

Stipend Payment – Process and Requirement Verification

This document outlines the standard process for the payment of stipends in training grants. In orange font, additional control measures outside of the standard process have been introduced to provide validation and verification steps that engage multiple stakeholders across the process, to introduce additional layers of oversight and management across a fundamentally human-led process.

Participants	Systems
DR/GC: Department Representative/Graduate Coordinator	Oracle: HR System. This is the HR system for CSU
TGC: Training Grant Coordinator	KFS: Kuali Financial System. This is the financial management system for the university.
FO: Fiscal Officer	
TGT: Training Grant Trainees	
PI/Co-PI(s): Principal Investigator and co-Principal Investigator(s)	

Training Grant Coordinators must work collaboratively with Department Representatives/Graduate Coordinators in ensuring that stipend payments associated with fellowships/training grants are paid with accuracy and in accordance with the requirements of the award. This process can occur at any point during the year. Prior to this process beginning, this process assumes that training grant program offers have been issued to Training Grant Trainees, these offers have been accepted, and the students are enrolled in their degree granting program.

1. **Determination of TGTs for whom Stipends Should be Paid:** TGCs provides the DR/GC with a list of names, CSU ID, the dates of their offer (e.g., 1 year), the appropriate account number, and the stipend amounts for each student in the DR/GCs degree granting unit, who are participating in the training grant.

Control Point: Prior to providing this list to the DR/GC, the TGCs must review this list with the PI and co-PI to ensure accuracy of student information and stipend amounts.

2. **Entry of TGT and Stipend Information into CSU HR System:** DR/GC manually enters the information from this list into the Oracle system.

Control Point: The DR/GC must check within Oracle to ensure that the TGT does not hold a concurrent appointment that conflicts with their training grant appointment.

Control Point: The DR/GC must check within Oracle to ensure that the TGT assignment type (e.g., GRA, GRA Predoc) is correct.

Control Point: Upon completion of this data entry, the DR/GC must run a report to generate a list of students, and stipend amounts. The DR/GC must work with the TGC to ensure that this report aligns with the original list provided by the TGC. Any noted errors must be corrected in Oracle at this point.

3. **Payment of Stipends:** The Oracle system interfaces with KFS to post the stipend charges; the stipend is paid from the associated account.

Control Point: The FO must review and reconcile the KFS posting and confirm that the information in KFS is accurate on a timely basis. Ideally, this review and reconciliation occurs monthly, but must occur at least quarterly. The FO must coordinate with the PI, co-PIs, and TGC to ensure charges are accurate and appropriate for the training grant requirements. If inaccuracies are found, the FO must work with the DR/GC to make the correction in Oracle, which must then be approved in KFS.