FELOWSHIP POST-AWARD PROCESS

Fellowship Post-Award Process

This document will help walk you through the process of processing stipend paperwork, reviewing the establish stipend, and troubleshooting problems. Keep in mind that before the stipend can be established, the university must receive a Notice of Grant Award (NOGA) from the sponsor and establish an index within Oracle Banner System.

Sponsor Award Information

Once the NOGA has been issued, WSU Sponsored Programs Administration (SPA) will review the information, enter it into the system, and generate a Grant Fund Authorization form (GFA). This information will be available for view in Oracle – Banner on the FRIGITD.

**Tip**
Download the Notice of Grant Award (NOGA) from Researcher Dashboard and review the document. Be sure to note:

- The project period
- The budget period
- Any special instructions and conditions given by the Sponsor

Stipend Payment

WSU Payroll is responsible for processing the student’s fellowship stipend payment. WSU requires the student’s fellowship stipend assignment to be processed through HR Client Services MPN Region. Since fellowship stipend payments are not for services rendered, the fellow (stipend recipient) is not an employee of the university. Below explains this process starting with the Department Administrator.

Department Administrator – Beginning of EPAF Process

Stipend/Benefit Process

Once the notice of award has been received and an index number has been established by SPA, the student/fellow must fill out the forms (linked below) and return them to their department administrator. For reference, examples of correctly completed forms have been included.

- Honoraria/Award Data form
- Fellowship Eligibility and Requirement Questionnaire
- Employee Benefit Enrollment/Change form
**Tip**
If you have a student/fellow who is a foreign national, additional steps may be required. Advise the student/fellow to contact Office of International Student Scholars to make sure they have completed all the necessary requirements in order to receive their stipend.

### Honoraria/Award Data Form

Complete the following (incomplete forms will not be processed):

<table>
<thead>
<tr>
<th>Payee’s Full Name (include middle initial):</th>
<th>Banner ID/SSN/ITIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert J. Smith</td>
<td>000123456</td>
</tr>
</tbody>
</table>

**Are You:**

- A citizen or Permanent Resident of the U.S.? [ ] Yes [ ] No
  - If "Yes", complete this form and a W-9.
  - If "No", complete this form and a W-8.

- A Full or Part-time employee of Wayne State University? [ ] Yes [ ] No

- A Student at Wayne State University? [ ] Yes [ ] No

**Have you received any payments from the University within the past 12 months?** [ ] Yes [ ] No

- If "Yes", complete the following:
  - Date(s) of Payment: 4/27/2015
  - Amount(s) of Payment: $2,500.00

### Honoraria/Award Information:

- Date(s) services will be provided: 
- Describe what the payment is for: 
- Location services will be provided: 

**Payee’s Certification:** I certify that the information contained in the above statements and supported with the required attachments about the payee presents a fair and accurate presentation of my status for tax and immigration purposes which constitutes a responsible assertion to the Internal Revenue Service.

**Signature of Payee:** [Signature]

**Date:** 1/20/15
Wayne State University Fellowship Eligibility and Determination Requirements Questionnaire

Recipient Name: Robert John Smith
Banner ID#: 000123456

Eligibility Questions:

1. Is the recipient a currently enrolled WSU undergraduate or graduate student, (Post Docs, GRA's, GSA's and GTA's should not be paid using the Stipend Process) or an eligible enrolled graduate, undergraduate, or Research Experience for Undergraduate (REU) student from another University? ☒ Yes ☐ No

2. Is the individual required to perform any specific time or hourly related work and/or services to receive these payments? ☐ Yes ☒ No

Mandatory Attachments (required EPAF Attachments):

1. Fellowship Eligibility and Determination Requirements Questionnaire
2. Signed Offer and Acceptance Letter
3. Citizen's Declaration Form
4. W-8BEN for Nonresident Alien (NRA) (if applicable)

Robert Smith
Signature of Originator

5/1/2015
Date
Employee Benefit Enrollment/Change Form

Must be completed in full. Incomplete forms will delay benefit processing. A valid Michigan or Ontario address is required.

