



College of Humanities and Social Sciences  
4400 University Drive, MS 3A3, Fairfax, Virginia 22030  
Phone: 703-993-8720; Fax: 703-993-8714

## Procedures for Tuition Grant Workflow Routing

Effective: January 1, 2020

**Tuition Grants** – tuition grants charged to a 22xxxx or 20xxxx fund must now be routed through a CHSS Dean’s office department approver. Tuition grants will no longer be reviewed by OSP. CHSS Dean’s office department approvers will be Janice Cohen (jcohen9) or Olga Shchepina (oshchepi).

The CHSS Dean’s office approvers will review tuition grant requests for the following items:

- Tuition requested is allowable/allocable to the project (part of the approved budget)
- The semester for which the tuition is requested is within the active project period of performance
- The student for which the tuition is requested has an appropriate stipend assignment also charged to the same project fund

Tuition Grant Authorizations (TGA) are processed through Workflow. The basic process steps are outlined in the [Tuition Grant Workflow Reference Guide](#). Additional guidance to assist in processing your tuition grant quickly and ensuring it gets routed to the CHSS Dean’s office for approval are noted below.

In **Step 2 (Start a Workflow Instance)** The Workflow Specifics Name should have the student name and appropriate semester code (20xx10-Spring, 20xx40-Summer, 20xx70-Fall) for easy identification. For example, please have your Workflow request name formatted in this manner: **TGA\_John Smith\_202010**.

A blank “Start Workflow” screen is displayed.

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Administration

- Business Component Catalog
- Enterprise Management
- User Management
- Role Management
- Business Events
- Work Calendars
- In-process Monitoring
- Banner Workflow Modeler
- Workflow System Administration

Start Workflow

Logoff Help

Organization: Root

Workflow Name: FIN\_R\_TuitionGrantAuth:28

Workflow Specifics Name: TGA\_John Smith\_202010

Priority: Normal

Workflow Note:

Required Parameters

- Enter\_Student\_GNumber:
- Enter\_Student\_Name:

Start Workflow Reset Cancel

Attachments

Attach File

**In Step 3 (Complete the Tuition Grant Authorization)**

a. Initiator comments are required for the following and must be included in the initiator comments section shown in image below:

- Semester start or end date is outside the Period of Performance – guarantee Org needed
- Insufficient funds on the grant to be charged – guarantee Org needed
- Insufficient funds in the Tuition budget line – provide which budget line item will be rebudgeted
- Tuition is not in budget – provide which budget line item will be rebudgeted
- No current record of GRA position is in Banner – confirm that the student’s assignment has been submitted either via EZ EPAF request or is in the semester Upload

---

**Use this form for Scholarships, Tuition Grants, and Graduate Commonwealth awards charged to a departmental org or a sponsored fund.**

**DO NOT use this form for a student who is auditing a course (use the "Request for Scholarship or Fellowship Payment" form).**

**"\*" = required field**

---

Award for Student:

Initiator ID:

\* Initiator Dept:

\* Extension:

Comments:

Add required comments for processing TGA on sponsored research funds here.

\*\*\*\*\* FOR FINANCIAL AID OFFICE'S USE ONLY:

\*\*\*\*\* Paperwork Initiator EMAIL:

b. All CHSS TGA initiators **must** now include either Janice Cohen (jcohen9) or Olga Shchepina (oshchepi) as the department approver (shown in image below as highlighted section). There is no drop-down option, the Mason username must be typed into the field box.

ENTER UP TO 3 FUNDING SOURCES BELOW:

\* Account Number:

----- Funding Source #1 -----

Enter either a fund or an organization:

Fund/Org Code:

Activity Code (optional):

\*\*\*DO NOT include dollar signs or commas in dollar amounts below.

\* Transaction Amount:

Net Amount:

Dept/Non-PI Approver ID:

For sponsored funds only:

\* Requires PI Approval:

NOTE: If "No" is selected, the PI will receive email notification of this transaction.

----- Funding Source #2 -----

The Workflow option for **Requires PI Approval** still defaults to “No.” The Workflow is not routed to the PI for approval, but they will receive an email notification of the request.

When data entry is done and “Complete” is selected, the TGA request will be routed to the person designated for the Dept/Non-PI Approver ID field for review and approval before being routed to financial aid. Should the Dean’s Office Approver find any issues the initiator will be contacted. If corrections are necessary the TGA will be returned for correction.

The following identifies which Dean’s Office approver should be included in the TGA Dept/Non-PI Approver ID field:

**Janice Cohen (jcohen9)**

Communication  
Criminology  
English  
Sociology & Anthropology

**Olga Shchepina (oshchepi)**

Cultural Studies  
Economics  
Global Affairs  
Higher Education  
History & Art History  
Modern & Classical Languages  
Philosophy  
Psychology  
Religious Studies  
School of Integrative Studies  
All other CHSS programs not listed