

FAA Admin Menu—My Assignments/ Reassignment Requests

Awards that Require Approval from Research and Restricted Funds (RRF)

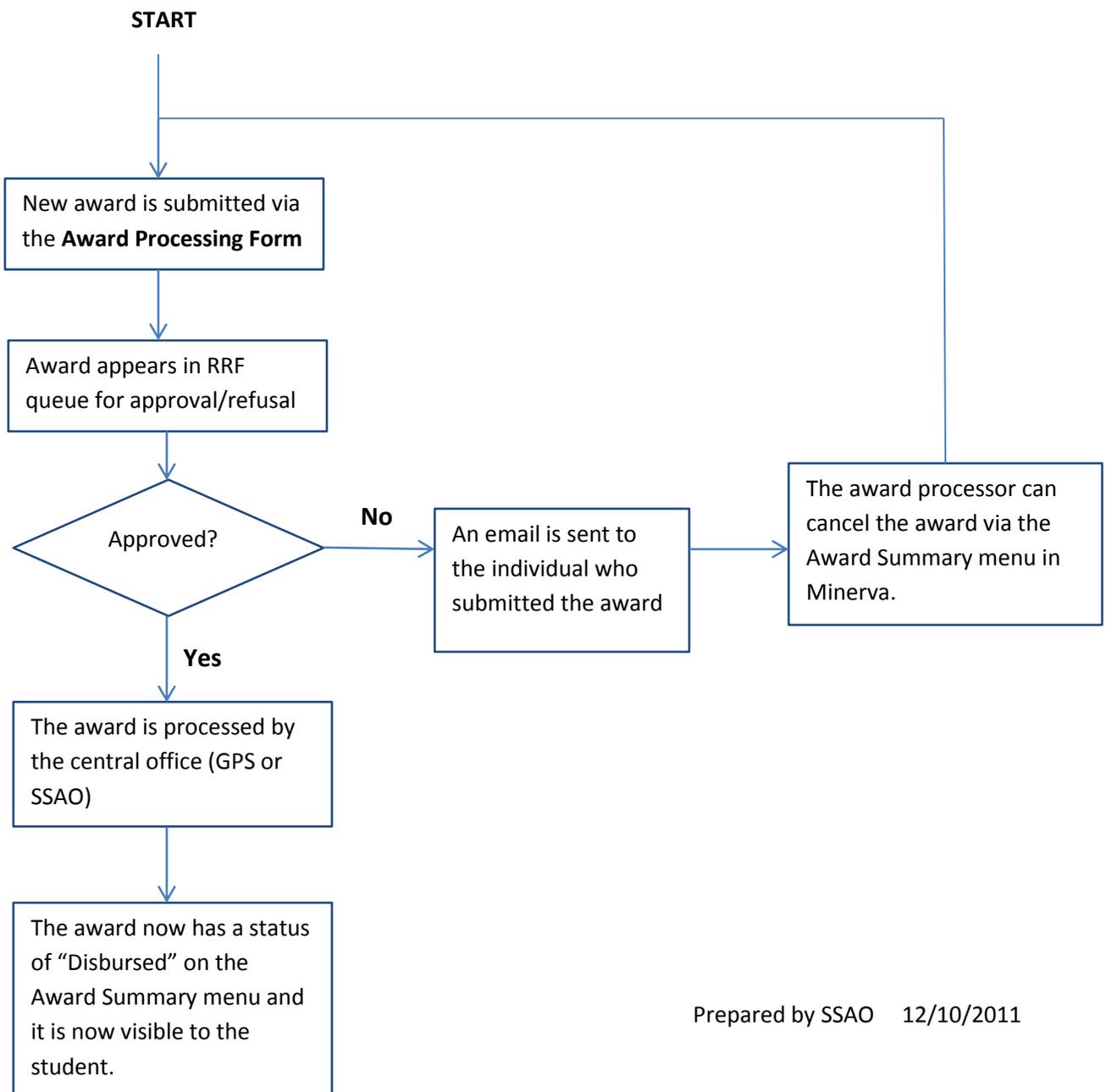
1. **A Student Stipend** is money paid to students (typically at the graduate level) from a professor's grant for the purpose of allowing the student to further his/her own research/thesis or other program or academic requirement.

In Banner Finance these funds are coded as 2F or 2M with a grant code. See FTMFUND.

