

Fellowship Adjustments

Once a fellowship is in the “Approved Status”, “Posted Status”, or “End Status” the original fellowship award **cannot** be changed in the fellowship workflow system. A new request needs to be submitted to accommodate the change/adjustment.

A **NEW Fellowship** must be awarded to *increase* , *decrease* the \$ amount, or *cancel* the award. **The NEW TOTAL \$ AMOUNT of the award needs to be submitted in the new request.**

Increase Award Example

Alex Winters was awarded a Total of \$1.00 for the Predoctoral Fellowship for summer 2020. The request is in the “Post” stage and cannot be adjusted.

The award now has been *increased to \$5.00* for **the same term**. A new request is submitted for the same KFS account #, same item type, same term, and **NEW TOTAL AMOUNT OF \$5.00.**

Original Request - Alex – Total \$1.00

* Disbursement Method

☒ One lump sum ☐ Monthly installments

Item type #:
900043001000

* Enter students

First Name	Last Name	NetID	Peoplesoft ID	Amount
Brendan	Clunk			\$1.00
Alex	Winters			\$1.00

* \$ Amount of award(s)

\$2.00

Number of Students

2

Comment
THIS IS A TEST! THIS IS A TEST OF THE NEW FELLOWSHIP WORKFLOW SYSTEM! You may click to approve to see the new workflow process.

* Select Status

☐ Approve
☐ Return
☒ Posted

New Request -Alex – Increasing the Total Award amount to **\$5.00**

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Welcome Kelly C. Shedd | Log Out

* Award Term
2016 Summer

* Is registration required for these students to receive this fellowship?
☐ Yes
☒ No

* Disbursement Method
☒ One lump sum ☐ Monthly installments

Item type #:
900043001000

* Enter students

First Name	Last Name	NetID	Peoplesoft ID	Amount
Alex	Winters			\$5.00

* \$ Amount of award(s)
\$5.00

Number of Students
1

Comment
This is a TEST! Increasing fellowship award from original amount of \$1.00 to \$5.00 for Alex Winters, Summer 2016.

The Financial Aid Office will receive the new request and disburse \$4.00 in additional funds for a Total Awarded Amount of \$5.00. Add a comment in the comment section explaining the change, please include detailed comment to adjust total accurately.

****If the award was to be decreased, the New Total Decreased Amount would be submitted in New Request.**

****If the award is to be cancelled, The New Total \$ Amount would be zero in a new submitted Fellowship Request.**

***Fellowship Contact – All inquiries should be submitted via email to fellowshipworkflow@uconn.edu**