THE GRADUATE FUNDING PROCESS

THE SUBMISSION FORM
- Complete the form.
- Submit the form.
- Form is reviewed by Graduate Success and logged for tracking.
- Sent to BSC for processing. Requester will receive Service Now updates.

INFO YOU WILL NEED
- Supervisor's name
- Student's position title - GRA, GTA, GAA, Graduate Lab Assistant, Graduate Reader/Grader, Lecturer
- Contract amount of pay (only Lab Assistant or Reader/Grader positions can have hourly rates)
- Position ID
- Start and end dates (start date must be at least 5 working days out from the day of request)
- Hours per week (cannot exceed 19 hours)
- Funding source (college, department, sponsored project, or faculty start up)
- CBC submission date and category for new hires
- Does student have SSN? (contact BSC to provide SSN for new hires over the phone)
- Student health insurance - see funding guidelines for eligibility requirements

INFO NEEDED FOR HIRING
- Student name, Banner ID, Status (Masters or Doctoral)
- Student's physical address and phone number if new hire (confirm with student for most current information)
- Residency status confirmed through Banner (SGASTDN)
- Optional support documents (offer letters, etc.)
- Optional notes to the BSC to assist with processing

INFO NEEDED FOR TUITION
- Semester to award payment
- Pay entire balance or pay specific amount
- Funding source
- Cost center or project ID (cost center cannot start with EG)

INFO NEEDED FOR SCHOLARSHIP/STIPEND
- Does award need to be competitive? (competitive scholarships have a $1,000 minimum and provide in-state tuition for the entire academic year)
- Semester to award funding
- Amount to be awarded
- Funding source
- Cost center or project ID (cost center cannot start with EG)