

How to Process Department-Coordinated Fellowships

Most fellowships are department-coordinated and handled separately by individual academic departments. Department-coordinated fellowships are either fellowships that are nominated and awarded at the school-level or "one-off" fellowships that the student receives externally and "brings with them" to Georgia Tech.

Although the Graduate Fellowship Manager can offer advice, the individual academic department is responsible for stewardship and compliance with the terms of a department-coordinated fellowship. To best help the student, the department should identify a single contact person who will help set up the fellowship.

Here is an overview of the steps:

Award Letter & Agreement (if applicable)

1. The student or funding organization should provide the award letter to the department.
2. If the funding organization requires an agreement, first submit it to [Ask Legal](#) in the Office of the General Counsel (OGC). All agreements must be reviewed (see [Contracts](#)) before being signed by an authorized official (see [Signature Authority](#)).

Sending Funds to Georgia Tech

3. The funding organization sends the funds to Georgia Tech via check, wire, or similar. See [Payment Options](#).
4. If Georgia Tech banking information (such as accounting numbers, routing numbers, SWIFT) is requested, contact:
 - a. [Derrick Tompkins](#), if it is a Foundation gift
 - b. [Jim Pierce](#) or [Nicole Shepherd](#) in the Treasury Office if it is a non-gift
5. If the funding organization needs a document to trigger payment to Georgia Tech, departments should utilize the [Request for Support Template](#).
 - a. If a company requires GT to become a vendor to process payment, contact [Corporate Engagement](#)
6. To alleviate confusion, include the student's name or the fellowship's name in the memo section of the check or wire transfer.
7. If you know the funding organization has already sent the funds and you need to connect to the unclaimed funds, email the amount paid, date paid, the payer's (organization's) name, and the bank name to:
 - a. [Zong Yang](#) or [Nicole Shepherd](#), if it was a wire/web payment
 - b. [Trina Hall](#), if it was a mailed check

Setting up Funds at Georgia Tech & Disbursing via the Student Account

8. Once the funds are at Georgia Tech, the department needs to "Request a Worktag" for the funds to sit in. See ["Service Now - Foundation Data Model"](#)
9. Then, the department utilizes the [Fellowship Payment Request](#) process to disburse funds to the student via their Student Account. The completed form should be emailed to Bursar with CC to Financial Aid using a [SharePoint link](#) for processing.