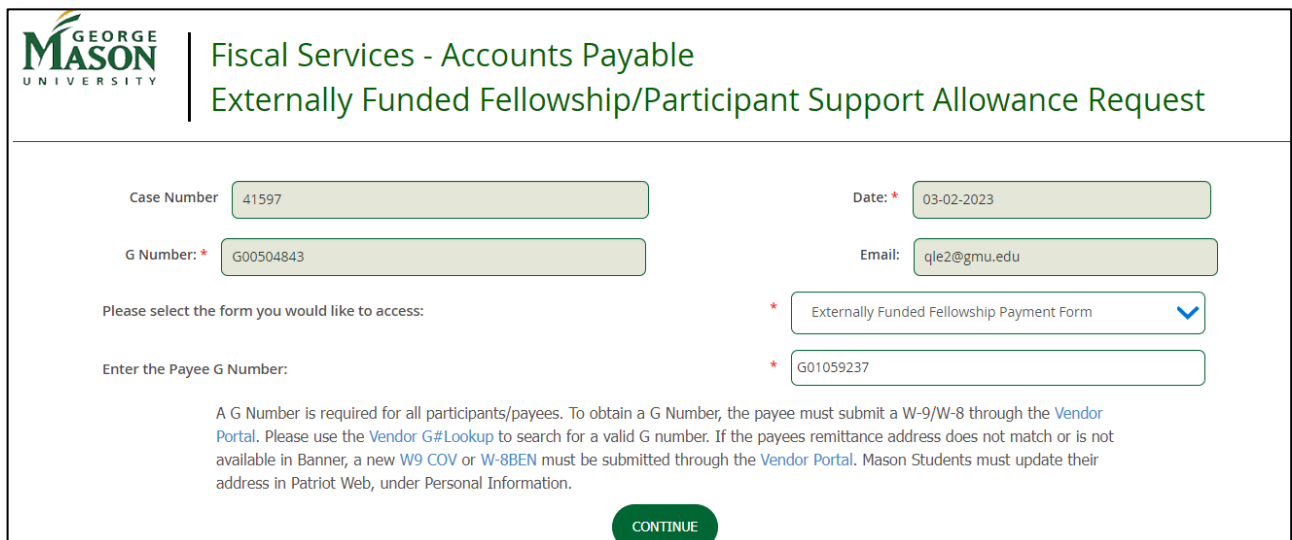# Externally Funded Fellowship & Participant Support Guide

Mason uses Ellucian Workflow for the submission and approval of *Externally Funded Fellowships* and *Participant Support Allowance* payments. Eligibility criteria and scholarship/award amount may vary according to individual scholarship/award program restriction and fund availability established by Mason Colleges. Externally Funded Fellowships and Participant Support Allowance payment must be charged to a sponsored fund. For more information please review the **Pay Students** webpage.

Externally Funded Fellowships – awards that provide support to master's 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.

Participant Support Allowance – awarded to a student or a non-Mason employee who is a recipient of a service or training session associated with a workshop, conference, seminar, symposium, or other information-sharing activity funded by a sponsored award. The payment is provided to help defray personal and/or travel expenses related to a sponsored project, such as meal incidentals and minimal transportation costs incurred by the participant. The travel reimbursement process should be used for significant travel costs. Participants do not perform work or services for the project or program other than for their own benefit and are not required to deliver anything or provide any service to the university in return for these support costs. While students working as graduate assistants and student wages receive W-2s from the University as do other Mason employees, exceptions can be made for student "participants" of a service or training program as long as the students' employment is not associated with the sponsored project (i.e. students working at the Eagle Bank Arena or the library).

Step by Step

1. Open the Externally Funded Fellowship/Participant Support Workflow. Login using your Mason Net ID and password. Your information will display under G number and Email as the submitter.
2. Select the appropriate payment type from the drop-down menu and enter the Payee G number. Note the Payee must have a G number in order to complete this form.
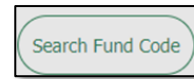

Revised September 2023

3. Review the instructions and complete the sections for *Payee Information*, *Tax Information*, and *Fellowship or Payment* information. Note: The Account code will automatically default based on selection.
4. Click the **Search Fund Code** button to add the Expense Allocation information.
5. In the pop-up box, enter the desired Fund and click *Search Fund/Org Code*.

6. Click the **Add FOAPAL String** button to return to the Workflow page. The document will automatically be routed to the PI for approval.
7. Complete the required information for the Fellowship or Participant Support Payment.
8. If the Fellowship is being paid in installments check the "Yes" box and complete step #10.

9. For *Fellowship* installment payments, complete the required information for *Total # of Payments*, *From, To,* and the *Installment Schedule*. Use the drop-down for each installment number to fill in the *Month*, *Date*, and *Calendar Year*. The Amount may be adjusted for each payment but must equal the Total Payment Amount. *Any changes that need to be made to the payment or installment schedule must be requested through apforms@gmu.edu.*

10. Attach *Supporting Documentation* and then click **Submit**. Supporting

documentation could include: a welcome letter, participant invitation, offer letter, memo from PI or project award letter/budget.