Employee Name (Last, First): Smith, Robert
Banner ID: 000123456
Social Security No.: 000123456
Date of Birth: 01-07-78

Street Address: 12 Warrior Lane
City: Detroit
State: MI
Zip: 482xx
Date of Hire: 01-20-2015
Phone: 313-577-xxxx
Email/Access ID: rsmith@wayne.edu

Check one: 
□ New Enrollment
□ Open Enrollment Change
□ Life Status Change (must supply Life Status Change form and proof of eligibility)

Pre and Post Tax Medical Deductions Check Only One
□ I elect PRE-TAX deductions (Default) (8a)  □ I elect POST-TAX deductions (8b)

Medical Insurance
Check Only One (See rate schedules for plan costs)
□ Total Health Care HMO 303/343/343/343/343
□ Health Alliance Plan HMO 303/343/343/343/343
□ Blue Care Network HMO 303/343/343/343/343
□ Waive Medical Coverage

For rate schedule and medical plan descriptions: http://hr.wayne.edu/hrw/health-welfare/med-insurance.php

Vision Coverage: Check Only One
□ Basic (BVS) □ Enhanced Buy-Up (REV)
Note that Basic vision insurance is bundled with medical insurance for all eligible groups. If you elect medical and are eligible, you will receive Basic vision coverage unless you elect Enhanced Buy-Up.

Voluntary Vision Coverage: Non-Medical Participants Only
For those electing Cash In Lieu of Medical coverage, complete the Voluntary Vision Plan Enrollment Form to elect a voluntary vision plan. www.wayne.edu/hrw/vision/forms.php

Dental Coverage
Check Only One
□ Delta Dental (BG3/BGA)
□ Waive Dental Coverage (BG3)

Life/AD&D Insurance
Check Only One
□ Life/AD&D Insurance 303/343/343/343/343/343/343/343/343/343/343/343

The Basic and Supplemental Life/AD&D Enrollment/Change Form is on the back of this form.

Membership Information: Please provide requested information for self and each dependent you wish to enroll. If you are enrolling in a HMO plan (HAP, BCN, THC), you must select a Primary Care Physician and add to the table below for yourself and each dependent. The University reserves the right to request additional documentation to verify eligibility of all dependents.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Social Security Number (Required)</th>
<th>Sex (MF)</th>
<th>DOB (MD/Y)</th>
<th>Relation Code*</th>
<th>Attach Required Documentation</th>
<th>Primary Care Physician Name &amp; ID #</th>
<th>Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Robert</td>
<td>23-xx-xxxx M</td>
<td>2-01-38</td>
<td>S</td>
<td>N/A</td>
<td>Birth Certificate</td>
<td>Dr. Raj 5628</td>
<td>Dep. M</td>
</tr>
</tbody>
</table>

*Relation Code: S=Employee, M=Spouse, C=Child, R=Senior Rider, O=Sponsored Dependent, D=Disabled Dependent, O=Other Eligible Person
The information listed above is correct to the best of my knowledge. I authorize bi-weekly deductions, if appropriate, for insurance based on the current rates and any future rate increases. I certify that the names above are legal and eligible dependents. I understand that falsely certifying eligibility requirements in any respect could result in disciplinary action, that the University may request additional eligibility evidence, that I will be liable for all expenditures for coverage and benefits plus any administrative expenditure and that I must notify the Total Compensation and Wellness Department immediately when a dependent becomes ineligible. I authorize release of the information listed above to the insurance plan I have selected for the purpose of obtaining coverage. The information will be provided to the insurance plan in electronic format. I have provided required documentation to support proof of eligibility.

Employee Signature: Smith
Date: 11/20/2015

Please return to: Total Compensation and Wellness, 5700 Cass Ave., Suite 3638, Detroit, MI 48202; Fax: 313-577-0637
After the student/fellow has returned the forms to the department administrator for processing, the department administrator creates an Electronic Personnel Action Form (EPAF). After submitting the EPAF, the original signed forms are forwarded to WSU HR Client Services MPN Region. You can connect to the EPAF system through [WSU Academia](#).

