Guide for Awarding Fellowships and Scholarships (Gross Amount Greater Than $3,000)

To offer fellowships and scholarships to students, JSIS faculty and staff should submit awards through the **JSIS Student Funding System** by following the steps outlined below.

By default, these awards will be processed through **Workday (Paying appointments Through UW Payroll)**. In some cases, processing may involve both Workday and the UW Student Database (SDB).

Use the checklist provided to ensure your fellowship and scholarship submission is complete and accurate.

Steps	**Timeline**	**Ownership**	**Check box**
1. Check the student's financial aid situation with the Office of Student Financial Aid.		Program Coordinators Graduate Program Advisors	
2. Confirm Fellowship Details Ensure all terms, funding sources, and eligibility criteria are clearly outlined.		Program Coordinators Graduate Program Advisors	
3. Request Preapproval from Dean All awards with gross amount of $500 and above. Preapproval documented in JSIS Student Funding System.	TWO months BEFORE the First day of employment	Program Coordinators Graduate Program Advisors	

4. Prepare and have the award letter signed The Program Director’s signature.		Program Coordinators Graduate Program Advisors	
5. Enter the award and offer letter in the JSIS Student Funding System		Program Coordinators Graduate Program Advisors	
6. Submit the fellowship in the JSIS Student Funding System. Each program determines how to send offer letters to its awardees, either via email or through JSIS Funding System.		Program Coordinators Graduate Program Advisors	
7. Acceptance by the students via JSIS Funding System. Fellowships: Acceptance from the students via JSIS Funding System is REQUIRED. Small awards: No acceptance is required by the student.	ONE month BEFORE the First day of employment	Program Coordinators Graduate Program Advisors	
8. Workday entries and approvals, and/or processing via UW Student Database (SDB).		Payroll Coordinator	

9. Onboarding process including Form I-9 meetings for the students with payroll appointments via Workday.	Within 3 business days after the First day of employment AUT Quarter 9/16 WIN Quarter 12/16 SPR Quarter 3/16	Payroll Coordinator I-9 Coordinator	
10. Monitor and Support Provide ongoing administrative support as needed.		Program Coordinators Graduate Program Advisors Payroll Coordinator GAIP related: Contact Benefits Office	

Step 1: Check with the Office of Student Financial Aid

- What is the student's overall Financial Aid situation?

Important Note: Before you award funds: Please be sure that if the student to whom you are planning to award funds is a financial aid recipient, that you disclose the proposed award to the Office of Student Financial Aid (osfa@uw.edu) to avoid any unintended reduction in the student's other aid funds.

Step 2: Confirm Fellowship Details

- Cost center/Worktags: Are the funds available? Is the Cost Center/Worktags set up to pay in Workday? For disbursement via Student Database, is there an existing Fund Number associated with this Cost center/Worktags to pay in Student Database? If not, please contact Maggie Chen at maggchen@uw.edu.
- Is there a credit minimum to receive the award? (This can be a problem for students who are only enrolled part-time). For details please check this link: Types and Terms of Fellowship Awards – UW Graduate School – Faculty and Staff
- Students must be enrolled during the award period (this can be a problem for students studying/doing research abroad).

Step 3: The Dean's preapproval is required if the award gross amount is equal to/greater than $500.00

- Work with Lacey Colleran by entering the preapproval request in this spreadsheet: AST approvals.xlsx
- The Dean's preapproval must be documented in the JSIS Student Funding System.

Step 4: Write the offer letter and have it signed

- Use the offer letter vetted by the Business Office during previous competitions. Include in the offer letter the website address where students will respond to the offer.
- If you make any changes to the letter, are unsure if the letter is correct, or don't have a previous offer letter to reference, please contact Tony English at antengli@uw.edu.
- Be sure the letter meets the criteria outlined below in the "Tips on Non-Resident Tuition & Insurance" section.
- Make sure the offer letter is signed by the Program Director and save it in PDF version.

Step 5: Enter the award and offer letter in the JSIS Student Funding System using the link available on this page

Add Recipients in JSIS Student Funding System

You will need:

- Student's full name and email address.
- Student's UW student number (this is a MUST if they are a current UW student).
- Student's NetID if they are a current UW student. If the student does not have a NetID, assign a username and password to the student and include that information in the letter.
- Student's department and status during award period (Specify if the student is studying abroad. Specify if the student is enrolled full-time.)

