

Annual Coordination of Aid Guidelines

- Fill out **Section A: Student Information** with the student's **Last Name, First Name, and CIN**.
- Review **Section B: Department Award Information** for guidelines on how students can receive stipends and awards from grants.
- For **Section C**, this is typically used for a **new award**, but you can also submit revisions to an initial award. If revising, check all that apply from the following options:
 - Decrease to initial award
 - Increase to initial award
 - Change to project number
 - Change to award name
- Enter the **Award Name**, which is usually the **grant name**, but it can also be any other name.
 - Example: "SoCal Gas Summer Fellowship"
- Input the **Project ID** of the Grant
- Verify the student is enrolled in classes, then **check the enrollment box**.
- Enter the **Total Award Amount**.
- **Specify the Semester and Year** the award applies to by writing the year next to **Fall**, **Spring**, and **Summer** for each applicable term.
- Then indicate the amounts designated for:
 - Registration Fees
 - Stipend Payments

Note: Students can receive funds for both, but the awarded amount must be listed separately for each.
- Use the **Comments** section to explain how the funds will be distributed.
 - Example: "The student will receive \$750 per month for the Fall 2025 semester."
 - You may also include details about the student's enrollment status.

- Example: “*Student is not enrolled in summer to focus on research.*”
 - **Important:** This can only be done for summer terms between two semesters in which the student is enrolled. For fall and spring, students **must be enrolled** to receive stipends.
- Complete the remaining fields with:
 - Department Name
 - Extension Number
 - Printed Name and Title of the Authorizing Official (PI of the grant)
 - Once you have filled everything out, route the form through **Adobe Sign** in the following order:
1. **PI of the Grant** (signer)
 2. **Group Recipients**, which includes:
 - Vanessa Yepiz – vyepiz2@calstatela.edu
 - Financial Aid and Scholarships – scholarships@calstatela.edu