**Tip**
Be sure to make a copy of the signed forms for your records.

**HR Client Services MPN Region – Completion of EPAF Process**

After HR Client Services receives the EPAF, original signed forms, and index from the department administrator, the representative will upload those documents into a database called *Xtender Solution*. This system allows various departments to “index” important documents for retrieval by others. In this circumstance, for example, the Letter of Intent (if applicable), Honoraria/Award Data Form and Fellowship Eligibility Requirement Questionnaire forms are indexed to Office of Student Financial Aid (OSFA) and Payroll and the Employee Benefit Enrollment/Change form is indexed to Total Compensation and Wellness (TCW).

On a weekly basis, departments such as Office of Student Financial Aid, Total Compensation and Wellness, and Payroll will run weekly *Xtender Solution* reports to find out what forms are in their folders. At this point, the designated locations are able to finish their internal processes by downloading the forms and applying the information to WSU Oracle-Banner system.

Completion of the EPAF Process

The Human Resources administrator assigned to the mentor’s department reviews the EPAF for any errors. Additionally, Fiscal Affairs must approve the EPAF before the process can continue. After the EPAF has been reviewed and approved and the changes are applied to Oracle Banner and Researcher Dashboard, and the stipend assignment is now reflected in the university record, the student/fellow will start receiving his/her stipend payments.

**Tip**
Review the budget in Banner before processing your EPAF to make sure that the budget was loaded correctly and matches the NOGA. Catching mistakes now may help speed up the process.

**Checking your Fellowship/Stipend**

There are several WSU systems available to departmental administrators where the processed fellowship EPAF can be accessed and viewed for accuracy. Two of these systems are Oracle Banner System and Dashboard.

Oracle Banner System – FRIGITD Screen
As shown below, the department administrator can go into Oracle-Banner FRIGITD screen and enter the index number into the field to populate the grant, fund, and organization and program data.

The FRIGITD screen provides the user a view of the expenditure line items of the budget. The budgetary line items that should be present for fellowships assignments is illustrated below.

- Medical Insurance
- Dental Insurance
- General Expenditure Budget Pool
- Scholarships and Fellowship
- Stipends

WSU- Researcher Dashboard

Researcher Dashboard also reflects budgetary line items of the Oracle Banner FRIGITD screen. However, it also provides the user with an opportunity to explore details of each budgetary line item in a user friendly format. If any discrepancies are noted, contact your GCO in SPA immediately to resolve. By addressing problems early, you may save yourself time at grant closeout.
**Things to Keep in Mind Regarding Fellowship Awards**

*Are Fellowship and Graduate Research Assistant (GRA) assignments processed the same way?*

No. Graduate Research Assistant assignments (GRA) are considered employees of WSU; while, students who are on Fellowships are not. Even though both are processed through WSU- EPAF system, the paperwork and EPAF queue setups are different.

*Who pays the difference for Medical/Dental/Vision?*

WSU employees and students on some stipend awards have the option to choose health care, dental and vision providers. However, if there is a difference in what the grant will cover and what the student/fellow chooses, there must be a plan to pay the difference. This difference could come from the department’s general fund, mentor’s research and development (R&D), or the mentor’s indirect cost account (IDC) but not from any federal dollars. Discussions should take place *prior* to beginning the fellowship process to ascertain which funding source is agreeable with the mentor and his/her department should additional funding become necessary.

*What happens if the student does not submit their Employee Enrollment Form on time?*

The student/fellow’s medical/dental/vision effective date is the first of the month after their hire date. If the student/fellow fails to apply for
Medical/Dental/Vision coverage by 30 days of employment, their choices maybe limited. For more information click on the web link:

**If medical/dental/vision charges were not expended on the grant (FMS-FRIGITD), where do I start to correct this matter?**

- Contact Total Compensation Wellness (TCW) to make sure they have received the Employee Benefit Enrollment/Change form from the student/fellow's stipend appointment through EPAF via Application Xtender Solutions. Once it has been established that this form was submitted, contact the main number at WSU Fiscal Operations at this link: ..:
  http://fisops.wayne.edu/accounting/general/contact.php.

