# THE UNIVERSITY OF MICHIGAN

## STANDARD PRACTICE GUIDE

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|---|---|---|---|
| **SECTION:** | Grants and Awards | **Number:** | 205.1 |
| | | **Revised:** | 8/1/91 |
| **SUBJECT:** | Authorization for scholarships, fellowships, grants and awards | **Date Issued:** | |
| | | **Attachment(s)** | 1 |
| **APPLIES TO:** | Students, Staff Members and Others Engaged in University Educational Programs | **Eff. Date** | 1/1/91 |
| **ISSUED BY:** | Financial Operations | | |

## I. Policy

Scholarships, Fellowships, Grants and Awards may be awarded to students, staff members and others engaged in University educational programs, but not for service rendered to the University.

## II. Reference

Form SF, Authorization for Scholarships, Fellowships, Grants and Non-employee Awards. (copy attached)

Note: The previous editions and usage of the Form E and the Form X are obsolete and are not to be used after the effective date of this Standard Practice Guide.

Supply of Forms is available from 1034 Administrative Services Building, Telephone 4-8206.

## III. Regulations

A. Payment of Funds through the Form SF

1. Qualification for Payment of Funds through Form SF

a) The awardee is a student who is a candidate for a degree and is enrolled at the U of M during the period of the award. The student need not be registered.

b) The awardee recipient need not be currently enrolled but awardee's activity under the award is directed fully to the completion of his/her scholarly program. Faculty fellowships are to be processed on the appointment change notice (TAD).

c) The Form SF may be used for awards to non-employees in recognition of past achievements in educational fields. (Employment related awards and prizes are to be processed on the Form G)

d) Payment must conform with all restrictive criteria specified by the fund's source.

2. Initiation and Authorization

a) Initiation of the Form SF is limited to individuals listed as authorized signers for the accounts(s) being used.

b) The initiator is responsible for certifying that the commitment made meets or will meet all of the applicable qualifications described above.

c) The initiator is responsible for ascertaining that funding is available in the account to cover the commitment.

## IV. Procedure

| RESPONSIBILITY | | ACTION |
|---|---|---|
| Initiator | 1. | Determine whether the nature and the purpose of the award and the credentials of the awardee require processing through the Form SF or alternate payroll form. |
| | 2. | Complete Form SF. |
| | 3. | Remove and retain the Project Director copy of the form and forward remaining copies in accordance with routing instructions. |
| Dean or Director | 4. | Review the recommended award for compliance with the policies and approve or reject. |
| | 5. | Retain Dean of School copy and if awardee is a Rackham student, forward remaining copies to the Graduate School. If rejected, return all copies to the initiator. |
| | 6. | If awardee is not a Rackham student, forward remaining copies to the Student Financial Operations Office. |
| Dean of the Graduate School | 7. | Review for compliance with Graduate School policies and approve or reject. |

| RESPONSIBILITY | | ACTION |
|---|---|---|
| | 8. | Retain Graduate School copy and forward remaining copies to the Student Financial Operations Office. If rejected, return all copies to the Dean or Director. |
| Student Financial Operations Office | 9. | Receive Form SF. |
| | 10. | Use Student Account copy as authorization to coordinate award, effect appropriate accounting entries to credit student's account, and/or process for payment. |
| | 11. | Distribute copies. |

205.1

THE UNIVERSITY OF MICHIGAN
AUTHORIZATION FOR SCHOLARSHIP OR FELLOWSHIP GRANTS AND NON-EMPLOYEE AWARDS **SF- 12100**

☐ Superseding ☐ Cancel ☐ Form SF- _____ Number

**RESTRICTIONS ON USE OF FORM**

THIS FORM IS NOT TO BE USED TO COMPENSATE FOR SERVICES TO THE UNIVERSITY AS AN EMPLOYEE. See "TYPE OF AUTHORIZATION" section below and INSTRUCTIONS ON REVERSE OF LAST COPY.

**RECIPIENT INFORMATION**

| | | |
|---|---|---|
| Sex: ☐ Male ☐ Female | Home Phone # / Local Phone # | Recipient's Social Security Number |
| Student Residency Status: ☐ Michigan ☐ Non-Michigan | | Recipient's Name (Last, First, Middle) |
| Field Of Study Code/Name | Citizenship: ☐ U.S. Citizen ☐ Resident Alien ☐ Non-resident Alien, Visa Type _____ | Street / City, State, Zip Code |

**TYPE OF AUTHORIZATION**

☐ 1A. Recipient is an enrolled student who need not be registered and is a candidate for a degree. (Expense Class 1563/1566-Scholarship)

☐ 1B. Recipient is an enrolled student who must be registered and is a candidate for a degree. (Expense Class 1563/1566-Scholarship)

☐ 2. Recipient is not an enrolled student; however, the activity under the grant is directed towards the completion of an educational program. (Expense Class 1865-Fellowship)

☐ 3. Award made to non-employee in recognition of past achievements in educational fields. (Class 1939.)

