


## Submitting a ticket—Fellowship or Stipend Request

Use this ticket to request a fellowship or stipendiary position. These may be a one-time payment but are often payment over a period of time. A Student Stipend (i.e. Fellowship) is used to designate trainees who are not graduate students but enrolled in high school or undergrad programs and participating on training grants. A Participant Stipend is used for support payments made to individuals who participate in specific training activities. These are generally in accordance with the National Science Foundation (NSF) Grants Policy Manual definition of Participant Stipends. No service is expected for the student to receive a fellowship or stipend payment. There is a link to the form and letter templates in the ticket. They can also be found on the Student Employment website: <https://stuemp.uccs.edu/forms>.

### Step 1—Open the Fellowship or Stipend Request Ticket Type

Choose the **Fellowship or Stipend Request** ticket type on the Cherwell home page.

[Home](#)
[My Items](#)



Employer Links	Student Employee Links	Information Links
<a href="#">Offer Review (Required before a SEPO or WCO is submitted)</a>	<a href="#">MyLeave (Bi-weekly timesheet)</a>	<a href="#">Pay Day</a>
<a href="#">Student Employee Position Offer (SEPO)</a>	<a href="#">Direct Deposit</a>	<a href="#">SEAN</a>
<a href="#">Late Pay Requests</a>	<a href="#">W-4</a>	<a href="#">Other</a>
<a href="#">Background Check</a>	<a href="#">W-2</a>	
<a href="#">Wage Change Offer (WCO)</a>	<a href="#">Work Study Appeal</a>	
<a href="#">Termination Notice</a>	<a href="#">Paycheck Deduction</a>	
<a href="#">Change in Funding Request</a>	<a href="#">Paycheck Issue</a>	<a href="#">See My Items</a>
<a href="#">Change in Reports To Request</a>	<a href="#">Name Change</a>	
<a href="#">Request to Fill Student Faculty (1500)</a>	<a href="#">Grievance</a>	
<a href="#">Payroll Expense Transfer (PET) Requests</a>		
<a href="#">Change in Working Title Request</a>		
<a href="#">One Time/Additional Pay Request</a>		
<a href="#">Fellowship or Stipend Request</a>		
<a href="#">Overpayment Notice Request</a>		
<a href="#">Termination For Cause</a>		

## Step 2—Select the recipient type

Select the radio button that best represents the recipient's relationship with UCCS.

- By selecting Student, the form will default to the Student Employment form and be submitted to the Student Employment Cherwell portal.
- By selecting Faculty/Staff/Other, the form will default to the Human Resources form and be submitted to the Human Resources Cherwell portal.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

### Student Employment - SE Case ID : 69931

Submit

**Details Required to Complete the Request**

Fellowship Request

What is the primary relationship of the recipient?

☐ Student ☐ Faculty/Staff/Other

## Step 3—Select the Student Name

Put your cursor in the student name box. Then type the student name (as the name is in CU-SIS) into the box. We ask for this information so that we can search within Cherwell for requests specific to a student.

**Tip:** If you are having trouble finding the student, type their email address in the student name box. This will usually match the student in the system.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

### Student Employment - SE Case ID : 69937

Submit

**Details Required to Complete the Request**

Fellowship or Stipend Request

What is the primary relationship of the recipient?

☒ Student ☐ Faculty/Staff/Other

Student Name:

[RTF \(Request to Fill\) Document](#)  
[Stipend Letter Template](#)  
[Fellowship Letter Template](#)  
[Attach Documents](#)

## Step 4—Complete the Request to Fill

Click on the Request to Fill link to access the document (or you can find the document on the Forms page of our website: [stuemp.uccs.edu/forms](https://stuemp.uccs.edu/forms)).

The link will open a pdf document. You will need to download and save the form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document.