2. **An External Agency Awards** is awarded directly to a student by a granting agency, with McGill issuing the payments.

In Banner Finance these funds are coded as 2C or 2E with a grant code. See FTMFUND.

At a high level the award assignment approval process looks like this:



What happens after the award is submitted via the Award Processing form?

Approval Path: When you submit a student stipend or external agency award the award goes through an approval path to the RRF Administrator who ensures that there are funds to support the requested student payment and/or that the payments meet the requirements of the funding source.

Student view: The award is *not visible* to the student upon submission via the Award Processing form.

Your view: At this point you can see your submission in the **Award Summary/Search** with an **Accepted** status and with a link to the details of the approval request:

Award Information		Aid Fund Properties			
Recipient:	First Name Last Name (McGill ID)	Fund Administrator:	danielle.hay@mcgill.ca		
Type:	Faculty Stipend	Fund Start:	Apr 01, 2011		
Aid Fund:	AFC STP- D - SSHRC	Fund End:	Mar 31, 2015		
FOAPAL:	600200 2000 000000 000000	Grant End:	Mar 31, 2015		
Current Amount:	\$2,000.00	Grant Year End:	Mar 31		
Original Amount:	\$2,000.00	Awarding Access:	00296 - Psychology 90032 - Faculty of Science		
Status:	Accepted (Oct 06, 2011)	Aid Type:	Stipend		
Award period:	Sep 01, 2011 to Mar 30, 2012 Fall 2011 to Winter 2012	Fund Group:	Faculty		
Total Amount:	\$2,000.00	Processor:	Graduate & Postdoctoral Studies		
Requested By:	DHAY (Oct 06, 2011)	Program stage:	In-Course		
Comments:	Award on hold until approved by RRF Administrator danielle.hay@mcgill.ca . *As per DHAY.				
	<input type="button" value="Add"/>				
Processing Queue:	Request #1250 [Pending]				
Disbursement Schedule					
Scheduled	Paid	Method	Term	State	Amount
Sep 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Oct 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Nov 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Dec 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Jan 01, 2012		Accounts Payable	Winter 2012	Forecast	\$285.71
Feb 01, 2012		Accounts Payable	Winter 2012	Forecast	\$285.71
Mar 01, 2012		Accounts Payable	Winter 2012	Forecast	\$285.74

Details of the Approval Request:

You can see this view by clicking on the Processing Queue link in the Award Details (see above) or by going to: Financial Aid Administration menu > My Assignment/Reassignment Requests

Student ID:	ID
Last Name:	Last Name
First Name:	First Name

Request Status	
Type:	Assignment
Request #:	1250
Request By:	DHAY
Request Date:	Oct 06, 2011
Decision:	Pending
Decision By:	
Decision Date:	
Comments:	

Request Processing Settings

Target (Award Details)					
Aid Fund:	AFC	- STP- Description	-- SSHRC Ref #		
FOAPAL:	Fund Org	600200 2000 000000 000000			
Fund Title:	SSHRC Ref #				
Fund Start Date:	Apr 01, 2011				
Fund End Date:	Mar 31, 2015				
Grant Year-End:	Mar 31				
Grant Termination Date:	Mar 31, 2015				
Status:	Pending FIS Fund Administrator Approval (invisible to student)				
Amount:	\$2,000.00				
Multi-Year:	No				
Created By:	DHAY				
Creation Date:	Oct 06, 2011				
Scheduled	Paid	Method	Term	State	Amount
Sep 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Oct 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Nov 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Dec 01, 2011		Accounts Payable	Fall 2011	Forecast	\$285.71
Jan 01, 2012		Accounts Payable	Winter 2012	Forecast	\$285.71
Feb 01, 2012		Accounts Payable	Winter 2012	Forecast	\$285.71
Mar 01, 2012		Accounts Payable	Winter 2012	Forecast	\$285.74

Approved Awards: Once the award has been approved by RRF, it goes to a queue for processing by either GPS for graduate awards or SSAO for UG awards.

Graduate students: Before processing by GPS student eligibility checking takes place. Though the funding source has been approved by RRF, GPS will now verify that the student meets other eligibility requirements. For example, that the student does not have holds that prevent the issuing of awards as per University policy.

Once GPS completes the processing or “disburses” the award it appears in the Award Summary Search as **Disbursed**.