**Could there be any tax liabilities involving fellowship grants?**

- This depends on the citizenship status of the student/fellow.

**US Citizen**

- The student/fellow stipend is added to their financial aid resources. Because every student has a Cost of Living Allowance (COLA) attached to their financial aid, OSFA adjusts/deducts the stipend award from the student/fellow budgeted COLA allotment. Therefore, the student/fellow never has to fill out any tax forms because there is no earned income involved.

**NON US Citizen**

- Students/fellows who are non-citizens must fill out a **W-8BEN** tax form. To complete the form, the student/fellow must have an Individual Tax Identification Number (ITIN). If student/fellow needs help with obtaining this number, contact Office of International Students and Scholars. The student/fellow **will not** receive stipend payments until the ITIN has been established and the W-8BEN tax form has been completed and submitted. The W-8BEN tax form must be submitted with the Honoraria/Award form, Fellowship Eligibility and Requirement Questionnaire and the Employee Change form (only if the student/fellow is signing up for medical benefits) to HR Client Services MPN Region for uploading into XTender Solution Database.

**Does HR Client Services have a deadline date that I must adhere to? If so, what happens if I miss HR Client Services deadline date?**

- HR Client Services has deadline dates for processing all fellowship assignments. For HR Client Services MPN deadline calendar, click on this link: EPAF Transaction Management - Client Services - Human Resources - Wayne State University.
If HR Client Services deadline has passed and the appointment has not been applied WSU-Banner NBAJOBS screen the student/fellow cannot receive their stipend payment. Because HR Client Services effective dates are two weeks in advance of the deadline date, if one deadline is missed, the student/fellow will have to wait at least one month to receive their first stipend check. Please adhere to HR Client Services deadline!

Since most fellowship grants may not cover the student’s entire tuition, are there additional resources that can be utilized through WSU-SOM?

At this point, there is no available funding to absorb the tuition shortfall. The department and faculty (mentor) will be required to cover the tuition shortfall. The types of accounts that are most commonly used for this purpose are:

- Indirect Cost account (IDC)
- General Fund account (GF)
- Research and Development (R&D)

If the grant ended and the stipend does not pay out fully, how do I handle this situation?

You would need to process an EPAF and have SPA extend the fellowship current contract dates. After the stipend has been paid out completely, work with SPA to reclose the index.

Should the department notify OSFA about a student receiving a fellowship award?

This is optional. However, it would be advisable for the student to contact Office of Student Financial Aid to make sure their record (resources) are up to date so their won’t be any interruptions in the student’s financial aid awards.
ADDITIONAL RESOURCES

Below are links to different units within WSU that can assist with Post Award Fellowship needs.

**WSU Units**
Sponsor Programs Administration: [http://spa.wayne.edu/](http://spa.wayne.edu/)
Human Resources Client Services: [http://hr.wayne.edu/clientservices/index.php](http://hr.wayne.edu/clientservices/index.php)
Fiscal Operations: [http://fisops.wayne.edu/accounting/general/contact.php](http://fisops.wayne.edu/accounting/general/contact.php)
Office of Student Financial Aid: [https://wayne.edu/financial-aid/](https://wayne.edu/financial-aid/)

**WSU-SOM Units**
Biomedical Graduate Programs: [http://gradprograms.med.wayne.edu/](http://gradprograms.med.wayne.edu/)
School Medicine Fiscal Affairs: [http://fiscalaffairs.med.wayne.edu/](http://fiscalaffairs.med.wayne.edu/)
Medical Education/ Financial Aid: [http://financialaid.med.wayne.edu/](http://financialaid.med.wayne.edu/)

**Mentorship, Pre-doctoral or Postdoctoral society:**
National Postdoctoral Organization: [http://www.nationalpostdoc.org](http://www.nationalpostdoc.org)
National Association of Graduate-Professional Student: [http://nagps.org](http://nagps.org)
National Center for Faculty Development and Diversity: [http://wwwfacultydiversity.org/](http://wwwfacultydiversity.org/)