Business Office Processes for Completing Fellowship Proposals

The University defines a fellowship as a free grant given to the University to support a graduate student in his/her study and/or research. They generally provide recurring monthly stipend, tuition and fees, and insurance supplements. These payments are not for employment but do occur through the Payroll process and are handled through SPS funds.

Fellowship awards named to a specific graduate student issued by Federal or Non-Federal external sponsors are managed by SPS. These types of awards need to have a proposal in Coeus prior to award set-up. This document provides general guidance on what information the Business Office needs to provide to SPS Pre-Award.

**NOTE:** This process does not apply to Fellowships issued by the Graduate School.

**Business Offices:** If a proposal was not formally submitted to a sponsor, the following information will need to be routed to the appropriate SPS Pre-Award Fellowship liaison, preawardfellow@purdue.edu (the Post-Award Fellowship Area will be copied automatically at spsfellowship@purdue.edu) in order to create a Coeus record prior to account establishment.

Please provide a copy of the following to Pre-Award:

1. Sponsor offer letter
2. Student acceptance to the sponsor
3. Purdue Offer letter
4. Form 90 if there is one at this time
5. If there is not a form 90 at this time:
   a. provide the PI and student name
   b. the responsible cost center
   c. the start date of the fellow on the award (should start at the beginning of the semester rather than mid-month like an assistantship)
      i. Fall = 8/1
      ii. Spring = 1/1
      iii. Summer = 5/1 or 6/1
6. Once the tuition and fees are handled, Pre-Award will complete the proposal, and route for signatures.

**Payroll Cut-off** – the above information, approved Form 90, and proposal must be received by SPS Fellowship Account Manager three (3) business days prior to PA form cutoff. This will allow for timely account establishment to ensure payroll deadline can be met.

**Department Heads, Advisors/Mentors and Graduate Coordinators** should contact the appropriate Pre-Award Center when working with sponsors on funding opportunities for grad students, especially if information on budgets needs to be submitted to a sponsor. Do not assume that the university will provide a Graduate Tuition Scholarship (GTS) or that the sponsor is covering all of the tuition and fees (some of the offer letters from sponsors are difficult to interpret). Please have the budget reviewed by SPS Pre-Award.

If a sponsor provides a university allowance noted in the RFP for tuition and fees, the budget for the proposal must include the maximum allowance allowable, otherwise the university may not provide a Graduate Tuition Scholarship (GTS). Reference memo dated February 13, 2004 “RE: Administration of Tuition and Fee Scholarships and use of Cost of Program Allowances.” Pages 58 -61

**NOTE:** If a commitment is made to the fellow, it is the responsibility of the department to fulfill the commitment if the grad school does not approve the GTS.