Undergraduate students: Awards are processed (disbursed) by SSAO for all students who are registered.

Student View:

Graduate students: Once the award is disbursed the student can see it on **Financial Aid/Awards > Scholarships & Awards Menu > My Financial Aid & Awards**

Undergraduate students: After 3 working days (if the award is approved) the student can see the award on **Financial Aid/Awards > Scholarships & Awards Menu > My Financial Aid & Awards**

My Financial Aid & Awards Aid Year: 1112 | Aid Period: YEAR

This is a list of financial aid and/or awards associated with you for the selected aid year. The awards may appear under Institutional Awards, Government Aid or Other Aid.

Institutional Awards

This section includes awards granted by McGill.

It also includes US government Direct Loans processed by McGill and amounts displayed for these loans are in US currency. Students who are offered financial aid via the US Direct Loan program must Accept or Decline each loan.

If you have been offered a McGill loan/loan extension by the Student Aid Office, it is recommended that you view the terms and conditions of the loan contract prior to accepting. Click on **Proceed** to view the contract.

The **Accept/Decline Date** reflects the date that the award **Status** was last changed, either by you or by an administrator.

If you see a link to **Additional Requirements** indicated beside an award, click on the link to view the details and status of the requirement(s). Check frequently for updates.

If you see a link to **Disbursement Schedule** indicated beside an award, click on the link to view the details. These schedules are subject to change.

My Student Aid					
Description	Amount	Offer Date	Status	Accept/Decline Date	
STP-... Nserc Rppin	\$100.00	29-SEP-2011	Assigned	29-SEP-2011	Disbursement Schedule
STP-... SSHRC	\$2,000.00	06-OCT-2011	Assigned	06-OCT-2011	Disbursement Schedule

Student View of the Disbursement Schedule:

Disbursement Schedule

Aid Year: 1112 | Aid Period: YEAR

The following is the disbursement schedule for the selected award. **Note** that Disbursement Schedules are subject to change.

***Scheduled Payment Date**
This displays the date(s) that the payment is processed. For direct deposit, it may take up to 3 business days before you see the payment in your bank account.

***Payment Method**

Accounts Payable
If you have provided McGill with direct deposit banking information, payment of awards processed through the accounts payable system will be deposited into your bank account. Update/Enter your [Direct Deposit student banking information](#) via Minerva. Under exceptional circumstances, payment may be made by cheque.

Accounts Receivable
Payment of awards processed through accounts receivable are deposited directly into your student fee account. These awards have the effect of reducing your outstanding balance.

Selected Award
Selected Award: STP-1-SSHRC

Disbursement Schedule		
Amount	Scheduled Payment Date	Payment Method*
\$285.71	01-SEP-2011	Accounts Payable
\$285.71	01-OCT-2011	Accounts Payable
\$285.71	01-NOV-2011	Accounts Payable
\$285.71	01-DEC-2011	Accounts Payable
\$285.71	01-JAN-2012	Accounts Payable
\$285.71	01-FEB-2012	Accounts Payable
\$285.74	01-MAR-2012	Accounts Payable

[View My Financial Aid and Awards](#)

An important note about Scheduled Payment Date: This indicates the date (excluding weekends or holidays) that McGill transmits the payment information to the student's fee account in the case of Accounts Receivable payments, or prints a cheque or transfers the funds to the student's financial institution. If this date falls on a weekend or holiday, the payment will be processed on the first business day following the date. On average it takes another 2-3 business days for the funds to appear in the student's bank account.

Your View of Approved and Disbursed Awards:

Search results:

Award Summary/Search

Minimum search criteria: The Recipient ID, or all or part of the Aid Fund Code, or Aid Year.

Search Criteria

Recipient ID:

Aid Fund Code:

Aid Fund Description:

Aid Year: 2011/2012 Aid year (Terms 201109, 201201, 201205) ▼

Status: Any ▼

My Awards Only: Yes ▼

8 record(s) were found.

