Fund Data Number and Stipend Request Form

BOSTON UNIVERSITY

Section 1: New Fund Data Number Request

Cost Distribution

Cost Center/IO Number #1		Unit #	Dept. #	Source #	Payment Type		Object Code

Fund Title		Fund Min.	Fund Max.	Fund Source	Fund Type	Start Date	End Date

Cost Distribution

Cost Center/IO Number #2		Unit #	Dept. #	Source #	Payment Type		Object Code

Fund Title		Fund Min.	Fund Max.	Fund Source	Fund Type	Start Date	End Date

Section 2: Student Non-Service Stipend Request

Note: If completing this section, please send the completed request to Andy Zaleski ajzalesk@bu.edu

Student Information

BUID Number	Last Name		First Name	*If a fund data number for this account already exists, please list it below

Cost Center/IO Number #1	Start Date	End Date	Amount per pay period #1	Existing Fund Data Number #1

Cost Center/IO Number #2	Start Date	End Date	Amount per pay period #2	Existing Fund Data Number #2

Comments

Signature and approval

Signature	Print Name	Department Name	Date

Instructions: Fund Data Number and Non-Service Stipend Request Form

Section 1: New Fund Data Number Request

Section 1 is used to request fund data numbers for tuition, fees, health insurance, and non-service stipends when you have a new funding source (sponsored program). Up to two (2) separate fund data numbers may be requested per form. If you already have a fund data number for your cost center/IO number, you do not need to submit a new request. Requests for fund data numbers **only** (not non-service stipend requests) should be emailed directly to Student Financial Services (SFS) at OSFS-SPH@bu.edu.

Note: The fund minimum and maximum refer to the dollar value range an individual student may receive from a specific fund in a given semester. The default range is $100 through $100,000, but you may specify a different range if required by the grant.

Section 2: Student Non-Service Stipend Request

Section 2 is used to request non-service stipends for individual students. Up to two (2) non-service stipend payments per student may be requested per form. If you already have a fund data number, you may skip Section 1 and enter the existing fund data number in Section 2. Requests for non-service stipends should be emailed directly to Andy Zaleski in SPH Finance at ajzalesk@bu.edu.

*If you have a new funding source and require a new fund data number, please complete both Sections 1 and 2. Requests for new non-service stipends that require new fund data numbers should be emailed directly to Andy Zaleski in SPH Finance at ajzalesk@bu.edu.

When to Submit Your Request

Please submit the request for a fund data number with a minimum of 2-3 business days for SFS to begin working on the request, and allow an additional 5-7 business days for OFA to provide a fund number.

Where to Submit Your Request

Requests for fund data numbers only (for tuition, fees, and health insurance) **must** be emailed directly to Student Financial Services at OSFS-SPH@bu.edu.

Requests for non-service stipends (including non-service stipends that require new fund data numbers) **must** be emailed directly to Andy Zaleski in SPH Finance at ajzalesk@bu.edu.

Non-service stipend requests sent directly to OSFS will **not** be processed.

Fund Data Number and Stipend Request Form

BOSTON UNIVERSITY

Section 1: New Fund Data Number Request

Cost Distribution

Cost Center/IO Number #1		Unit #	Dept. #	Source #	Payment Type		Object Code
(1)		044 (3)	(4)	(5)	(6)		(7)

Fund Title		Fund Min.	Fund Max.	Fund Source	Fund Type	Start Date	End Date
(2)		$100 (8)	$100,000	Select an optio (9) ▾	Select an option (10) ▾	(11)	(12)

Cost Distribution

Cost Center/IO Number #2		Unit #	Dept. #	Source #	Payment Type		Object Code
(13)		044					

Fund Title		Fund Min.	Fund Max.	Fund Source	Fund Type	Start Date	End Date
		$100	$100,000	Select an option ▾	Select an option ▾		

Section 2: Student Non-Service Stipend Request   *Note: If completing this section, please send the completed request to Melanie Gilreath Chaisson gilreath@bu.edu.*

Student Information

BUID Number	Last Name		First Name	*If a fund data number for this account already exists, please list it below
(14)	(15)		(16)	
Cost Center/IO Number #1	Start Date	End Date	Amount per pay period #1	Existing Fund Data Number #1
(17)	(18)	(19)	(20)	(21)
Cost Center/IO Number #2	Start Date	End Date	Amount per pay period #2	Existing Fund Data Number #2
(22)				

