

## HCaP Graduate Student Support Directions

### Hiring (Grad Assistant)

1. Click on the [BSC Submission Form](#). Please ensure that you have all the required information (see below). You only need to complete the sections that align with your request.
2. Submit the Form
3. The Form is sent forward to be logged into a tracking sheet and is sent to either IHCaP or the BSC for processing.
4. The Deans Office sends weekly status reports to the Department Chair about hiring.

#### Required Information

- Requester Name, UTSA Email, Department
- Type of graduate support provided – select **EMPLOYMENT**
- Student Name, Banner ID, Phone Number, Email, Physical Address, Gender, Status (Masters or Doctoral)
- Supervisor's Name (if different than Requester)
- Position title – GRA, GTA or GAA (**this form is NOT used for reader/grader**)
- Position ID
- Start Date
- End Date
- Rate of Pay (per hour or total amount)
- Hours per Week (no more than 19 hours)
- Funding Source (If using Faculty Start Up or Sponsored Project funds – name of faculty)
- Funding Information (Cost Center or Project ID)
- CBC Submission: Date and Category (not required for re-hire)
- Does the employee have a SSN?
- Documentation (offer letters, ect.)
- Notes to the BSC to assist with processing

### Tuition Support

1. Click on the [BSC Submission Form](#). Please ensure that you have all the required information (see below). You only need to complete the sections that align with your request.
2. Submit the Form
3. The Form is sent forward to be logged into a tracking sheet.
4. The Notice of Award form is completed by the college and submitted to the Stipend Office for processing.
5. The Stipend Office has priority deadlines for funding to be awarded:
  - a. Fall – submit by June 1
  - b. Spring – submit by October 1
  - c. Summer – submit by April 29
6. Peak periods for the Stipend Office: May to mid-Oct.; Jan. to mid-Feb; May take up to three weeks during these periods.

#### Required Information

- Requester Name, UTSA Email, Department
- Type of graduate support provided – **TUITION SUPPORT**
- Student Name, Banner ID, Phone Number, Email, Physical Address, Gender, Status (Masters or Doctoral), Citizen Status
- Enrollment Hours: Fall, Spring, Summer
- Tuition Support: Fall, Spring, Summer
- Funding Source
- Documentation (offer letters, etc.)
- Notes to the BSC to assist with processing

### Scholarships/Stipends\*

1. Click on the [BSC Submission Form](#). Please ensure that you have all the required information (see below). You only need to complete the sections that align with your request.
  2. Submit the Form
  3. The Form is sent forward to be logged into a tracking sheet.
  4. The Notice of Award form is completed by the college and submitted to the Stipend Office for processing.
  5. The Stipend Office has priority deadlines for funding to be awarded:
    - a. Fall – submit by June 1
    - b. Spring – submit by October 1
    - c. Summer – submit by April 29
- Peak periods for the Stipend Office: May to mid-Oct.; Jan. to mid-Feb; May take up to three weeks during these periods.

#### Required Information

- Requester Name, UTSA Email, Department
- Type of graduate support provided – **SCHOLARSHIPS OR STIPENDS**
- Student Name, Banner ID, Phone Number, Email, Physical Address, Gender, Status (Masters or Doctoral), Citizen Status
- Enrollment Hours: Fall, Spring, Summer
- Amount to award: in the Fall, Spring, Summer
- Funding Source
- Documentation (offer letters, etc.)
- Notes to the BSC to assist with processing

\* A stipend is a payment made to an individual under a fellowship or grant to provide for the individual's living expenses. A stipend is not considered compensation for services. Students must be academically associated with the activities of the sponsored project to receive a stipend. Stipend recipients may work on the activities associated with the award, in pursuit of their academic goals, but are not allowed to perform compensable services, present or future, for the project in exchange for the stipend. Eligibility for a stipend must be determined based on the terms and conditions of the agreement.