

# **IUPUI** *Office of Student Scholarships*

## *Fellowship Award Form*

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### **Fellowship Award form Instructions**

Please read the following instructions before completing the Fellowship Award Form:

- This form may be completed within Microsoft Word and e-mailed to [awards@iupui.edu](mailto:awards@iupui.edu). Or if you prefer, mail the completed form to CA 103 A, Attn: Erin Glueckert or fax to 278-3292.
- In compliance with University policy, financial transactions must be approved by the fiscal officer or fiscal officer delegate, therefore please have this form completed and routed to the fiscal officer or delegate for approval and submission.
- **Effective July 1, 2009 please complete the new fellowship award posting request form for posting with the Academic year method. Beginning on this date, fellowship awards will no longer be posted in multiple disbursement dates. The awards will be posted in an Academic year method, disbursing half of the award at the beginning of the fall term and half of the award at the beginning of the spring term.**
- **The first summer term on the new awarding method will be summer 2010 (term 4105). A student will be required to enroll in at least 1 credit hour for summer to have their fellowship award disbursed via the student account. If a person is not registered for summer, the disbursement of monies is facilitated by using an FIS disbursement voucher.**
- To protect a person's identity, the University does not use SSN. Please request that your students provide their university ID – a ten digit number beginning with a series of zeroes. They are able to view this number as part of their personal information in OneStart and in the upper right corner of many of the screens. If you have the university ID, just provide the last 4 digits of the SSN on the award form.
- Once we receive the form, it will be processed within 48 hours of receipt or during a peak work load in the order that it is received. Once entered into the financial aid system, the credit will show on the student's account the next day. Any remaining fellowship funds after paying outstanding charges will be refunded. Student account refunds are processed daily for those with active direct deposit information on file; non-direct deposit refunds (paper checks) are processed on Tuesdays and Thursdays. Monies refunded via direct deposit are typically available at the student's bank two (2) to four (4) business days after the credit is put on the student account. (Saturday and Sunday are not considered "business days".) Monies refunded via paper check, the check is typically mailed two (2) to four (4) business days later.
- The Financial Aid system utilizes item types – which are 10 digit numbers that are linked to your specific general ledger account number. These item types are the only means of posting fellowships through the financial aid system. All account numbers that pay fellowships will have to have an item type created or modified. This includes continuation accounts, and new accounts. Please notify us immediately if you will be utilizing a different account number or changing an account number so that we can verify that an item type exists or have one created. Currently it is taking approximately 2-4 weeks to have an item type created.
- You do not have to complete a new award form for terminations. Termination notifications can be sent to [awards@iupui.edu](mailto:awards@iupui.edu). Include the original award, amount received, balance to be cancelled, and effective date of termination. We will use this as our official notification and will modify the award and attach the document to the original award form in our files.
- Please encourage your students to review their accounts on OneStart. They are able to view all activity on their accounts including payments, refund status, etc.

For additional information or questions, please contact:

Erin Glueckert, Office of Student Scholarships  
Student Awards Specialist  
Cavanaugh Hall 103 Phone: 278-5508 Fax: 278-3292

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*Fellowship Award Form*

**Student Information**

Name \_\_\_\_\_  
Last First Initial  
Student's Email Address \_\_\_\_\_  
University ID \_\_\_\_\_

**School/Department Information**

School \_\_\_\_\_ Department \_\_\_\_\_  
Contact information regarding this form: \_\_\_\_\_  
Name Phone number  
Campus Address \_\_\_\_\_ E-mail \_\_\_\_\_

**THIS FORM MUST BE APPROVED & SENT BY THE DEPARTMENT FISCAL OFFICER OR DELEGATE.**

**Fiscal Officer Approval:**

**Award Information**

Effective Date \_\_\_\_\_ Termination Date \_\_\_\_\_  
Account Name \_\_\_\_\_ GL Account Number \_\_\_\_\_  
Total Amount of Award: \$ \_\_\_\_\_ *Whole dollar amounts only*

**Comments/other instructions**