

OSU GRADUATE SCHOOL

# FEE MATCH REQUESTS

General Information

Compatible with all **current** web browsers.  
Pop-up blockers should be disabled for the site for proper functioning of the forms.  
Javascript must be enabled.

8/5/2014

**FEE MATCHING overview**

The Graduate School may award matching tuition and fee support for grants and other external funds that support graduate students with a competitive stipend.

- Colleges must prioritize requests coming to the Graduate School. Pre-approval from the Graduate School is necessary.
- Graduate programs seeking a Graduate School Matching Tuition and Fee Award must submit the pre-approval request at least two weeks prior to the proposal deadline when seeking outside funding for graduate student support.
- Funding for specific students should be sought after the grant/external funding proposal has been approved by the funding source.

**FEE MATCHING site**

The fee matching request forms are accessed by clicking on the **Fee Match** tab of the Graduate School Nomination System at <https://access.gradsch.ohio-state.edu/NominationSystem>.

**FEE MATCHING menu sections**

There are three sections reflecting the three steps in the fee matching process.

The **Pre-approval Requests** section provides for the creation and submission of pre-approval forms informing the Graduate School of a potential grant, project, etc. The initiator can

- create a new request,
- edit saved (but not submitted) requests,
- view submitted requests, and
- cancel submitted (but not yet Graduate School approved) requests.

The **Student-Specific Requests** section provides for the creation and submission of fee matching requests for individual students after the pre-authorization form has been approved by the Graduate School and the Graduate School has been notified that the proposal has been funded. In addition to creating a new request, the initiator can

- edit saved (but not submitted) requests,
- view and/or copy form data from submitted requests,
- cancel submitted (but not yet Graduate School approved) requests, and
- renew an existing student-specific request or copy form data.

The **Approvals** section provides links to the various forms requiring review. This section is only viewable by authorized approvers. Please contact Katherine Eckstrand (.1) at 247-7293 if you have any questions.

# Nomination System

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## Pre-Approval Requests

[Create](#) [Edit](#) [View](#) [Cancel](#)

## Student-Specific Fee Match Requests

[Create](#) [Edit](#) [View](#) [Cancel](#)

[Renew an Existing Student-Specific Request or Copy Form Data](#)

## Approvals

[Approve Pre-Approval Requests](#) [Approve Student-Specific Requests](#)

[SPO Approval of Student-Specific Requests](#)

## Create a Pre-approval Request

- Click on **Create** and fill in all fields as listed on the form (see below).
- Refer to **Appendix 1 - Pre-approval fields** help for detailed information about each field.
- Click **Save Request for Later** button to complete at a later time or click on **Submit Request** to start the approval process.

### 1. General information requirements

**Pre-Approval Request**

Department Category \*

College  Center  Institute  Sponsor

Department Title \*

Academic Program \*

--Select One-- ▾

Grad Studies Committee Chair

Contact First Name \*

Contact Last Name \*

Contact E-Mail \*

Contact Phone \*

Funding Agency \*

Project Title

Grant/Funding Proposal Submittal Deadline \*

Award Decision Date

**2. Projected financial requirements**

Monthly Student Stipend Funded by this Grant/Award \*

Number of Students \*

AU Semester (Press CTRL to select multiple years)

  
  
  

SP Semester (Press CTRL to select multiple years)

  
  
  

SU Term (Press CTRL to select multiple years)

  
  
  

Total Matching Tuition and Fee Award Semesters (# of students X # of semesters)

Is the grant/external funding proposal renewable? (Check Box for Yes)

If so, for how long? (Number of years - numeric answer only)

**3. Supporting documentation and approver** – Refer to **Appendix 1 – Pre-approval fields** for required documentation and order of materials.

Supporting Documentation \*

No file chosen

Authorized Approver's Name.# (press TAB after entering the Name.#) \*

Approver's E-Mail Address

Describe covered expenses if the funding source provides an education and/or institutional allowance.

Expense	Expense Amount
Fees	<input type="text"/>
	<a href="#">Add</a>

\* = Required Field.

### Adding Comments

**After** submitting or saving your Fee Match Request, there is an opportunity to leave comments related to the request. **These comments are viewable by all approvers and the Graduate School.**

### Edit a Pre-approval Request

- Click on the **Edit** link.
- You may **Edit** any saved request form **prior to submission**.
- If there's an error on a **submitted** (but not approved) Pre-approval Request form, cancel the form and create a new one with the correct information.
- As with Pre-approval Request creation, there's an option to **Save Request for Later** if desired.

