

# FELLOWSHIPS

EXTERNALLY SPONSORED FELLOWSHIPS

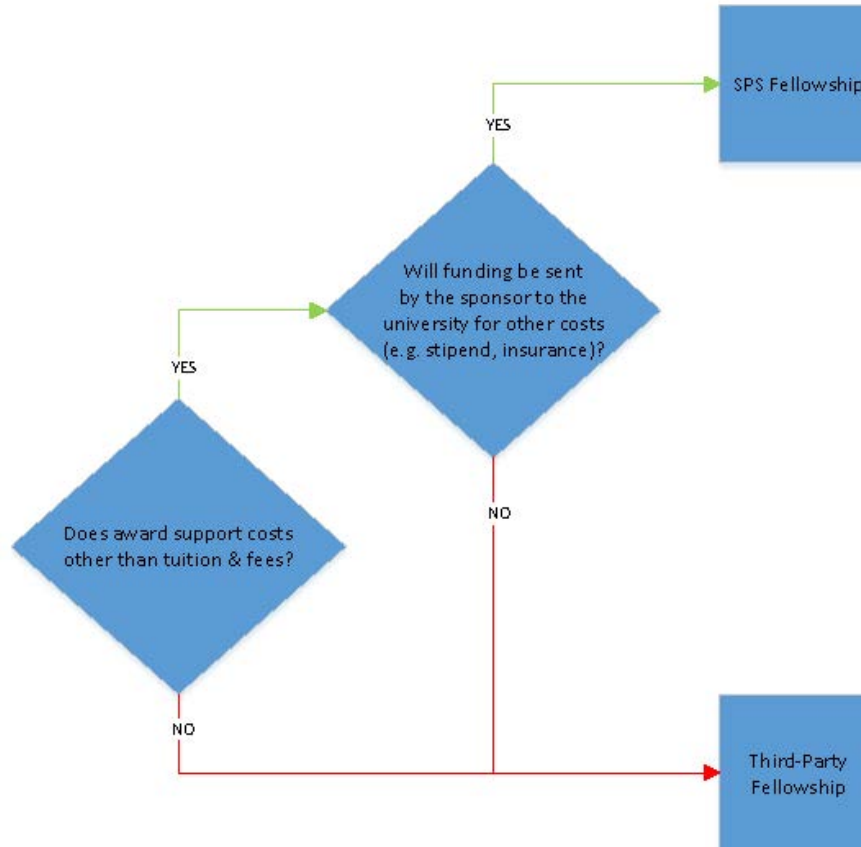
# EXTERNALLY FUNDED FELLOWSHIPS

## SPS OR THIRD PARTY BILLING?

Many outside organizations fund fellowships for graduate students. These external fellowships can be from federal and non-federal sponsors. External fellowships can be established in Sponsored Program Services (SPS) or they can be billed directly by the Bursar office as a third party billing.

# DECISION TREE

HOW DO I KNOW IF THIS IS A THIRD PARTY BILLING OR IF IT SHOULD BE ESTABLISHED IN SPS?



# THIS IS A THIRD PARTY

## ADDITIONAL INFORMATION RELATED TO THIRD PARTY BILLINGS

Office of the Bursar - Third Party Billing Guidelines:

<http://www.purdue.edu/bursar/payment/sponsors.html>

Outside Awards

<http://www.purdue.edu/bursar/payment/outsideAwards.html>

# THIS SHOULD BE ESTABLISHED IN SPS

## WHAT SHOULD YOU PROVIDE TO SPS?

The following documents should be submitted to [awards@purdue.edu](mailto:awards@purdue.edu):

- Sponsor award
- Offer letter
- Student acceptance of the award
- Budget information to establish the IO

Questions about the commitment of GTS support should be resolved prior to requesting that an account be established. These questions should be directed to Cyndi Lynch, Director of Fellowships at [clynch@purdue.edu](mailto:clynch@purdue.edu) or 494-2598.

# ACCOUNT ESTABLISHMENT

## WHAT SHOULD I EXPECT TO RECEIVE FROM SPS?

Once the award documentation is submitted to [awards@purdue.edu](mailto:awards@purdue.edu), the documents will be imaged in Perceptive Content and forwarded to the appropriate Research Administration Manager. The appropriate Manager is determined by the sponsor who is providing the funding. For example, if the sponsor is NSF, the award will be forwarded to the NSF Research Administration Manager. There is no longer an area dedicated to fellowship activity.

The Manager will route the award to a Research Administration Specialist who will establish the grant and forward the award information to the business office generic email. The process will be consistent with the account establishment of other sponsored programs.

# EFORM 90

## WHERE DO I FIND INFORMATION FOR THE EFORM 90?

Tuition and fees can be found on the bursar website:

<http://www.purdue.edu/bursar/tuition/>

Tuition & Fee Definitions:

<http://www.purdue.edu/bursar/tuition/definitions.html>

Tuition & Fee Rate Calculator for 2016-17:

<http://www.purdue.edu/bursar/tuition/calculator/index.html>

Insurance:

<http://www.purdue.edu/gradschool/student/families/insurance.html>

Graduate School Quick Facts Sheet:

<http://www.purdue.edu/gradschool/documents/funding/traininghandouts/Quick-Facts-17-18.pdf>

# SPS RESOURCES

Contact the area based on the sponsoring agency of that fellowship:

<https://www.purdue.edu/business/sps/postaward/sponsors/index.html>