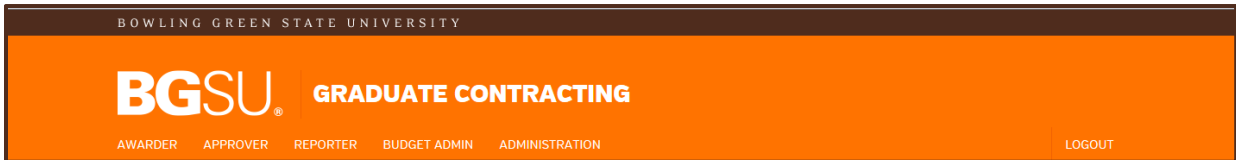


Graduate Contracting

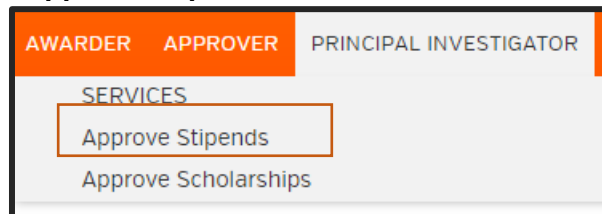
PI Approving a Grant Funded Stipend

This process will occur concurrently to the Dean and student approval processes. This process must be completed in an approval status 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**.



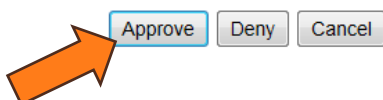
The information is sortable by clicking on any of the report headings.

6. Select the contract you want to approve.

The screenshot shows a table with the following columns: Stipend #, Department, Fiscal Year, Student, First Name, Last Name, Amount, Contract Period, and Job Code. An orange arrow points to the first row of data.

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

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



Graduate Contracting

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).



For questions or issues, please contact:

Student Employment Services
graduateoperatns@bgsu.edu
stuemp@bgsu.edu
419.372.2865

Grants Accounting
419.372.8593