GRADUATE Fellowship/Scholarship Decision Tree

Is fellowship awarded through an outside sponsor?

NO

1. Department routes award in GeauxGrants
2. Department obtains Graduate School approval

YES

1. Graduate School (Perkins; Dissertation Year)
2. Graduate School loads tuition exemption and if applicable, non-resident fee exemption in ABS

Is award funding directed through LSU?

NO

Fellow (student) receives stipend directly from sponsor

YES

1. Department to process hire through Payroll (Appointment type: Contingent, non-worker, unpaid)

Does fellow have a past, present or future work requirement?

NO

1. SPA establishes non-scholarship grant
2. Department to process hire through Payroll (Appointment type: Temporary Worker, Paid (job profile: Fellow))
3. Department is responsible for tracking work required (past, present, future) in accordance with award

YES

1. SPA establishes scholarship grant (FN90)
2. Department completes AS498
   • Select Graduate Fellowship
3. Department processes entry in SAE

Does sponsor cover tuition/fees/insurance?

NO

1. SPA establishes scholarship grant (FN90)
2. Department completes AS498
   • Select Scholarship-Tuition/Fee Exemption
3. Department processes entry in SAE

YES

1. SPA establishes scholarship grant (FN90)
2. Department completes AS498
   • Select Scholarship-Tuition/Fee Exemption
3. Department processes entry in SAE

Does the student need access to LaCerte, email, library, etc.

NO

No action necessary

YES

1. Department to provide source of funding
   • University funds - department requests Board of Supervisors approval
   • Foundation funds - department requests Foundation approval
2. Department requests cost sharing grant (FN90)
3. Department completes AS498
   • Select Scholarship-Tuition/Fee Exemption
4. SPA loads exemption in ABS

Is LSU required to provide tuition/fees/insurance?

NO

Student is responsible for paying

YES

1. Department to process hire through Payroll (Appointment type: Contingent, non-worker, unpaid)

Is there an existing Board Resolution?

NO

Department processes entry in SAE

YES

1. SPA establishes scholarship grant (FN90)
2. Department completes AS498
   • Select Scholarship-Tuition/Fee Exemption
3. Department processes entry in SAE

Department consults with SPA regarding resolution guidelines