**Step One: Tuition and Fees**

- Keep running list of grad students in award programs
- Notify postaward@uidaho.edu to set up index for COE
- Post Award sets up new index and adds COE allowance
- Post Award notifies COGS and department that the index is set up
- Pay tuition and fees out of index

**Key:**
- COGS tasks
- Non-COGS tasks

**Step Two: OST**

- Complete OST if necessary
  - Use RWAMANF in Banner, Fund: GRAOST

**Step Three: Student Resource Payment/Stipend**

- Generate request for student resource payment (to student accounts - Delora)
  - Done through Journal entry in Vandal Web
  - Inform Laurie Barker when request is generated
- Request processed by Delora
  - One journal entry per program; domestic students and international students should be on separate entries
- Overage in account
  - Student gets payment
- Student sets up direct deposit
- Set up staff email account
- Notify student of payment timeline
Step Four: Affiliate Designation

Fellowship Award Process

COGS will send students the Data and System Set-up (DSS) form to change their status to “affiliate employee”, A2 class.

Student completes DSS form and sends back to COGS (omitting SSN), who then mails it to HR.

HR processes the DSS form.

COGS puts on an EPAF for the student and inquires about access to Chrome River.

- If necessary, Chrome River access will be granted by Jen Radil.

Begin step one and two by 3rd week of July at the LATEST.

COGS must receive notification to terminate awards payments for any reason (aside from reaching the end of the award).