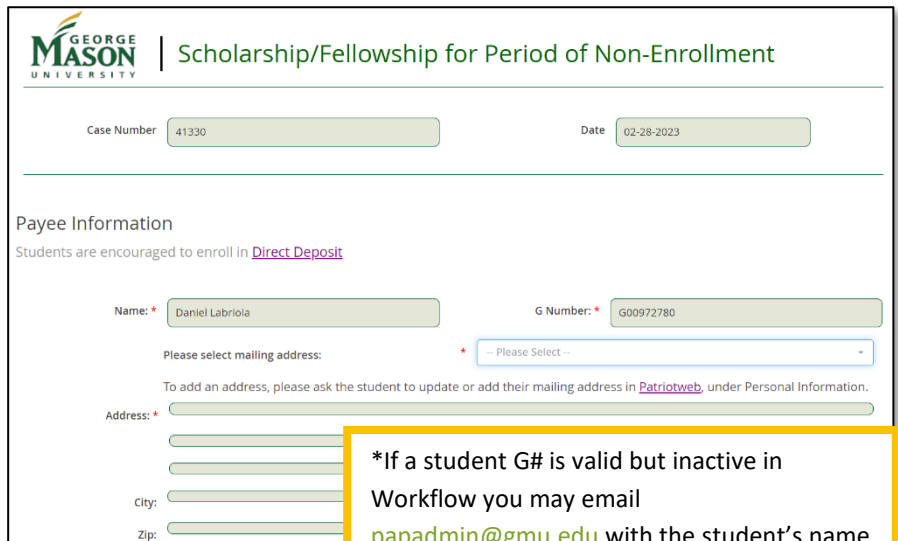


Scholarship/Fellowship for Period of Non-Enrollment Guide

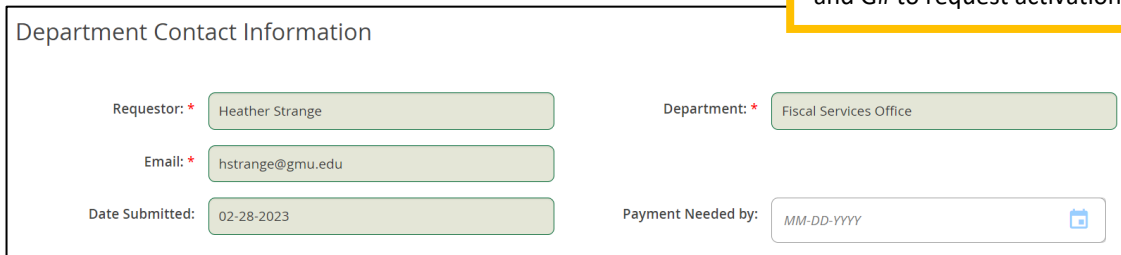
Mason uses Ellucian Workflow for the submission and approval of *Scholarship/Fellowships for Period of Non-Enrollment* payments. These payments are given to students, generally in a term of non-enrollment (i.e., summer), for the pursuit of their studies and research. These awards are not considered compensation, and no work requirement may be attached to the offer of a scholarship/fellowship. Awards for non-qualified educational expenses are subject to income tax and self-reported by the student. For more information, please see the [Pay Students](#) webpage.

Step by Step

1. Open the [Scholarship/Fellowship for Period of Non-Enrollment Workflow](#). Login using your Mason Net ID and password.
2. Enter the Student G number and then click Continue. *Note: The student must have an active G number in order to complete this form.**
3. Select the appropriate mailing address from the drop-down menu. The selected address will populate.
4. The Department Contact information will populate based on the users Net ID and password.
5. Select a Need by Date as required.



