## **Guidelines for Stipend Requests**

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NAME		-	_					Name:	
STREET			STATE		219			Phone/ Ext.:	
Campus Wide ID								Date:	
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## Preliminary Information:

- Note: Payee Data form and <u>Coordination of Aid</u> will need to be filled out prior to submitting Stipend Request form.
- Grant information "Project",
   "Account", "Fund", "Department"
   and "Amount" will be required and
   can be obtained from UAS Grant
   Analyst.
- After completing the form, Form filler will need to enter Name and Email for both student and Grant PI, who will sign the form.
- Form is automatically routed to <u>uasap@calstatela.edu</u> for UAS processing.

## STEPS:

- 1. Fill out "Requested By" with information by PI requesting stipend.
- 2. Input "Reason for Stipend" with stipend start and end date per month (example: start date 9/1/2024 end date 9/30/2024). Add grant information "Project", "Account", "Fund", "Department" and "Amount".
- 3. Attach the student's Coordination of Aid to the document.
- 4. The student will fill out their information, write a short description of their current research participation, and sign.
- 5. The PI of the grant or the program director will approve the stipend request and sign at the bottom of the form via Adobe Sign and CC <u>uasap@calstatela.edu</u>, and PI/director.