**Note:** When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

## Sample Request to Fill



Office of Financial Aid, Student  
Employment, and Scholarships  
UNIVERSITY OF COLORADO COLORADO SPRINGS



Human Resources  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## Request for Fellowship or Stipend

Student Employment or HR will complete all necessary transactions in HCM	
Today's Date:	1/14/2022
Department Name & Org #:	40126
Primary Relationship to UCCS:	<input type="checkbox"/> University Employee <input checked="" type="checkbox"/> Student <input type="checkbox"/> Community Member <input type="checkbox"/> Other (Please specify) _____
Grantee Name:	_____
Job Code:	<input type="checkbox"/> 3204: Pre-Doctoral Trainee <input checked="" type="checkbox"/> 3205: Student Fellowship <input type="checkbox"/> 3207: Participant Stipend  Unsure? See Pay Matrix at <a href="https://stuemp.uccs.edu/student-pay-matrix">https://stuemp.uccs.edu/student-pay-matrix</a> under Compensation for Services Related to Work <input type="checkbox"/> 1438: Postdoctoral Fellow <input type="checkbox"/> 1439: Faculty Fellow
Funding Information	
Requested Rate:	\$ 8000
Department Financial Approver:	Jane Doe    Funding Availability Verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Speedtype(s) & Percentage(s):	43412345
Funding Type & End Date (if applicable)	<input type="checkbox"/> General Fund <input type="checkbox"/> Auxiliary <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Gift If grant or gift funded, is there a funding end date? If so, list the details:
Funding Source*: i.e. salary savings from the area, from another position or from a campus commitment, position number from where funding is being moved.	Gift money given to department
Grant Sponsoring Agency*:	_____
Questions for Processing	
<ul style="list-style-type: none"> <li>Is there a Scope of Work or job description of the fellowship or stipend for this individual? No</li> <li>Goal of fellowship or stipend Fellowship provides living expenses while student is completing graduate degree and participating in research.</li> <li>Start and end date of fellowship or stipend January 2022 through May 2022</li> </ul>	
Authorization to Fill Position (workflow for electronic signatures):	
Financial Approver	_____
MUST be signed before submitting to HR or Student Employment for approval.	

\*If Applicable; Otherwise enter N/A

Cherwell Ticket # \_\_\_\_\_

## Step 5—Complete the Letter Template

Click on the corresponding letter template link to access the document (or you can find the document on the Forms page of our website: [stuemp.uccs.edu/forms](http://stuemp.uccs.edu/forms)).

The link will download a Word document. Click the box at the bottom of the screen to open the document and make your edits. The areas highlighted will need to be deleted or edited.

**Note:** When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

### 3205 STUDENT FELLOWSHIP TEMPLATE Rev 11/2021

Date

Complete and/or make choices in each highlighted section filling in the blanks as appropriate or delete when not applicable. Delete highlighted instructions, underlines, and references. Please check final formatting and page breaks.

Name  
Address  
City/State/ZIP

#### Student Fellowship Award Offer

Dear Mr./Ms./Miss/Mrs. Surname only:

I am pleased to offer you a **Name** Fellowship for the 20XX-XX academic year. This fellowship is awarded for the purpose of supporting your educational activities in the Department of **Name** at the University of Colorado Colorado Springs. The decision to award you this fellowship was made after a careful review of your application materials. The reviewers believe that you have the ability to do high-quality work and we are pleased to offer you this fellowship in recognition of your great potential for success.

The **Name** Fellowship may be renewable yearly, contingent upon you maintaining satisfactory academic progress, the recommendation of your graduate advisor, and the availability of funds. This fellowship includes a monthly stipend of \$Amount from Month/Day/Year through Month/Day/Year and a tuition award of up to #Number credit hours of graduate/undergraduate tuition (\$Amount). Stipends will be paid on the last working day of the month. Acceptance of this offer does not require that you perform any services to the university in return. It is our intention that you will use this fellowship for books, fees, equipment, and other educational costs.

Your signature on this letter of offer signifies your acceptance of all of the terms and conditions of this offer and your agreement to remain a full-time, registered student at UCCS in good standing during the award period.

Please notify me of your willingness to accept this award by returning the signed original offer letter to **Name** in the College/School of Name of College by Month/Day/Year. Please keep a copy for your records. We look forward to your acceptance of this offer.