### Cancel a Pre-approval Request

- Click on the **Cancel** link.
- Any previously-created Pre-approval Request in your program that hasn't already been Approved/Denied by the Graduate School can be cancelled.
- Click on the **Cancel** link next to the request you wish to remove.
- On the confirmation page, confirm this is the request you wish to cancel by checking the **Cancel?** checkbox and then clicking the Cancel button at the bottom of the page.
- A cancellation confirmation e-mail will be sent to the authorized approver as well as the Graduate School.

**Approvers section: Approving a Pre-approval Request**

- Designated approvers of a Pre-approval Request will be notified by email when a request has been submitted.
- Click on the **Approve Pre-approval Request** link.
- Locate the appropriate Request ID as indicated in the email notification.
- Click **Approve/Deny** link to view the request detail including any supporting documentation.
- Select **Approve** or **Deny** from the dropdown list of the appropriate approver and click **Save**.
- A comments section is available that is viewable by everyone.

## Create a Student-specific Request

- The Student-Specific Fee Match Form is designed to be filled out once per academic calendar year. However, it can be done each semester if needed.
- Click on the **Create** and fill in fields as listed on the form (see below).
- You **MUST** enter the **Request ID** you received via e-mail upon successful submission of your original pre-approval request.
- Refer to **Appendix 2 - Student-specific fields** help for detailed information about each field.
- Click **Save Request for Later** button to complete at a later time or click on **Submit Request** to start the approval process.

**Student-Specific Request Form**

<p>Request ID (press TAB after entering the ID) *</p> <input type="text" value="0"/>	<p>Date of Graduate School's Initial Pre-Approval</p> <input type="text"/>
<p>Student Stipend Funding Source *</p> <input type="text"/>	<p>Is this student's stipend funded by an OSP Project? *</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p>
<p>Contact First Name</p> <input type="text"/>	<p>Contact Last Name</p> <input type="text"/>
<p>Contact Phone</p> <input type="text"/>	<p>Contact E-Mail</p> <input type="text"/>
<p>Student Emplid (press TAB after entering the ID) *</p> <input type="text"/>	
<p>Program</p> <input type="text"/>	<p>Grad Studies Committee Chair</p> <input type="text"/>
<p>First Name</p> <input type="text"/>	<p>Last Name</p> <input type="text"/>
<p>Number of graduate credit hours earned</p> <input type="text"/>	<p>Student's cumulative grade point average (GPA)</p> <input type="text"/>
<p>Student Appointment Type *</p> <input type="text" value="--Select One--"/>	<p>Monthly Stipend Amount *</p> <input type="text" value="0"/>
<p>Supporting Documentation</p> <p><input type="button" value="Choose File"/> No file chosen</p>	

**Requested Terms for Disbursement**

<p>Autumn 2014 Semester</p> <input type="checkbox"/>	<p>Spring 2015 Semester</p> <input type="checkbox"/>
<p>Summer 2015 Term</p> <input type="checkbox"/>	
<p>Authorized Approver's Name.# (press TAB after entering the Name.#) *</p> <input type="text"/>	<p>Approver's E-Mail Address</p> <input type="text"/>

\* = Required Field.

**Adding Comments**

**After** submitting or saving your Fee Match Request, there is an opportunity to leave comments related to the request. **These comments are viewable by all approvers and the Graduate School.**

### Edit a Student-specific Request

- Click on the **Edit** link.
- You may **Edit** any saved request form **prior to submission**.
- If there's an error on a **submitted** (but not approved) Student-specific Request form, cancel the form and create a new one with the correct information.
- As with Student-specific Request creation, there's an option to **Save Request for Later** if desired.

### Renew/Copy a Student-specific Request

- Click on the **Renew an Existing Student-Specific Request or Copy Form Data** link.
- A list of prior year student-specific forms will be listed with Renew or Copy as options.
- Click on the **Renew** link next to the student to continue funding for the upcoming year.
- Click on the **Copy** link next to the student whose information will be used for a different student.