11. Once submitted, the document will advance through the approval process.

12. You will receive an email form *GMU Workflow* to confirm the submission and an additional email once the payment has been received and approved by Accounts Payable.

13. A "Final Decision" Workflow email is sent to the submitter when the Workflow is complete.

   a. To print/save a copy of the completed form open the "Final Decision" email and click on "View Case in Workflow" link at the bottom.

   b. Login using your Mason Net ID and password.

   c. Double click on the Case # or go to the "Completed" tab and select the document.
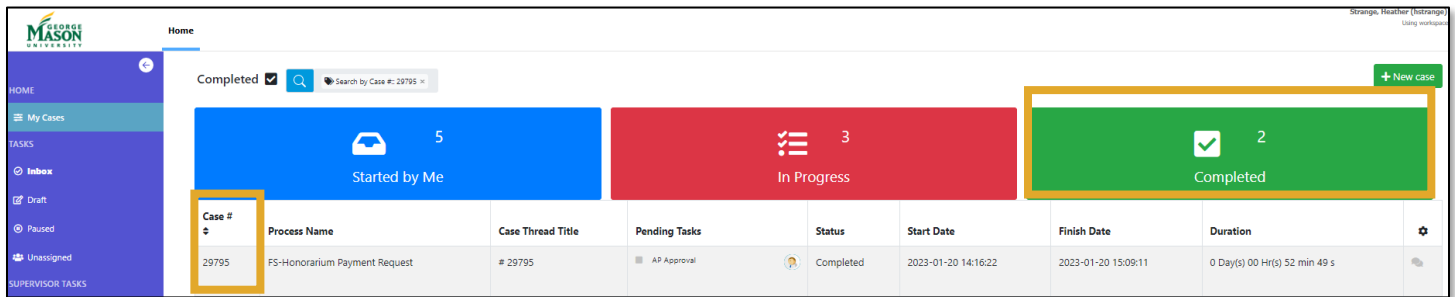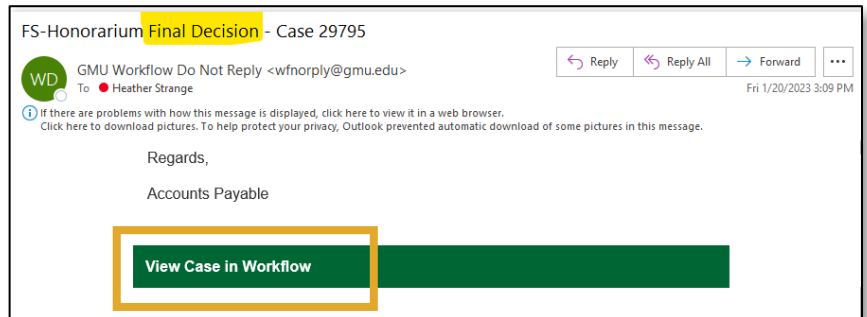
   d. Once the document is open, select the "Custom Information" tab to view the submission.

   e. With your mouse, right click on the document and then select "Save As" or "Print". *Landscape orientation is best for Workflow documents.*
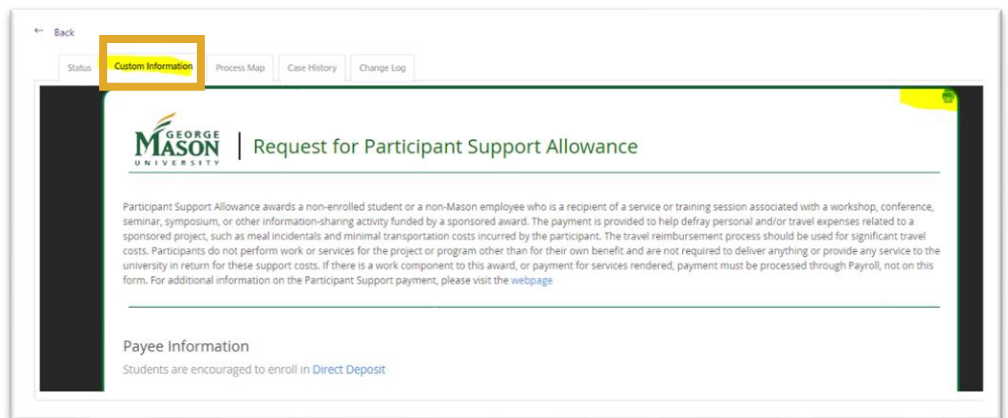
For questions regarding the use of Externally Funded Fellowships please contact Financial Aid at mdeters@gmu.edu. For questions regarding the use of Participant Support Allowances please contact the Office of Sponsored Programs at osppost@gmu.edu. For questions regarding payment schedules or form completion please contact apforms@gmu.edu.