



Washington University in St. Louis

GRADUATE SCHOOL OF ARTS & SCIENCES

Student Instructions:

The Stipend Bonus is given to Danforth Campus Arts & Sciences Ph.D. students when they receive an external award which fully or partly replaces funding from the Graduate School, from a source to which they applied as an individual. Only the portion of the award specifically designated for living expenses is eligible for this bonus. Any tuition or research expenses included in the award are not eligible for a bonus.

If a student wishes to request a stipend bonus, his or her *home department* should submit the form found on the next page, complete with *signature of the Chair or Program Director* and a *copy of the external fellowship award letter*. This letter must include confirmation of all award details. The bonus can be received in all years in which the external grant is awarded, if the home department submits a request form each year to verify that the award is still active. Requests will not be processed until the award begins paying out. Also, due to restrictions on some awards, the bonus may be deferred until the end of the award.

Please scroll down for the Stipend Bonus Request Form. Thank you.

External Award
Stipend Bonus Request Form

The graduate student listed below has received an external award, which fully or partly replaces funding from the Graduate School. I understand that students are eligible to receive a Stipend Bonus and it will be awarded to the student in the form of a fellowship. The bonus can be received in all years in which the external grant is awarded, if the department submits a request form each year to verify that the award is still active.* Please note that the request will not be processed until the award begins paying out. Note also that, due to restrictions on some external awards, the stipend bonus may be deferred until the end of the award.

Signature (Department Chair or Program Director) Printed Name Date
Your signature confirms that the Department is responsible for adhering to restrictions set by the external agency.

***Please note that the Graduate School will only accept this form from the student's home department.**

Student Name Student Email

Department or Program: _____

Previously Planned Type of WU Funding: _____

If student was scheduled to be a TA or an RA, will the student still perform the duties? _____

External Fellowship **Name:** _____

External Fellowship **Dates** (beginning and ending): _____

[*Note: If award extends beyond twelve months, additional requests are required.]

External Award **Amount:** _____

Detailed **breakdown** of external award:

Stipend (living expenses): \$ _____

Tuition: \$ _____

Health Insurance: \$ _____

Other (specify in comments): \$ _____

Comments:

**GRADUATE SCHOOL USE
ONLY:**

☐ External Award

☐ WU Stipend

Dean Pope's Approval/Date: _____

Month to Pay Out: _____

Acct to Pay Out: _____

Note: A copy of the External Fellowship Award Letter (including confirmation of award details as indicated above in bold) must be included with this request.

Please return form and supporting paperwork to Cecily Stewart Hawksworth, Campus Box 1186.