☐ 4. Travel assistance related to scholarship, fellowship, grants and awards. (Expense Class 1942/1948)

**GRANT INFORMATION**

Name of Grant/Account Name (Scholarship/Fellowship name if different) | Account Number

**A** ☐ Full Tuition Assessment ☐ Amount Specified Toward Tuition $ _____ | Mandatory Fees ☐ Yes ☐ No | Registration Fees Only ☐ Yes ☐ No

| For Terms: | Summer | Calendar Year | Fall | Calendar Year | Winter | Calendar Year | Spring | Calendar Year | Spr-Sum | Calendar Year |
|---|---|---|---|---|---|---|---|---|---|---|
| | ☐ | | ☐ | | ☐ | | ☐ | | ☐ | |

**B** Total Stipend Amount (do not include amount for tuition) $ _____ For the Period (MM/DD/YY): From: _____ To: _____

METHOD OF PAYMENT:

LINE A - will be directly applied to the student's account for the term(s).

LINE B - UNLESS ALTERNATE INSTRUCTIONS ARE PROVIDED BELOW, the initial payment may be obtained at the Fellowship Desk during registration or at the Student Financial Operations Office (2226 S.A.B.) after registration. Proper identification (student ID card, driver's license, library card, etc.) must be presented to receive payment. Any subsequent payments may be obtained at the Cashier's Office (L.S.A. Lobby) unless alternate instructions are provided below.

ALTERNATE INSTRUCTIONS: _____

**FORM PREPARED BY INFORMATION**

Prepared By: _____ Department: _____ Phone #: _____ Date: _____

**INITIATOR'S CERTIFICATION**

In initiating this form, I certify that the terms and restrictions of the grant set forth above and the qualifications as set forth in the policy relating to administration of this form are met, that the payments authorized are in compliance with all conditions imposed by the funding source, and I understand that this information is the factual base for the University assertion to the Internal Revenue Service.

_____
CHAIRMAN OF SCHOLARSHIP COMMITTEE OR OFFICER MAKING NOMINATION

_____
DEAN

_____
DEAN OF THE GRADUATE SCHOOL (IF APPLICABLE)

PROJECT DIRECTOR

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## INSTRUCTIONS FOR PREPARING AND ROUTING THE FORM SF

1. Instructions involving a previously submitted Form SF (or Forms E and X)
   a. If this is a revised Form SF, check the "Superseding" box and enter the number of the superseded Form SF, E or X.
   b. If this cancels a Form SF, check the "Cancel" box, and enter the number of the cancelled Form SF, E or X.

2. Complete the entire "Recipient Information" section.
   a. Type Recipient's Name and Address in CAPS.
   b. "Residency Status" means Michigan or non-Michigan residency as determined for tuition purposes. NON-RESIDENT ALIENS MUST INCLUDE VISA TYPE.

3. Check the applicable boxes in the "Type of Authorization" section. If more than one type of authorization is being entered on this form, indicate the partial stipend amount in the "Type of Authorization" section and the total stipend amount on Line B in the "Grant Information" section.
   a. Check Box 1, if recipient is a currently enrolled student and payment is for:
      1) Scholarship, fellowship, & grant
      2) Pre-doctoral training program payment
      3) Dissertation grant
      4) Program participant
      5) Visiting doctoral candidate
      6) Student Aid for degree candidate
   b. Check Box 2, for a scholarship, fellowship or grant payment made to a recipient pursuing a scholarly program who is not currently enrolled as a student and who is not currently University faculty or staff. Faculty fellowships are to be processed on the appointment change request form (TAD).
   c. Check Box 3, for award payment made to non-employee in recognition of past achievements in educational fields. (Employment-related awards or prizes are made on Form G.)
   d. Check Box 4, if the payment is for stipend for travel that relates to categories mentioned in 3a-c above. NOTE: Travel reimbursement to a Scholarly Trainee Research Fellow, whose funds are 100% stipend, should be made using this form even though the individual is paid using the normal appointment process.

4. Complete the applicable parts of the "Grant Information" section.
   a. Grants for tuition are credited to the recipient's student account; they are not refundable to the recipient. If the grant is for the full tuition assessment, check the box labeled "Full Tuition Assessment", if the grant is for a specified amount toward the tuition assessment, enter the amount in the space labeled "Amount Specified Toward Tuition".
   b. Indicate whether all Mandatory or Registration Fees only are to be covered by the grant.
   c. Check appropriate term box. Year should be the appropriate calendar year.
   d. The "Total Stipend Amount" should not include funds designated for tuition. Tuition must be entered in the appropriate place.

5. The routing of this form is as follows:
   a. Initiator: Recommends grant, signs form and retains copy.
   b. Dean or Director: Approves grant, signs form and retains copy.
   c. Dean of Graduate School: If applicable, approves grant, signs form and retains copy.
   d. Student Financial Operations Office: Coordinates grant and tuition processing.
   e. Payroll Office: Makes payment.
   f. Copies to be sent to the student, the office of Financial Aid, & Federal financial operations.

If you have questions regarding the completion of the Form SF, contact the Student Accounts Office at 764-7447.