Comments

(23)

Signature and approval (24)

Signature	Print Name	Department Name	Date

Fund Data Number and Non-service Stipend Request Form – Instructions

Section 1 is used to request fund data numbers for tuition, fees, health insurance, and non-service stipends when you have a new funding source (sponsored program). Up to two (2) separate fund data numbers may be requested per form. If you already have a fund data number for your cost center/IO number, you do not need to submit a new request. Requests for fund data numbers only (not non-service stipend requests) should be emailed directly to Student Financial Services (SFS) at OSFS-SPH@bu.edu.

1. Cost Center/IO Number #1 – Enter the cost center or IO number to be charged.
2. Fund Title – Enter the title that will be assigned to this fund data number, using the following naming convention.
    a. All SPH fund titles should begin with SPH
    b. Include identifying information about the cost center or grant
    c. Indicate whether this fund data number is for a scholarship (tuition and fees), health insurance, or non-service stipend
       Examples
       - SPH T32 YrXX Scholarship
       - SPH EPA Fellowship HI
       - SPH NIH YrXX Stipend
3. Unit # – Enter the Legacy unit number for your cost center or IO number. For SPH-based cost centers and IO numbers, this will always be 044.
4. Dept. # – Enter the Legacy department number for your cost center or IO number.
5. Source # – Enter the Legacy source number for your cost center or IO number.
   Note: For steps 3-5, please use the account crosswalk tab (ACCT XWalk) in BUworks to translate the cost center or IO number to a Legacy unit/department/source number.
6. Payment Type – Type in a brief description of what the payment is for (e.g., tuition scholarship, fellowship, stipend, etc.).
7. Object Code – Enter the Legacy object code for this payment.
   Note: Please use the account crosswalk (ACCT XWalk) tab in BUworks to translate the appropriate GL account to a Legacy object code.
8. Fund Min. and Fund Max. – The minimum and maximum amounts of money that an individual student may receive from a specific fund in a given semester. The default range is $100 through $100,000, but you may specify a different range if required by the grant.
9. Fund Source – Select the appropriate funding source (Boston University, Federal, or Outside Org. [non-Federal/private]).
10. Fund Type – Select the appropriate funding type (grant-assistantship, loan, scholarship, or stipend).
11. Start Date – Fund data number start date.
12. End date – Fund data number end date.
13. You have now completed all required information for your fund data number request. If you have a second fund data number to request, repeat steps 1-12 for cost center/IO number #2.

Section 2 is used to request non-service stipends for individual students. Up to two (2) non-service stipend payments per student may be requested per form. If you already have a fund data number, you may skip Section 1 and enter the existing fund data number in Section 2. Requests for non-service stipends should be emailed directly to Andy Zaleski in SPH Finance and Administration at ajzalesk@bu.edu.

*If you have a new funding source and require a new fund data number, please complete both Sections 1 and 2. Requests for new non-service stipends that require new fund data numbers should be emailed directly to Andy Zaleski in SPH Finance and Administration at ajzalesk@bu.edu.

14. BUID Number – Enter the BUID number of the student receiving a non-service stipend.
15. Last Name – Enter the student's last name.
16. First Name – Enter the student's first name.
17. Cost Center/IO Number #1 – Enter the cost center or IO number that the student's non-service stipend will be charged to.
18. Start Date – Select the start date of the non-service stipend.
19. End Date – Enter the end date of the non-service stipend.
20. Amount per pay period #1 – Enter the dollar amount the student will be paid per month.
21. Existing Fund Data Number #1 – Enter the existing fund data number for this funding source, if one already exists.
    Note: If a fund data number does not exist for this cost center/IO number and object code combination, please complete Section 1 of this form so that a fund data number may be requested.
22. You have now completed all required information to request a non-service stipend for this student. If the student should receive a non-service stipend from an additional funding source, repeat steps 17-21 for Cost Center/IO Number #2.

Comments and Approval
23. Comments – Enter any comments you have regarding the fund data number and/or stipend request(s).
24. Signature and approval – This should be completed by the department director.