UNDERGRADUATE
Fellowship/Scholarship Decision Tree

Is fellowship awarded through an outside sponsor?

NO

YES

Is award funding directed through LSU?

NO

YES

Department routes award in GeauxGrants

1. Department consults Financial Aid Office
2. If awarded through Foundation, department completes AS492 (if does not already exist)

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

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

NO

YES

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

Does sponsor cover tuition/fees/insurance?

NO

YES

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

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

NO

YES

No action necessary

Student is responsible for paying

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

Is LSU required to provide tuition/fees/insurance?

NO

YES

1. Department to provide source of funding:
   • University funds - department requests Board of Supervisors approval
   • Foundation funds - departments 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 there an existing Board Resolution?

NO

YES

Department consults with SPA regarding resolution guidelines

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

1. If student receives check from sponsor, forward to Bursar Operations to post to the Student’s account
2. If check is payable to LSU, forward to Bursar Operations

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