### Cancel a Student-specific Request

- Click on the **Cancel** link.
- Any previously-created Student-specific Request in your program that hasn't already been Approved/Denied by the Graduate School can be cancelled.
- Click on the **Cancel** link next to the request you wish to remove.
- On the confirmation page, confirm this is the request you wish to cancel by checking the **Cancel?** checkbox and then clicking the Cancel button at the bottom of the page.
- A cancellation confirmation e-mail will be sent to the authorized approver/SPO as well as the Graduate School.

### Approvers section: Approving a Student-specific Request

- Designated approvers of a Student-specific Request will be notified by email when a request has been submitted.
- Click on the **Approve Student-specific Request** link.
- Locate the appropriate Request ID/Student name as indicated in the email notification.
- Click **Approve/Deny** link to view the request detail including any supporting documentation.
- Select **Approve** or **Deny** from the dropdown list of the appropriate approver and click **Save**.
- A comments section is available that is viewable by everyone.

Field	Notes
Department Category	Selections include: <ul style="list-style-type: none"> <li>• College</li> <li>• Center</li> <li>• Institute</li> <li>• Sponsor</li> </ul>
Department Title	The title by of the Department making the request.
Academic Program	For multi-disciplinary projects, one program will need to be identified.
Contact First Name	List the person who will be the Graduate School's most likely contact for any issues regarding the request.
Contact Last Name	
Contact E-Mail	Emails should be in the format of name.#@osu.edu
Contact Phone	Phone numbers should include the area code and have no spaces or characters between the number segments.
Funding Agency	The agency that is providing the student's stipend (e.g. National Science Foundation, National Institute of Health).
Project Title	Please list a condensed title that can easily identify the project.
Grant/Funding Proposal Submittal Deadline	A specific date must be selected.
Award Decision Date	A specific date must be selected even if it is an approximation.
Monthly Student Stipend Funded by this Grant/Award	Please list <u>only</u> the stipend amount funded by the award. Programs adding a supplement can include this information in the Comments section.
Number of Students	Number of students this grant/award will fund.
AU/SP Semesters/SU Term	Indicate the upcoming semesters for which the student will receive funding, even if it is an approximation.
Total Matching Tuition and Fee Award Semesters	Total number of support semesters being requested. It is the number of students multiplied by the number of semesters. If the number of students differs by semester, factor that into the total number of semesters requested.
Is the grant/external funding proposal renewable	If the grant/external funding is renewable, please indicate here.
If so, for how long	The number of years the grant can be renewed
Supporting Documentation	ONE uploaded PDF containing: <ul style="list-style-type: none"> <li>• The College's (or other appropriate entity) Priority Statement from the Dean or appropriate administrator</li> <li>• Proposed Budget</li> <li>• Award Announcement, RFP, or grant Overview (limit of 10 pages)</li> </ul> For Pre-Approval requests for individual student awards (e.g. American Heart Association), also include the student's Advising Report.
Authorized Approver's Name.#	The OSU Name.# of the authorized approver for the primary program making the request. The authorized approver will then be listed as an approver of the request. This is in addition to the Graduate School's approval.
Covered Expenses	Specify which of the listed Expenses are covered by the grant/award and in what amount(s). After selecting the appropriate expense

	category from the dropdown menu, you can type in the amount of that expense covered by the grant/award. If none, leave blank.
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**Approval sequence, actions and status changes**

	<b>1 Submitted by Program</b>	<b>2 Reviewed by Authorized Approver</b>	<b>3 Reviewed by Graduate School</b>
Action	<i>Confirmation email sent to initiator, notification email sent to authorized approver and form appears on approvers' work lists.</i>	<i>After the authorized approver reviews and approves or denies, Graduate School is notified.</i>	<i>Notification email sent to initiator after Graduate School review and determination.</i>
Status	<b>Pending</b>	<b>Pending</b>	<b>Approved/Denied Cancelled/Complete/Not Funded</b>

*Status of individual approvals can be reviewed by navigating to the View Pre-Approval Requests link under the Fee Match tab.*

**Worksheet** - Optional worksheet that can be used as a guide prior to online submission, if desired.

Department Category \*

College  Center  Institute  Sponsor

Department Title \*

Academic Program \*

Grad Studies Committee Chair

Contact First Name \*

Contact Last Name \*

Contact E-Mail \*

Contact Phone \*

Funding Agency \*

Project Title

Grant/Funding Proposal Submittal Deadline \*

Award Decision Date

Monthly Student Stipend Funded by this Grant/Award \*

Number of Students \*

AU Semester (Press CTRL to select multiple years)

SP Semester (Press CTRL to select multiple years)

SU Term (Press CTRL to select multiple years)

Total Matching Tuition and Fee Award Semesters (# of students X # of semesters)

Is the grant/external funding proposal renewable? (Check Box for Yes)

If so, for how long? (Number of years - numeric answer only)

Authorized Approver's Name.# (press TAB after entering the Name.#) \*

Approver's E-Mail Address

Describe covered expenses if the funding source provides an education and/or institutional allowance.

