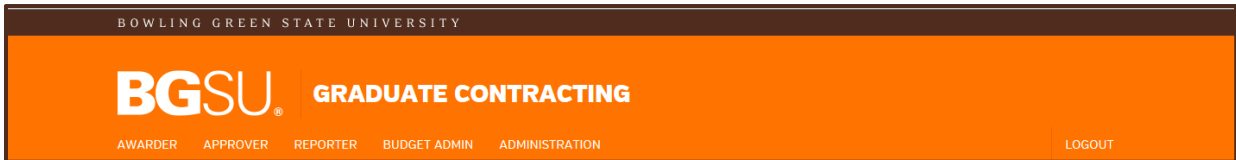## PI Approving a Grant Funded Stipend

This process will occur concurrently to the Dean and student approval processes. This process must be completed in an <u>approval status</u> prior to contract submission to the Payroll system for compensation.

1. Login to **MyBGSU.**
2. Click on the **Employee** tab.
3. In Left navigation pane under **Misc. Services**, click on **GA Contracting**.

4. Click on **Principal Investigator**.
5. Click on **Approve Stipends**.
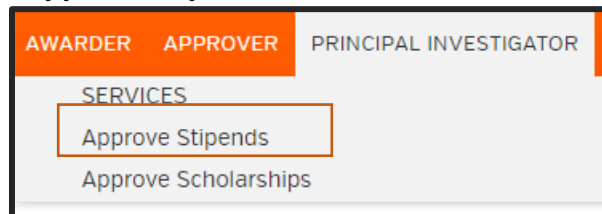
The information is sortable by clicking on any of the report headings.

6. Select the contract you want to approve.

Stipend #: ▲	Department:	Fiscal Year:	Student:	First Name:	Last Name:	Amount:	Contract Period:	Job Code:
7070	Political Science Department	2015	00	Caitlin	Buhr	$2,250.00	Spring	600007
7104	Chemistry Department	2015	000	Chris	Wammes	$50.00	Fall	600001
7105	Chemistry Department	2015	000	Chris	Wammes	$50.00	Fall	600001

Graduate Operations / Approver / Approve Stipend

7. Review the student's contract information within each field.
8. If no modifications are needed, select "**Approve**".

(419) 372 0999
tsc@bgsu.edu
www.bgsu.edu/tsc

BGSU
Office of the CIO
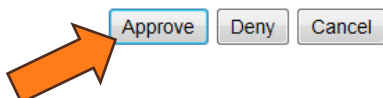
9. If modifications are necessary to the contract, indicate in the NOTES the concern or issue.
10. Select "**Deny**" and notify the department that the stipend was not approved.
11. **Departments are not automatically notified if a stipend has been denied by a PI**, so please be sure to notify the department so the stipend can be reissued (if applicable).

Approve | Deny | Cancel

For questions or issues, please contact:

Student Employment Services	Grants Accounting
graduateoperatns@bgsu.edu	
stuemp@bgsu.edu	419.372.8593
419.372.2865	