Process for Completing Internal Proposals for Fellowships

SPS has determined that all Fellowship awards named to a specific student (issued by Federal and Non-Federal external sponsors) need to have an internal proposal prior to award set-up. This document provides general guidance on what information needs to be included in the proposal.

The University defines a fellowship as a free grant given to the University for the support of a graduate student in his or her study and/or research.

**Department Business Offices:** Please provide a copy of the Sponsor offer letter, student acceptance to the sponsor, Purdue student offer letter, and a copy of the Form 90 to the Fellowships Account Manager prior to routing the Form 90 for signatures. The Fellowships Account Manager will work with the Pre-Award Center to prepare the internal proposal and route it for signatures. The Business Office should secure signatures on the Form 90 separately to ensure all documentation is in place for timely student payments.

**Regional Campuses:** Please prepare an internal proposal and route the PSF for signatures. This should be completed at the same time as the Form 90 to expedite the award set-up process.

The following are guidelines for completing the internal proposal:

- **Complete a Coeus Record**
  - Proposal Type: New
  - Activity Type: Student Aid - Fellowships
  - Subject title: Use the title of the Fellowship including the student's name
  - Principal Investigator: Use the PI from the Form 90 (in most cases this is the Department Head)
  - Credit split: 100% to the PI named
  - F&A Rate: 0%
  - Budget: The Fellowships Account Manager will provide the appropriate budget items.
  - Cost Sharing (see explanation below): The difference between total value of the Tuition and Fee for the student and the University allowance provided by the sponsor is cost sharing. A signed form 32 is NOT required for GTS cost share. The GTS should be coded as memo match. The Fellowships Account Manager will determine the appropriate cost share amount.

- A statement of work is not required.

- Route the Proposal Submission Form for signatures. Include the Form 90, offer letter, PSF, and Coeus budget.

- Upload all available documents into Coeus as outlined below using the named Narrative Types:
  - "INTERNAL_Fellowships": Form 90, Award Letter, Acceptance Letter, Student Offer Letter, Sponsor Guidelines
  - "INTERNAL_Approvals": Signed PSF (including all email approvals/hardcopy signatures), Route Sheet
  - "INTERNAL_Cost_Share": Cost Share Spreadsheet, Form 32 (signed Form 32 not required for GTS commitments)
  - "INTERNAL_Other": Budget Instructions, Cost Share Instructions, other informational items
  - "INTERNAL_Approver_Quick_Reference": Eng. Quick Facts, any future quick reference doc for Academic Approvers

- Regional Campuses Only – Notify Central Pre-Award Center that the proposal is available in Coeus.

- Obtain senior reviewer approval, push the record to IP, and notify the Fellowships Account Manager that the proposal is available in Coeus.

**Cost Share on Fellowships** – The majority of the cost share on fellowships will be approved by the Graduate School in the form of a Graduate Tuition Scholarship (GTS) as indicated on the Form 90. A GTS will be given for all federal awards. In addition the University has MOU's with various organizations to provide a GTS, these GTS can either be Federal or Non-Federal.