Very truly yours,

Name  
Chair/Program Director/Other Title

Approved by:

Name  
Dean, College of Name

I accept this offer as described above and agree to comply with all conditions specified herein.

Signature Date

Job Code: 3205

Stipend: \$

Organization/Department:

## Step 4—Attaching Your Documents

Once you have completed and saved the forms, attach both documents to your ticket using one of the options shown below:

The screenshot shows a web application interface for managing a ticket. At the top, there is a navigation bar with 'Home' and 'My Items' links. A button labeled 'Use the attachment tool' is located in the top right corner. Below the navigation bar is a toolbar with icons for 'Save', 'Cancel', 'Refresh', 'Delete', and 'Attach (0)'. The 'Attach (0)' button is circled in red. To the right of the toolbar, there are navigation arrows and the text 'Record 1 of 1'. Below the toolbar is a large blue banner with the text 'Student Employment - SE Case ID : 69937'. Underneath the banner is a 'Submit' button. Below the 'Submit' button is a section titled 'Details Required to Complete the Request'. Inside this section is a sub-section titled 'Fellowship or Stipend Request'. Below this sub-section is a question: 'What is the primary relationship of the recipient?'. There are two radio buttons: 'Student' (selected) and 'Faculty/Staff/Other'. Below the radio buttons is a text input field labeled 'Student Name:'. Below the input field are three links: 'RTF (Request to Fill) Document', 'Stipend Letter Template', and 'Fellowship Letter Template'. The 'Attach Documents' link is circled in red. To the right of the 'Attach Documents' link is a button labeled 'Use the link'.

Home My Items Use the attachment tool

Save Cancel Refresh Delete Attach (0) Record 1 of 1

### Student Employment - SE Case ID : 69937

Submit

#### Details Required to Complete the Request

##### Fellowship or Stipend Request

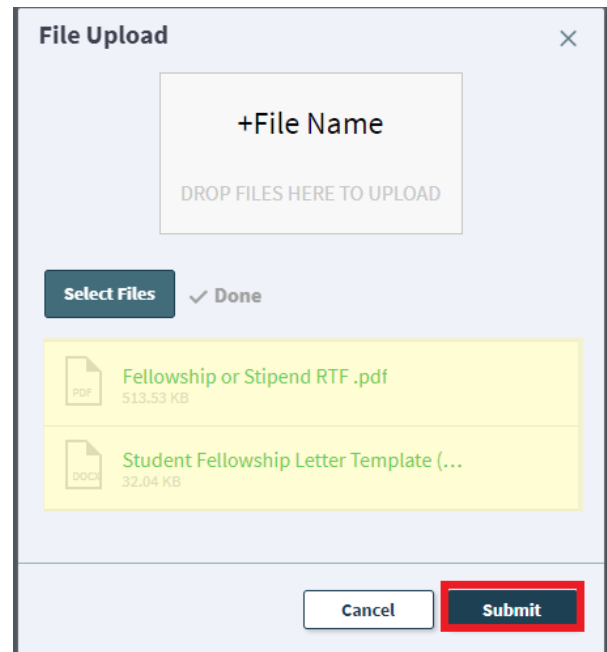
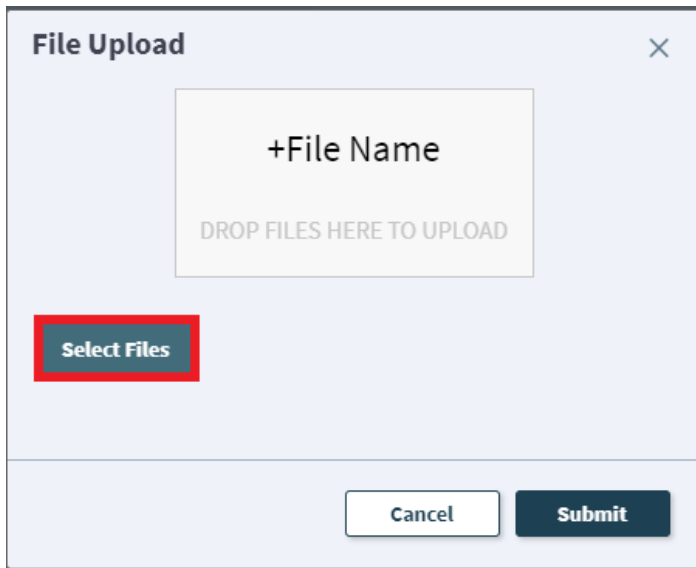
What is the primary relationship of the recipient?