Row/Item ID	Last Name	First Name	Aid Year	Aid Fund Code	Aid Fund	Current Amount	Overall Status	Original Amount	Create Date	Create User
1			1112	000	Athlete Award	\$1,000.00	Disbursed	\$1,000.00	Oct 07, 2011	DHAY
2			1112	00G	STP - Nserc Rgpin	\$100.00	Disbursed	\$100.00	Sep 29, 2011	DHAY
3			1112	00S	STP - Nserc Rgpin	\$100.00	Canceled	\$100.00	Sep 29, 2011	DHAY
4			1112	00G	STP - SSHRC	\$2,000.00	Disbursed	\$2,000.00	Oct 06, 2011	DHAY

Award details:

Award Summary/Search

Here are the award details. Click **Add** to add a comment. If the award request is your own, there will be a **Reassign** button at the bottom; click it to reassign all or part of the award to a different Aid Fund.

Award Information		Aid Fund Properties			
Recipient:	Full Name	Fund Administrator:	financial_administrator@mcgill.ca		
Type:	Faculty Stipend	Fund Start:	Mar 01, 2004		
Aid Fund:	DEC_0G - STP - Description - Nserc Rgpin Ref #	Fund End:	Mar 31, 2016		
FOAPAL:	Fund.Org600200 2000 000000 000000	Grant End:	Mar 31, 2016		
Current Amount:	\$100.00	Grant Year-End:	Mar 31		
Original Amount:	\$100.00	Awarding Access:	00156 - Electrical & Computer Eng 90025 - Faculty of Engineering		
Status:	Disbursed (Sep 29, 2011)	Aid Type:	Stipend		
Award period:	Sep 01, 2011 to Dec 28, 2011 Fall 2011	Fund Group:	Faculty		
Total Amount:	\$100.00	Processor:	Graduate & Postdoctoral Studies		
Requested By:	DHAY (Sep 29, 2011)	Program stage:	In-Course		
Comments:	Award on hold until approved by RRF Administrator melodie.garbish@mcgill.ca. *As per DHAY.				
	<input type="button" value="Add"/>				
Processing Queue:	Request #1241 [Pending]				
Disbursement Schedule					
Scheduled	Paid	Method	Term	State	Amount
Sep 01, 2011	Sep 29, 2011	Accounts Payable	Fall 2011	Payment	\$25.00
Oct 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00
Nov 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00
Dec 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00
Award Actions					
<input type="button" value="Reassign"/>					

What if I need to change the award amount?

If you need to change it for a higher amount you can simply submit the award again for the difference.

If you need to lower the amount you must send an email to student.funding@mcgill.ca with the details of your request and this will be manually adjusted by GPS (for graduate students) or SSAO (for undergraduate students).

What if I want to change the disbursement schedule after I have submitted the award?

For awards paid out of Grant funds:

If the award has not yet been approved: Send an email to the financial administrator (FADM) asking that they “Reject” the award. This will put it in a status that you can edit and then resubmit for approval.

If the award has been approved but is not yet disbursed: Send an email to student.funding@mcgill.ca and your request will be put into “edit mode” so that you can make the changes and resubmit the award for approval.

If the award has been disbursed: Send an email to student.funding@mcgill.ca; you will be given instructions on how to proceed.

For awards paid out of non- Grant funds:

If the award has not been disbursed yet: Send an email to student.funding@mcgill.ca and your request will be put into “edit mode” so that you can make the changes and resubmit the award for approval.

If the award has been disbursed: Send an email to student.funding@mcgill.ca. This will need to be handled by a central office.

How do I change the FOAPAL of my award?

Award Reassignments (“FOAPAL changes”)

Once an award has been disbursed (in Status = “Disbursed”) you can change the funding source using the Reassignment functionality in the FAA Admin Menu.

Step 1:

Go to the Award Summary/Search and click on the details of the award you wish to reassign-- in part or in full--to another funding source.

Award Summary/Search

[Back to Search](#)

Here are the award details. Click **Add** to add a comment. If the award request is your own, there will be a **Reassign** button at the bottom; click it to reassign all or part of the award to a different Aid Fund.

Award Information

Recipient: Full Name
Type: Faculty Stipend
Aid Fund: AFC STP: Description -- Nserc Rgpl. Ref #
FOAPAL: Fund Orq 300200 2000 000000 000000
Current Amount: \$100.00
Original Amount: \$100.00
Status: Disbursed (Sep 29, 2011)
Award period: Sep 01, 2011 to Dec 28, 2011
Fall 2011
Total Amount: \$100.00
Requested By: DHAY (Sep 29, 2011)

Comments: Award on hold until approved by RRF Administrator melodie.garbish@mcgill.ca.
*As per DHAY.