- Cost Center with Worktags. Fund Number is required if the award is to process via SDB. (Please contact Maggie Chen at maggchen@uw.edu if you don't have the Fund Number for the associated Cost Center and Worktags).
- Award Gross amount and distribution quarter.
- Awards of a gross amount greater than $3,000 must be processed through Workday. Exceptions require prior approval from Finance Manager Tony English, antengli@uw.edu.

*Please note that incoming students will not have a UW Net ID and will need to create an account using their email address. Be sure to indicate **WHEN** students must accept the offer in the award letter.* If a student declines the offer, repeat the process above for the next student on the selection list.

Step 6: Send offer letter and await response

Each program determines how to send offer letters to its awardees. The JSIS Student Funding System allows offer letters to be sent through the system. **This approach is recommended**, as it presents a streamlined workflow for the JSIS Business Office. Program staff should send students a PDF of the offer letter so that the text cannot be edited or changed in any way.

Step 7: Acceptance by the students via JSIS Student Funding System

Students MUST respond to award offers by signing in to the system through this link. Students complete a form which provides the information needed to administer the award. **Upon their response, an email notification is sent to the Program Contact and JSIS Payroll Coordinator.**

If a student misses the deadline date for responding to an award offer, and if a program wishes to extend a new deadline date to the student, they need to re-submit by repeating Step 5.

Step 8: Workday and/or UW Student Database entry

Once the JSIS Payroll Coordinator receives the award acceptance notification from the JSIS Student Funding System, they will begin administering the award.

Please note: Small awards or Small fixed-fee payments (in either case, less than $3,000 per award/payment) will be processed without student acceptance.

Step 9: Onboarding tasks are required for those processed via Workday

Fellowships and scholarships that involve payroll appointments in Workday require the student to complete Form I-9 and attend an in-person document verification meeting as part of the onboarding process.

In compliance with federal law, **Form I-9 must be completed within three business days** of the student's first day of employment.

Step 10: Monitor the fellowship

Once a student accepts a fellowship offer in the system, the Business Office will be notified and will begin processing the payment (note that both the program contact and the JSIS Payroll coordinator are notified at the same time once the student accepts the award).

The program contact should:

- Check your Cost Center, Worktags, and/or Fund Number to ensure the payment was disbursed to the student. The payment should be disbursed in accordance with the timeline of the award.
- Periodically check in with the recipient throughout the fellowship period to verify that they are making satisfactory academic progress. *If the student's enrollment status at the university changes, immediately notify the JSIS Payroll Coordinator to stop fellowship payments.* If an accidental overpayment to the student occurs: For awards disbursed via SDB, you can only ask the student to voluntarily pay back the money. For awards disbursed via Workday, please immediately notify the JSIS Payroll Coordinator to ensure timely action to start the overpayment collection process.
- For Graduate Appointee Insurance Program (GAIP student health insurance) questions, please ask students to contact the UW Benefits Office at benefits@uw.edu.

Guide for Disbursing Small Awards and Small Fixed Fees (Gross Amounts ≤ $3,000)

This guide covers awards and compensation that:

- Are disbursed in a **One Payment**
- Have a **gross amount equal to or less than $3,000**

- Small awards are awards to support a student's projects or expenses. A Small Fixed Fee Payment is a payment for services provided by a student.

By default, these awards/fees will be processed through the UW Student Database (SDB). No acceptance is required by the student.

These instructions are for processing **small awards** and **small fixed fee payments**. If you're unsure whether a payment qualifies as a *small award* or a *fellowship/scholarship*, please contact: **Maggie Chen** at maggchen@uw.edu.

Step 1: Check with the Office of Student Financial Aid

- What is the student's overall Financial Aid situation?

Important Note: Before you award funds: Please be sure that if the student to whom you are planning to award funds is a financial aid recipient, that you disclose the proposed award to the Office of Student Financial Aid (osfa@uw.edu) to avoid any unintended reduction in the student's other aid funds.