***If a student G# is valid but inactive in Workflow you may email papadmin@gmu.edu with the student's name and G# to request activation in Workflow.**



6. Click the **Search Fund/Org Code** button to add the Expense Allocation information. In the pop-up box, enter the desired Fund/Org and click *Search Fund/Org Code*. Select the appropriate approver listed. If no approver is listed, instructions will pop-up for the user.
7. Click the **Add FOAPAL String** button to return to the Workflow page.
8. To add additional allocation lines, repeat steps 6 to 7 above.

Search Fund/Org Code

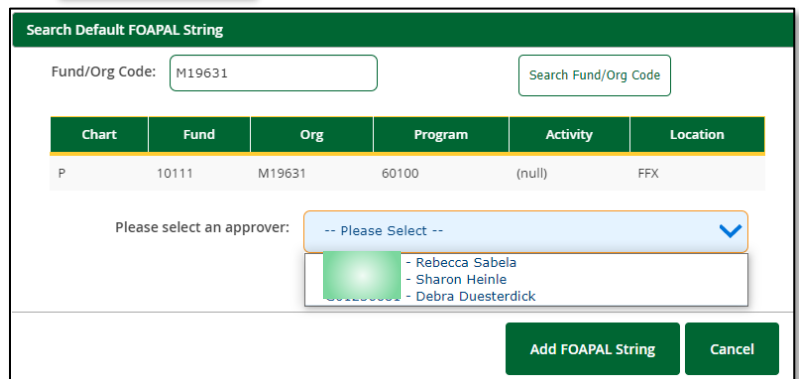


Chart	Fund	Org	Program	Activity	Location
P	10111	M19631	60100	(null)	FFX

9. Complete the required information for the Scholarship/Fellowship and attach Supporting Documentation.

Name of Scholarship/Fellowship *	Fund *	Org *	Account Code *	Program Code *	Activity	Location	Amount *
<input type="text"/>	<input type="text"/>	<input type="text"/>	--Please ... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Awarding Department: <input type="text"/>		Total Amount: \$ * <input type="text"/>					
Supporting Documentation		Choose Files					
Please attach supporting documentation. Examples include an offer letter or award letter. Acceptable file formats include .jpg, .jpeg, .png, .pdf, .doc, .docx, .xsl, .xlsx, .txt and max file size is 25MB							
Requestor Comments		<input type="text"/>					

10. To add an additional approver, click the **Check for Optional 2nd Approver** box and then search for the approvers name or Net ID.