[Add](#)

Processing Queue: [Request #1241 \[Pending\]](#)

Disbursement Schedule

Scheduled	Paid	Method	Term	State	Amount
Sep 01, 2011	Sep 29, 2011	Accounts Payable	Fall 2011	Payment	\$25.00
Oct 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00
Nov 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00
Dec 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00

Award Actions

[Reassign](#)

[Back to Search](#)

Aid Fund Properties

Fund Administrator: financial.administrator@mcgill.ca
Fund Start: Mar 01, 2004
Fund End: Mar 31, 2016
Grant End: Mar 31, 2016
Grant Year-End: Mar 31
Awarding Access: 00156 - Electrical & Computer Engr
90025 - Faculty of Engineering
Aid Type: Stipend
Fund Group: Faculty
Processor: Graduate & Postdoctoral Studies
Program stage: In-Course

Step 2:

Click on the **Reassign** button. (See above)

Source (Award Details)

Aid Fund: AFC - STP-Description - Nserc Rgpin

FOAPAL: Fund Org 600200 2000 000000 000000

Fund Title: Nserc Rgpin .

Fund Start Date: Mar 01, 2004

Fund End Date: Mar 31, 2016

Grant Year-End: Mar 31

Grant Termination Date: Mar 31, 2016

Status: Disbursed

Amount: \$100.00

Multi-Year: No

Created By: DHAY

Creation Date: Sep 29, 2011

* - indicates a required field.

*Target Aid Fund:

*Transfer Start: 09/01/2011

*Transfer End: 12/01/2011

Max Transfer Amount:

Note that the default shows the full amount transferred to the new source. You can specify a lesser amount in the Max Transfer Amount box.

Source						Target					
Scheduled	Paid	Method	Term	State	Amount	Scheduled	Paid	Method	Term	State	Amount
						Sep 01, 2011	Sep 29, 2011	Fund Transfer	Fall 2011	Forecast	\$25.00
						Oct 01, 2011		Accounts Payable	Fall 2011	Forecast	\$25.00
						Nov 01, 2011		Accounts Payable	Fall 2011	Forecast	\$25.00
						Dec 01, 2011		Accounts Payable	Fall 2011	Forecast	\$25.00
					\$0.00						\$100.00

Step 3:

Enter or Search for the "Target Aid Fund." This is the aid fund associated to the new FOAPAL.

Step 4:

Enter the specific amount of the payments to be moved to the new funding source *if you do not wish to move the full amount*. Otherwise you can leave it to the full amount transferred default.

My Award Assignment/Reassignment Requests

Source (Award Details)	Target Aid Fund Properties
Aid Fund: STP- Richard C Rose - Nserc Rgpin	Fund Administrator: financial_administrator.mcgill.ca
FOAPAL: 500200 2000 000000 000000	Fund Start: Sep 30, 2008
Fund Title: Nserc Rgpin	Fund End: Dec 29, 2013
Fund Start Date: Mar 01, 2004	Grant End: Dec 29, 2013
Fund End Date: Mar 31, 2016	Grant Year-End: Mar 31
Grant Year-End: Mar 31	Awarding Access: 00153 - Civil Engineering 90025 - Faculty of Engineering
Grant Termination Date: Mar 31, 2016	Aid Type: Stipend
Status: Disbursed	Fund Group: Faculty
Amount: \$100.00	Processor: Graduate & Postdoctoral Studies
Multi-Year: No	Program stage: In-Course
Created By: DHAY	
Creation Date: Sep 29, 2011	

* - indicates a required field

*Target Aid Fund: ▼

*Transfer Start: 📅

*Transfer End: 📅

Max Transfer Amount:

Source					Target						
Scheduled	Paid	Method	Term	State	Amount	Scheduled	Paid	Method	Term	State	Amount
Nov 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00	Sep 01, 2011	Sep 29, 2011	Fund Transfer	Fall 2011	Forecast	\$25.00
Dec 01, 2011		Accounts Payable	Fall 2011	Memo	\$25.00	Oct 01, 2011		Accounts Payable	Fall 2011	Forecast	\$25.00
					\$50.00						\$50.00

Step 5:

Click submit.

Step 6:

If the new award is a student stipend or agency award (as defined at the beginning of this document) it will flow through the same approval path as an award assignment.