

Graduate Scholarship System

For access to this system please contact Karl Schindel at 294-1674 or (karls@iastate.edu).

Aid Codes for Graduate Scholarships

	Federal	State	Institutional	Private	Foundation
Grad Award/Dept (Tuition) - Talent	5200	5210	5220	5230	5240
Grad Award/Dept (Fees) - Talent	5201	5211	5221	5231	5241
Grad Award/Dept (Other) - Talent	5202	5212	5222	5232	5242
Grad Award/Dept (Tuition) – Need	5203	5213	5223	5233	5243
Grad Award/Dept (Fees) – Need	5204	5214	5224	5234	5244
Grad Award/Dept (Other) – Need	5205	5215	5225	5235	5245
Grad Award/Dept (Tuition) – Both	5206	5216	5226	5236	5246
Grad Award/Dept (Fees) – Both	5207	5217	5227	5237	5247
Grad Award/Dept (Other) – Both	5208	5218	5228	5238	5248

Fund Groups for Graduate Aid Codes

The following fund groups should be utilized under the graduate scholarship system:

Federal: 401 through 437; 6xx. This includes all federal sponsored research and service, Ames Lab and Federal appropriations to the Ag Experiment Station and Cooperative Extension service.

State: 47x. This includes all State of Iowa sponsored research and service except that which is funded by ISU. State commodity groups are included in the “private” category.

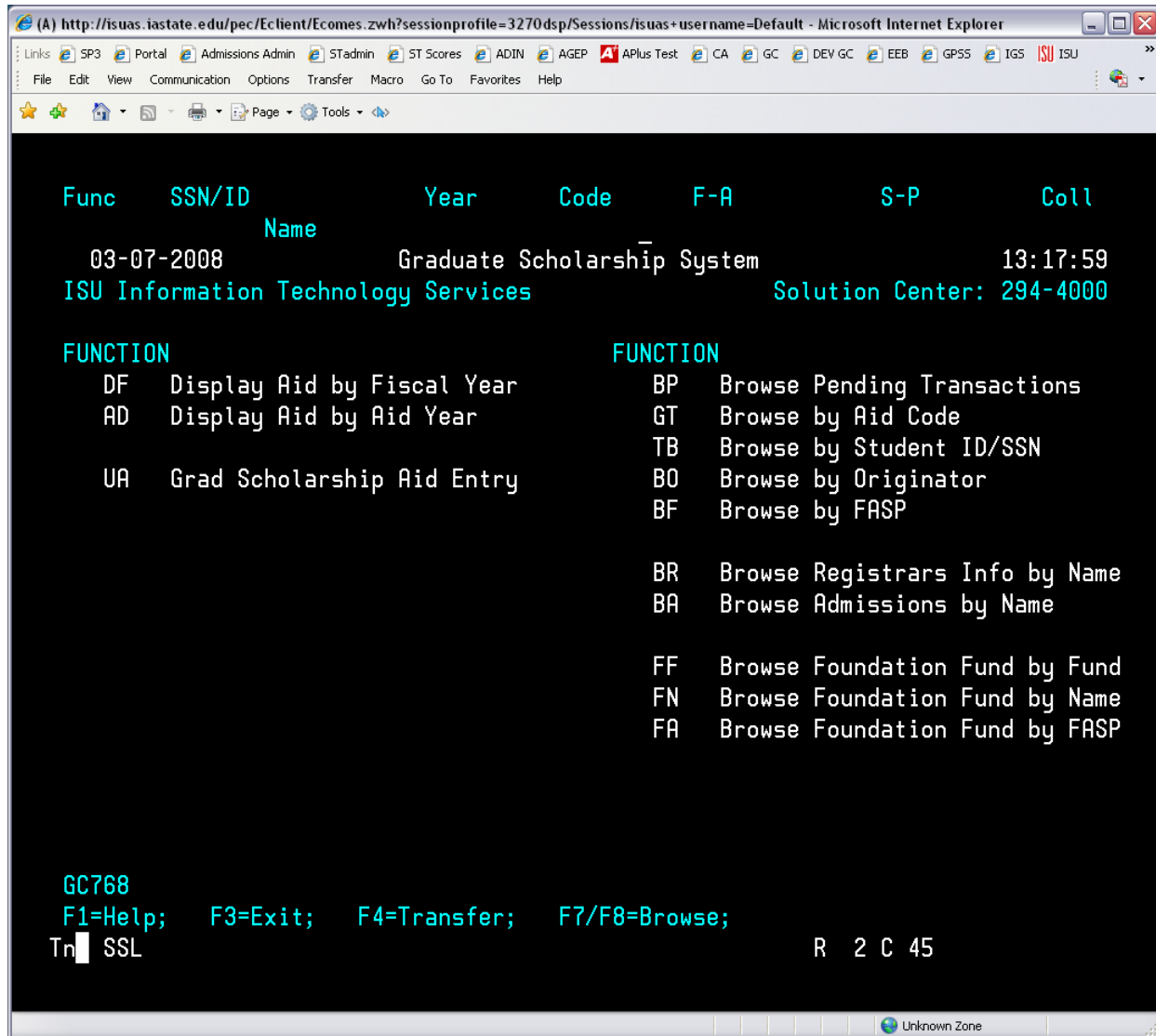
Institutional: 10x; 2xx except 206 and 207; 490; 701. This includes ISU general fund, state appropriations to Ag Experiment Station and Cooperative Extension service, special state appropriations, all enterprise activities such as Athletics and Residence, all recharge units such as AIT, Miller Trust funds and indirect cost incentive accounts.

