Graduate Contracting

PI Approving a Grant Funded Stipend

This process will occur concurrently to the Dean and student approval processes. This process must be completed in an <u>approval status</u> prior to contract submission to the Payroll system for compensation.

- 1. Login to MyBGSU.
- 2. Click on the **Employee** tab.
- 3. In Left navigation pane under Misc. Services, click on GA Contracting.

| BOWLING GREEN STATE UNIVERSITY | | | | | | | | | |
|------------------------------------|-----------------------|----------------|--------|--|--|--|--|--|--|
| BG SU, graduate contracting | | | | | | | | | |
| AWARDER APPROVER | REPORTER BUDGET ADMIN | ADMINISTRATION | LOGOUT | | | | | | |
| AWARDER AFFROVER | REPORTER BUDGET ADMIN | | | | | | | | |

- 4. Click on **Principal Investigator**.
- 5. Click on Approve Stipends.



The information is sortable by clicking on any of the report headings.

6. Select the contract you want to approve.

| | Graduate Operations / Approver / Approve Stipend | | | | | | | | | | |
|---|--|------------------------------|----------------|----------|-------------|----------------|------------|------------------|-----------|--|--|
| | Stipend #: 🔺 | Department: | Fiscal Year: 🔶 | Student: | First Name: | Last Name: 🍦 | Amount: | Contract Period: | Job Code: | | |
| | 7070 | Political Science Department | 2015 | 00 | Caitlin | Buhr | \$2,250.00 | Spring | 600007 | | |
| | 7104 | Chemistry Department | 2015 | 000 | Chris | Wammes | \$50.00 | Fall | 600001 | | |
| 7 | 7105 | Chemistry Department | 2015 | 000 | Chris | Wammes | \$50.00 | Fall | 600001 | | |

- 7. Review the student's contract information within each field.
- 8. If no modifications are needed, select "Approve".





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- 9. If modifications are necessary to the contract, indicate in the NOTES the concern or issue.
- 10. Select "**Deny**" and notify the department that the stipend was not approved.
- 11. **Departments are not automatically notified if a stipend has been denied by a PI**, so please be sure to notify the department so the stipend can be reissued (if applicable).

Approve Deny Cancel

For questions or issues, please contact:

Student Employment Services graduateoperatns@bgsu.edu stuemp@bgsu.edu 419.372.2865 **Grants Accounting**

419.372.8593