☒ Student ☐ Faculty/Staff/Other

Student Name:

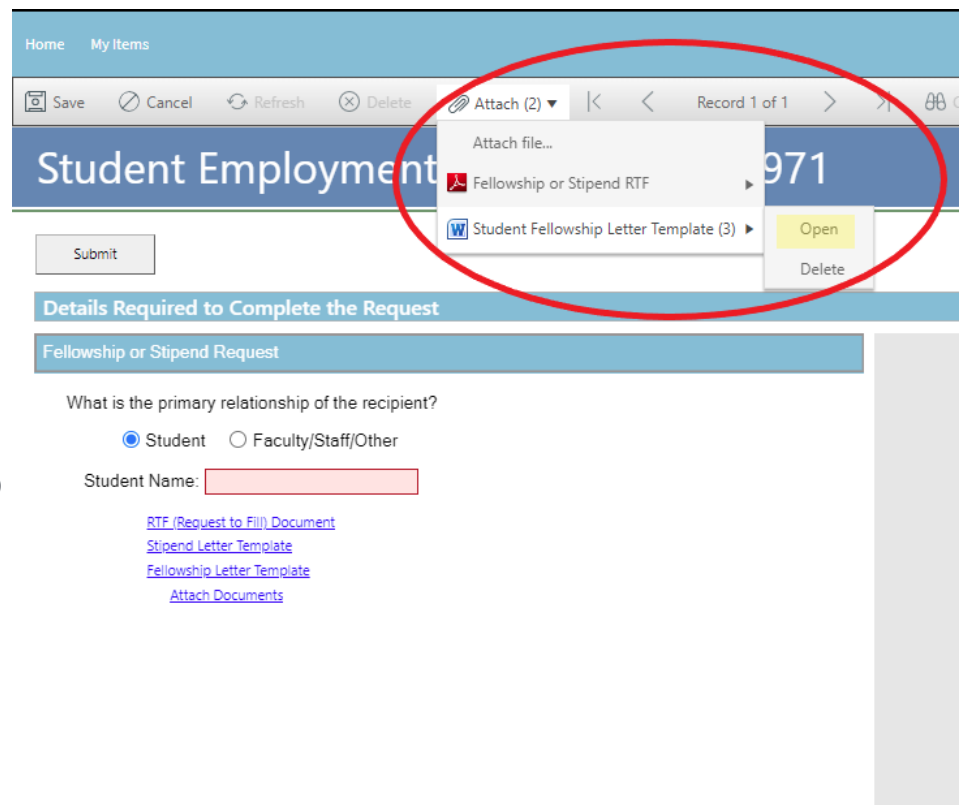
[RTF \(Request to Fill\) Document](#)  
[Stipend Letter Template](#)  
[Fellowship Letter Template](#)  
[Attach Documents](#) Use the link

You can either drag and drop your file or you can click the Select Files button to find your saved file. When you have selected the file(s) to attach, you will see the file(s) you are attaching below the Select Files button (see second image below). Click the Submit button to attach your document(s).



Repeat this step until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open the attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.



If you check your documents before submitting the ticket and see that you attached the wrong document, please attach the correct document before you submit. If you have already submitted your ticket, please refer to the Editing a Ticket section of the Abbreviated User Guide to attach the correct attachment to your ticket.

Users can delete any incorrect attachments. Follow the same steps described on the previous page to open and check a document but select Delete instead of Open. Cherwell will ask you if you are sure you want to delete. Once you confirm, your document will no longer be attached to the ticket.

Home My Items

Save Cancel Refresh Delete Attach (2) Record 1 of 1

Student Employment 971

Submit

Details Required to Complete the Request

Fellowship or Stipend Request

What is the primary relationship of the recipient?

