**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.
6. Select the contract you want to approve.
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