Expense	Expense Amount
Fees	
Health Insurance	
Graduate Student Research Costs	
Graduate Student Travel	
Tuition (Non-Resident)	
Tuition (Resident)	

Field	Notes
Request ID	This is the unique identifier that the initiator was e-mailed when the Pre-Approval Request was submitted
Date of Graduate School's Pre-Approval	Automatically populated from the Pre-Approval Request ID entered
Is this student's stipend funded by an OSP project?	Select Yes or No
OSP (OSURF) Project # (IF OSP Project)	Provided by the principal investigator or found on PI Portal
OSP (OSURF) Approver E-Mail (IF OSP Project)	If Yes is selected in the OSP Project question, an OSP approver will automatically be attached to your Student-Specific Request
Contact First Name	List the person who will be the most likely Graduate School's contact for any issues regarding the request.
Contact Last Name	
Contact Phone	Phone numbers should include the area code and have no spaces or characters between the number segments.
Contact E-mail	Emails should be in the format of name.#@osu.edu
Student Stipend Funding Source	Entity that pays the student's stipend (e.g. NIH)
Student Emplid	The OSU ID of the student that will be funded. From this, we're able to pull in the student's <b>First Name, Last Name, Number of graduate credit hours earned and Student's current GPA.</b>
Student Appointment Type	Graduate Fellow, Trainee, GRA-GS Match or N/A – External Fellowship (External Fellows will not have an appointment in HR, except as a Graduate External Supplemental Fellow if the program wishes to provide a supplement. Requires Graduate School approval.)
Monthly Stipend Amount funded by the funding source	The monthly rate must be <b>AT LEAST \$1,500</b> . If the monthly amount is less than <b>\$1,500</b> , you must provide an explanation of where the remainder of the student's stipend will be funded in the <b>Minimum Amount Justification</b> field.
Supporting Documentation	Recommended but optional, ONE uploaded PDF containing: <ul style="list-style-type: none"> <li>Award Notification documenting receipt of the award and its terms and conditions</li> </ul>
Requested Terms for Disbursement	The Student-Specific Request must be renewed annually. In this section, you will check the box for each of the semesters of the upcoming year during which the student will receive funding.
Authorized Approver's Name.#	The OSU Name.# of the grad studies committee chair for the primary program making the request. The committee chair will then be listed as an approver on your request. This is in addition to the Graduate School's approval.

**Approval sequence, actions and status changes**

	<b>1 Submitted by Program</b>	<b>2 Reviewed by Authorized Approver</b>	<b>3 Reviewed by Graduate School</b>
Action	<i>Confirmation email sent to initiator, notification email sent to approver and form appears on approver's list.</i>	<i>After the approver reviews and approves or denies, Graduate School is notified.</i>	<i>Notification email sent to student after Graduate School review and determination.</i>
Status	<b>Pending</b>	<b>Pending</b>	<b>Approved/Denied Cancelled/Complete/Not Funded</b>

*Status of individual approvals can be reviewed by navigating to the View Student-specific Requests link under the Fee Match tab.*

**Worksheet** - Optional worksheet that can be used as a guide prior to online submission, if desired.

Request ID (press TAB after entering the ID) \*

Date of Graduate School's Initial Pre-Approval

Student Stipend Funding Source \*

Is this student's stipend funded by an OSP Project? \*

Yes  No

Contact First Name

Contact Last Name

Contact Phone

Contact E-Mail

Student Emplid (press TAB after entering the ID) \*

Monthly Stipend Amount \*

Authorized Approver's Name.# (press TAB after entering the Name.#) \*

Student Appointment Type

- Graduate Fellow
- Trainee
- GRA-GS Match
- N/A External Fellowship

Requested Terms for Disbursement

- SU term
- AU semester
- SP semester