Budget Admin – External Stipends

External Funds: Funds not allocated by Graduate Operations. Examples include a department's Operating budget or funds spent from a non-academic department, such as Athletics, Residence Life or Learning Commons.

Shared GradOp – Funds allocated by Graduate Operations spent in a department other than the department to which they have been allocated. Ex: Physics and Astronomy allocation dollars funding a Chemistry GA.

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 Budget Admin.
5. Click on External Stipends.
Graduate Contracting

Fill out the form that appears using the drop down lists:

1. Select the Student’s field of study for the **Department**.
2. Select **Fiscal Year**.
3. Enter the **Amount** (This will be the total amount of all stipends from this budget.)
4. Enter the **Budget-Admin**.
5. Select the **Budgeting Area**. *(Budgeting area will always be the OP budget. This allows for correct item type assignments).*
6. Select YES from the **SharedGradOp** dropdown if funds are from a department’s Grad Op allocation for use in another department.
7. **Notes** are encouraged. Please add initials and dates to all notes.
8. Click on **Create External Budget** when all of the fields have been completed.

Upon completion, a confirmation message will appear.

[External Budget created]

Funds are immediately available to be spent by the department.
Graduate Contracting

Budget Admin - External Scholarships

External Funds: Funds not allocated by Graduate Operations. Examples include a departments Operating budget or funds spent from a non-academic department, such as Athletics, Residence Life or Learning Commons.

Shared GradOp – Funds allocated by Graduate Operations spent in a department other than the department to which they have been allocated. Ex: Physics and Astronomy allocation dollars funding a Chemistry GA.

1. Click on Budget Admin.
2. Click on External Scholarships.

Fill out the form that appears using the drop down lists:

1. Select the Student’s field of study for the Department.
2. Select Fiscal Year.
3. Enter the Amount (total amount for all scholarships being requested from this budget).
4. Select the Budget Admin.
5. Select the Budgeting Area: (Budgeting area will always be the OP budget. This allows for correct item type assignments).
6. Select YES from the SharedGradOp dropdown if funds are from a department’s Grad Op allocation for use in another department.
7. Notes are encouraged. Please add initials and dates to all notes.
8. Click on Create External Budget when all of the fields have been completed.
Graduate Contracting

Upon completion, a confirmation message will appear.

External Budget created

**Funds will not be available for departmental spending until item types are added by SFA (2-4 business days).**

Budget Admin – Grant Stipends

1. Click on Budget Admin.
2. Click on Grant Stipends.

Fill out the form that appears using the drop down lists:

1. Select the Student’s field of study for the Department.
2. Select Fiscal Year.
3. Enter the Amount (total amount for all stipends being requested from this budget.)
4. Enter the name of the Primary Investigator.
5. Select the Budgeting Area.
6. Notes are encouraged. Please add initials and dates to all notes.
7. Click on Create Grant when all of the fields have been completed.

**Funds are immediately available for departmental spending.**
Budget Admin – Grant Scholarships

1. Click on BudgetAdmin.
2. Select Grant Scholarships.

Fill out the form that appears using the drop down lists:

1. Select the Student’s field of study for the Department.
2. Select Fiscal Year.
3. Enter the Amount (total amount for all scholarships being requested from this budget).
4. Enter the name of the Primary Investigator.
5. Enter the Project Id.
   - Project ID will always be the 8-digit grant number (without letters)
6. Select the Budgeting Area.
   - Budgeting area should always be the main grant (FG, GR, MG, etc)
7. Notes are encouraged. Please add initials and dates to all notes.
8. Click on Create Grant when all of the fields have been completed.

Funds are immediately available for departmental spending.
**Edit External/Shared Budget Data**

Editing Budget Data works the same for stipends and scholarships.

1. Select the **Budget Admin** menu.
2. Select **External Stipends OR External Scholarships**.
3. Select the **Department**.
4. Select the **Fiscal Year**.
5. Scroll down below the form and click on **Edit** on the budget that needs to be changed.

You will see a small pop-up window with the budget information.  

<table>
<thead>
<tr>
<th>AWARDER</th>
<th>APPROVER</th>
<th>REPORTER</th>
<th>BUDGET ADMIN</th>
<th>ADMINISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Budgeting Area</th>
<th>Department</th>
<th>Budget Admin</th>
<th>Budget Amount</th>
<th>Notes</th>
<th>Shared GridOp</th>
<th>ID</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1000000CR</td>
<td>Chemistry Department</td>
<td>Chris Wammes</td>
<td>10000</td>
<td>Test new budget</td>
<td>N</td>
<td>edit</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>74600000PA8000</td>
<td>Chemistry Department</td>
<td>Chris Wammes</td>
<td>10500</td>
<td>External Stipend: Test Notes Increased by $500 for test/MMS/12-30-14</td>
<td>N</td>
<td>edit</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>10000010SMG</td>
<td>Chemistry Department</td>
<td>Chris Wammes</td>
<td>10000</td>
<td>Test new external stipend</td>
<td>N</td>
<td>edit</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>10000028SGR</td>
<td>Chemistry Department</td>
<td>Chris Wammes</td>
<td>10000</td>
<td>Test new external stipend</td>
<td>N</td>
<td>edit</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>10000034SMA</td>
<td>Chemistry Department</td>
<td>Sharon Wammes</td>
<td>100000</td>
<td>Stipend: External Stipends Test</td>
<td>N</td>
<td>edit</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>1185000P</td>
<td>Chemistry Department</td>
<td>Colleen Miller</td>
<td>50000</td>
<td>Stipend:</td>
<td>Y</td>
<td>edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Showing 1 to 6 of 6 entries
6. Edit budget field(s) as needed.

![Edit Budget](image)

*The budget amount cannot be reduced to less than the amount of stipends/scholarships already expended from this budget.*

7. **Notes** should be entered to explain the changes being made.
8. Click on **Save** to update the budget.
9. There is also an option to **Cancel** changes or **Delete** the budget.

*A budget cannot be deleted once a stipend or scholarship has been awarded using the budget.*

Upon completion, a confirmation message will appear.

10. Click on **Close**.

### Edit Grant Budget Data

Editing Budget Data works the same for stipends and scholarships.

1. Select the **Budget Admin** menu.
2. Select **Grant Stipends OR Grant Scholarships**.
3. Select the **Department**.

![Budget Admin](image)

4. Select the **Fiscal Year**.
5. Scroll down below the form and click on **Edit** on the budget that needs to be changed.

The budget information will become editable.

6. **Edit** budget field(s) as needed.

The budget amount cannot be reduced to less than the amount of stipends/scholarships already expended from this budget.

7. **Notes** should be entered to explain the changes being made.
8. Click on **Update** to update the budget.
9. There is also an option to **Cancel** changes or **Delete** the budget.

A budget cannot be deleted once a stipend or scholarship has been awarded using the budget.

For questions or issues, please contact:

Graduate Operations  
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419.372.2865