Private: 400; 206; 207 except for 207-57-91. This includes research and service grants from non-governmental sponsors, student organizations, Ag Foundation, other states for vet med students, as well as scholarships from external private sources. This should be the default category for accounts not mapped to any other group.

Foundation: currently flow through 207-57-91. Enter the Foundation account number not the ISU 497 account number.

Getting Started

- Refer to the aid codes for graduate scholarships shown on the previous page.
- Contact your college Fiscal Officer for guidelines and policies regarding graduate scholarships in your college.
- Enter **GS** (Graduate Scholarship System) in the **System** section on the main menu.
- Press ENTER, and a screen like the one below will appear with the Graduate Scholarship selection menu.

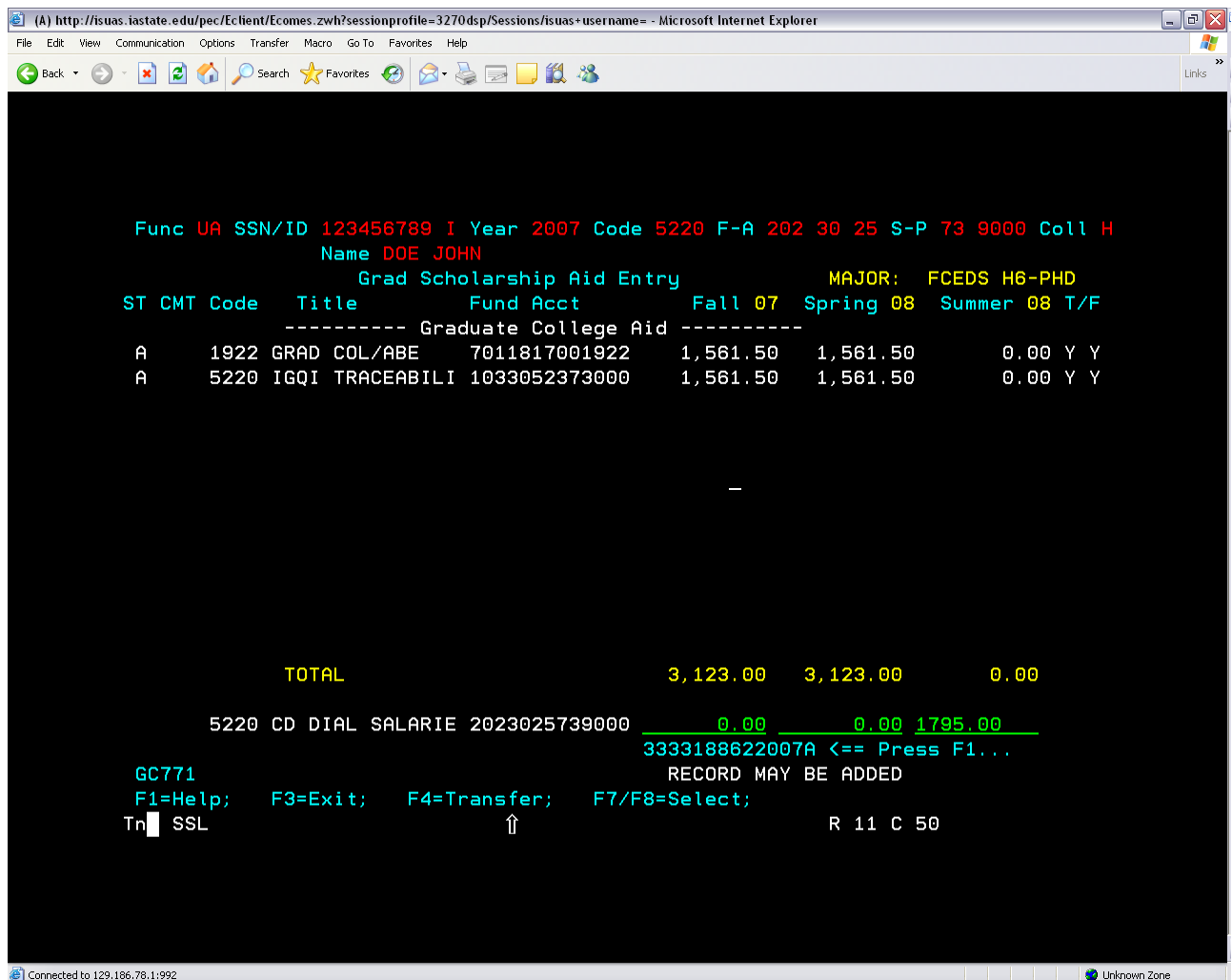


Aid Entry

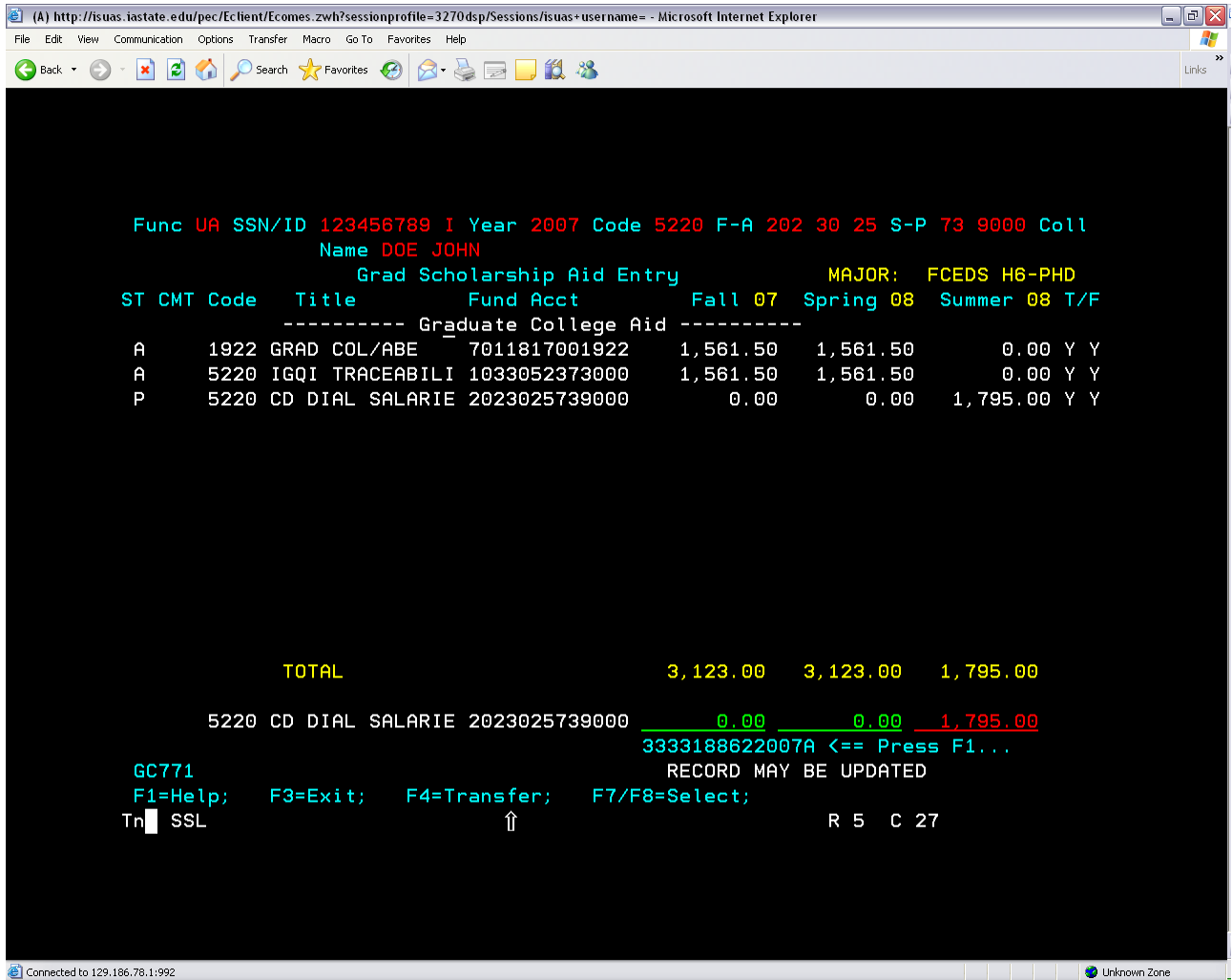
- The following headings will need to be entered.