☒ Student ☐ Faculty/Staff/Other

Student Name:

[RTF \(Request to Fill\) Document](#)  
[Stipend Letter Template](#)  
[Fellowship Letter Template](#)  
[Attach Documents](#)

Attach file...

Fellowship or Stipend RTF

Student Fellowship Letter Template (3)

Open

Delete

Are you sure you want to delete Request to Fill Student\_Faculty\_1092019?

No Yes



## Step 5—Submitting Your Ticket

Submit your ticket by clicking on one of the options shown below:

Home My Items

Save Cancel Refresh Delete Attach (2) Record 1 of 1 Current Record List Grid

Submit

### Details Required to Complete the Request

#### Fellowship or Stipend Request

What is the primary relationship of the recipient?

☒ Student ☐ Faculty/Staff/Other

Student Name:

[RTF \(Request to Fill\) Document](#)  
[Stipend Letter Template](#)  
[Fellowship Letter Template](#)  
[Attach Documents](#)


Submit

Please note that clicking Save does not save the ticket for you to edit later. It does submit the ticket same as if you click on either of the Submit buttons.


## Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.



Student Employment Ticket 69971 SE Fellowship or Stipend Request has been created


**Student Employment Help**  
 To Jennifer Biga

FellowshiporStipendRTF.pdf  
 514 KB


 StudentFellowshipLetterTemplate(3).docx  
 32 KB

Reply Reply All Forward

Fri 1/14/2022 2:27 PM

### SE Case 69971

Description:  
SE Fellowship or Stipend Request

Customer Name: Jennifer Biga  
 Phone: +1 (719)255-3564  
 Email: [jbiga@uccs.edu](mailto:jbiga@uccs.edu)


We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 69971. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 69971](#).

UCCS Student Employment  
 1420 Austin Bluffs Parkway  
 Colorado Springs, CO 80918  
 Cragmor Hall 104  
 719-255-3454 office  
 719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending.

### Case 69971 Update

 **Student Employment Help**  
 To Jennifer Biga

Reply Reply All Forward




Fri 1/14/2022 2:32 PM

Case 69971 for Jennifer Biga.

The fellowship/stipend request submitted for (STUDENT NAME) is missing the signed template letter attachment. Please reply to this email with the paperwork attached so that we can process this request.

Thank You,

UCCS Student Employment  
[1420 Austin Bluffs Parkway](#)  
[Colorado Springs, CO 80918](#)  
 Cragmor Hall 104  
 719-255-3454 office  
 719-255-3650 fax


In the example above, the easiest way to respond is to reply to the email with the form attached. This will automatically attach your documentation to the ticket. The other option you have would be to follow the instructions in the Editing a Ticket section of the Abbreviated User Guide.

Once we have completed the request, you will receive an email confirming that we have resolved the ticket. We will include the Employee ID and position numbers created, as well as the auto-term date for when this will end.

## Student Employment Case 69971 SE Fellowship or Stipend Request has been resolved



Student Employment Help

To  Jennifer Biga

### Student Employment Case 69971

We are pleased to inform you that your Student Employment Case 69971 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

**Resolution:**

Fellowship or Stipendiary position entered for [REDACTED]. This position will auto-term on 6/1/2022.

Employee ID: 123456

Position #: 00123456

**Description of the request:**

SE Fellowship or Stipend Request

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 69971](#).

UCCS Student Employment  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918  
Cragmor Hall 104  
719-255-3454 office  
719-255-3650 fax

## Troubleshooting

If you are unable to access Cherwell, are having trouble finding the student in Cherwell, or are uncertain what ticket type to submit, you can send an email to [stuemphelp@uccs.edu](mailto:stuemphelp@uccs.edu). This will automatically create a generic ticket. We try to process these tickets as quickly as other tickets. However, it is likely that these tickets could be delayed in processing as we may need to request additional information from you.

## Student Employment Office

**Student Employment is here to help. If you have questions about any step in this process, please contact Student Employment at (719) 255-3454, [stuemp@uccs.edu](mailto:stuemp@uccs.edu), or visit us in Cragmor Hall Room 104.**