Step 2: Confirm Small Award/Small Fixed Payment details

- Cost center/Worktags: Are the funds available? For disbursement via the UW Student Database (SDB), is there an existing Fund Number associated with this Cost center/Worktags to pay the award via the Student Database? If not, please contact Maggie Chen at maggchen@uw.edu.
- Students must be enrolled during the award period (this can be a problem for students studying/doing research abroad).

Step 3: The Dean's preapproval is required for the awards gross amount equal to/greater than $500.00

- For student awards anything $500 and below does not need further approval.
- Student awards over $500 will be **approved on a case-by-case basis**, please see the spreadsheet for details pertaining to a specific ask. **Most SDB awards will be processed and approved internally.** Work with Lacey Colleran by entering the preapproval request in this spreadsheet JSIS $1,000 Approval.xlsx
- Internal approval and the Dean's preapproval must be documented in the JSIS Student Funding System.

Step 4: Advise student to sign up for direct deposit

Students should use the 'Student Finances' tab of their MyUW page. The student cannot be paid unless they are signed up for direct deposit. Please note that this process ONLY applies to students receiving small awards. Once the student has signed up for direct deposit, the small award/small fixed payment will be disbursed to the student through the UW Student Database; the student does not need to take any other action to receive the small award/small fixed fee.

Step 5: Enter the award in the JSIS Student Funding System

Use the link available on Add Recipients in JSIS Student Funding System. The system will generate an email to the Business Office staff prompting them to administer the award. You will need:

1. Student's full name and email address
2. Student's NetID if they are a current UW student
3. Student's UW student number (this is a MUST)
4. Fund number (If you don't know the Fund number, please check with Maggie Chen at maggchen@uw.edu).
5. The student is required to enroll in the quarter in which the award is distributed.
6. Award gross amount and distribution quarter. (Note: UW Student Fiscal Services may withhold taxes for certain international students).

Tips on Non-Resident Tuition and Health Insurance (Graduate Appointee Insurance Program: GAIP)

Awarding Varied Amounts

1. Graduate students who receive a stipend of at least **$500/month** for each month in a given quarter AND are registered for at least 10 credits per quarter qualify for a waiver of non-resident tuition (NRD waiver) for that quarter. This must be processed through the Workday payroll system. The student will receive biweekly stipend payments on UW paydays.
2. Graduate students who receive a stipend of at least **$800/month** for each month in a given quarter AND are registered for at least 10 credits per quarter qualify for a waiver of non-resident tuition (NRD waiver) and also qualify for the Graduate Appointee Insurance Program (GAIP) if your program pays the benefits expense rate on the

stipend. The 2025-2026 rate is 27.7%, per Institutional Facts and Rates – UW Research, but benefits expense rates change on July 1 of each year. This must be processed through the Workday payroll system. The student will receive biweekly stipend payments on UW paydays.

3. In order to receive the NRD waiver or the GAIP insurance, the stipend needs to be paid in equal, biweekly payments through the UW Workday payroll system (as opposed to one full payment at the beginning of the quarter).

To be eligible for GAIP benefits and/or an NRD waiver, the payroll appointment must be for a minimum amount of pay periods in a given quarter and a minimum monthly stipend amount as follows:

- A minimum of five full pay periods in autumn, winter and spring quarters, and a minimum of two consecutive pay periods in summer quarter as defined by the quarter dates listed below; and
- A minimum of $500/month (or $250/pay period) for an NRD; or
- A minimum of $800/month (or $400/pay period) for GAIP eligibility

1. **IMPORTANT NOTE: Please process fellowships that include student GAIP health insurance <u>at least one month before the start of the quarter</u> in which the fellowship begins.** If the fellowship is awarded late, the student could have a gap in GAIP health insurance coverage (which puts the student at risk) and the Jackson School could have to pay a financial penalty. For appointments which are entered late, dates of GAIP coverage are **NOT** retroactive to the beginning of the quarter. In the case of a late appointment, GAIP coverage begins the first of the month following the appointment start date or the date the appointment was fully approved in Workday, if that date was AFTER the start of the appointment.
2. **Possible reasons any portion of tuition is not paid:**

- The eligible stipend job and period activity pay have not yet been entered or fully approved in Workday.
- The student is not enrolled in at least 10 credits.
- The unit needs to manually enter the tuition coverage in SDB or communicate coverage through PCE (UW Continuum College) and has not done so yet.