Func: Type UA (Grad Scholarship Aid Entry).
SSN/ID: Enter either the SSN or Student ID number followed by an S for SSN or I for Student ID.
Year: Enter the current aid year. (See Appendix A for an explanation.) Double check the term headings (Ex: Summer 08) to make sure you are in the appropriate term. Aid years always start with the fall term.
Code: Enter the appropriate aid code from the table of aid codes previously shown.
F-A: Enter the fund account paying the scholarship.
S-P: Enter the section and project number. This field will have to be used if the main fund account number is set up with section and projects.
Coll: This field will populate with the academic home of the student.

- Once the heading line is complete, press enter. The message at the bottom of the screen will read "RECORD MAY BE ADDED". You are now ready to enter the scholarship. Make sure the cursor is on the line and under the term you wish to enter aid. Type the scholarship amount making sure to enter both dollars and cents, no commas. Pressing enter will complete your transaction. *Tip: When you finish typing the amount press the end key and the correct amount will appear with dollars and cents.*



- The transaction entered will now appear under Grad Scholarship Aid Entry at the top of the screen. The status (ST) will list a P for pending. This has now activated the routing process to the college home of the student for approval.



- You now have the option of entering another transaction for the same student or change the student ID number to another student for scholarship processing.
- Foundation accounts can also be entered into the online system. Please NOTE. You must enter the 7-digit foundation account number, not the 497 assigned by Sponsored Programs Accounting. Each foundation account will redisplay as 207 57 91 11 xxxx after you have entered it. Proceed as before to enter your funding amounts.

Changes on Scholarships

- **Incorrect scholarship amounts**

If you realized that you entered the incorrect amount for an award you still have the capability of changing it. Re-enter the heading line information as previously shown. If there is more than one transaction per student make sure you type the correct aid code and fund account that needs to be corrected. Once you press enter you can now correct the dollar amount. Re-type the correct dollar amount under the term you want to change and press enter. This will activate the routing process again.

- **Incorrect fund account**

If you realized that you entered the incorrect fund account you still have the capability of changing it. Step 1: Re-enter the heading line information as previously shown with the incorrect fund account information. If there is more than one transaction per student make sure you type the correct aid code and fund account that needs to be corrected. Step 2: Change the dollar amount to zero by entering 0.00 under the term you want to change and press enter. Step 3: Complete the entering process using the correct aid code and fund account number. Press enter to activate the routing process again.

Overview of Most Commonly Used Browse Screens

- All browse screens listed below are aid year specific.
- **BP (Browse Pending Transactions)**
This is a list of all transactions that are pending approval by the college. There is the capability of sorting the pending transaction by academic home college of the student. This is done by entering the college code under the Coll field.

A	AGLS	M	Business
C	Design	S	LAS
E	Engineering	U	Interdisciplinary/Undeclared
H	Human Science	V	Vet Med

All U students will have two lines associated with each entry. The first line will list the student information in the same format as those students that have an assigned home college. The second line will display the originator of the transaction as well as the department and college of the advisor. The college listed is where the tuition revenue will flow under the new budget model.

- **GT (Browse by Aid Code)**
This browse function displays all transactions by aid code. It also allows filtering by college by entering the college code listed above in the Coll. field. Note: GT will not allow for filtering by fund and account.
- **TB (Browse by Student ID/SSN)**
This function displays transactions for an individual student. It will display the aid code, fund and account, originator, date, term and amounts for each transaction entered.
- **BO (Browse by Originator)**
This function will display all transactions by the originator. You must enter the last name first then the first name. If you do not know the first name type the last name and put your cursor under the first letter of the last name and press F1. A list of possible names will appear. Double click on the correct name and press enter.
- **BF (Browse by FASP)**
This function will display all transactions entered by fund account number. You will need to enter all 7- digits of the account number. If you are looking for a specific section and project you can enter the section and project number and the transactions will sort for you.

Appendix A

Status Codes (ST):

P - Pending
A - Approved
D - Denied

Graduate Scholarship Comment Codes (CMT):

Code	Comment
001	Proportion of tuition and stipend do not match
002	Tuition exceeds federal regulations
003	Not on appointment long enough
005	Dollar amount greater than tuition award
006	Not registered
007	Not degree seeking
014	PhD scholarship amount needed
015	M.S. scholarship amount needed
016	Not a graduate student
019	Scholarship entered under wrong aid year
020	Wrong aid code entered
021	Not a valid account
022	Not eligible to add tuition under this account
023	Tuition amount not determined for summer semester
800	System error

Aid Years and Fiscal Years

Aid Year	Academic Year/Term	Fiscal Year
2007	2008 Summer	2009
2008	2008 Fall	2009
2008	2009 Spring	2009
2008	2009 Summer	2010