Guidelines for Stipend Requests

Preliminary Information:

- Note: Payee Data form and Coordination of Aid 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 uasap@calstatela.edu 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 uasap@calstatela.edu, and PI/director.