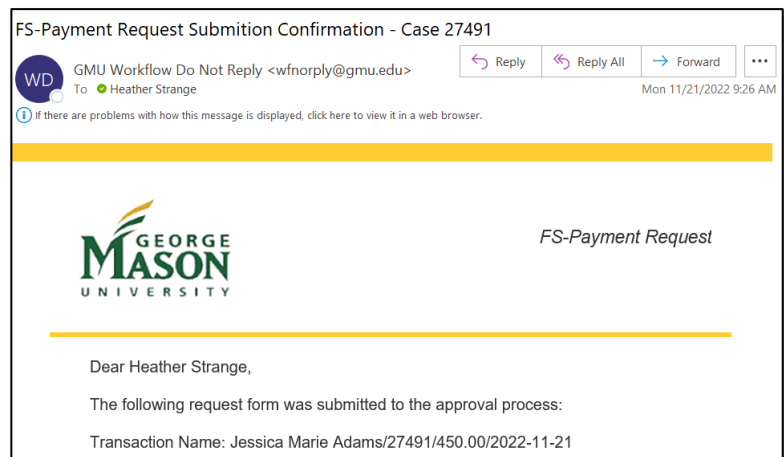
Check for Optional 2nd Approver

Optional Approver *

11. Enter all required information and then click **Submit**.

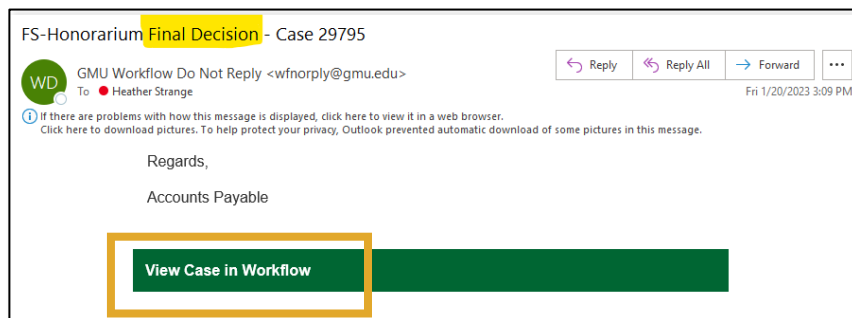
12. Once submitted, the document will advance through the approval process.

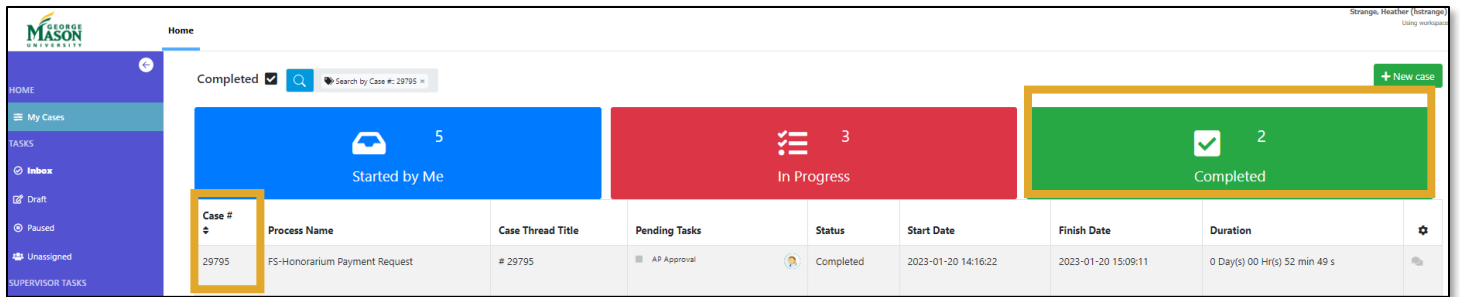
13. You will receive an email from *GMU Workflow* to confirm the submission and an additional email once the payment has been received and approved by Accounts Payable.



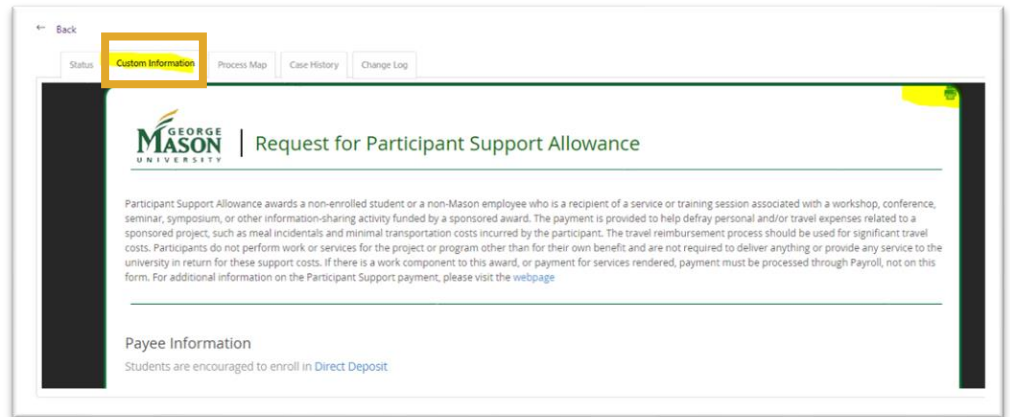
14. A “Final Decision” Workflow email is sent to the submitter when the Workflow is complete.

- 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.
- Login using your Mason Net ID and password.
- 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 special handling requests or form completion, please contact apforms@gmu.edu.