

Fellowship Implementation Spreadsheet Instructions - Academic Year 17-18

Last Updated: 08/03/2017

FILLING OUT THE FORM

**Note, there are comments within the form, [] please review them for additional guidance*

"GENERAL INFORMATION"

1

SECTION 1.

1. Fill out cells C7-C13 (Name, etc.) completely (middle name is not required)

GENERAL INFORMATION	
First	
Middle	
Last	
CWID	
Email	
Department	
Contract Term	Select

"FELLOWSHIP FUNDING SOURCES"

2

SECTION 2.

FELLOWSHIP FUNDING SOURCES		
Index Code	Account	Award
		-
		-
		-
		-
		-
	Total	\$ -

Use The following account codes
5565 Living Expenses
5566 Tuition, Fees, Insurance, etc.

- 2a. Enter your index code for all funding sources you will use
- 2b. Enter the account code (if student owes Tuition/Fees/Insurance the Fellowship will be spent against that deficit first)
- 2c. Enter the amount of funding associated with the index

"APPROVALS AND SPECIAL NOTES"

3

SECTION 3.

APPROVALS AND SPECIAL NOTES	
Approvals	COMMENTS
Enter Department Contact Name in this cell	
Enter Advisor/Supervisor Name in this cell	
Select	

- 3a. Enter Department Contact Name (B34)
- 3b. Enter Advisor/Supervisor Name (B35)
- 3c. Select College (if outside of a college, type in appropriate office/department name) (B36)
- 3d. Enter comments
- 3e. Send electronic Excel file to Student.Contracts@mines.edu

Example of finished form:

Fellowship Implementation Spreadsheet For Academic Year: 2017-2018																						
GENERAL INFORMATION																						
1.	First Best																					
	Middle Student																					
	Last Ever																					
	CWID 10101000																					
	Email bestever@mymail.mines.edu																					
	Department Applied Math and Statistics																					
	Contract Term Fall																					
FELLOWSHIP FUNDING SOURCES																						
2.	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Index Code</th> <th>Account</th> <th>Award</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">210211</td> <td style="text-align: center;">5566</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td style="text-align: center;">210212</td> <td style="text-align: center;">5565</td> <td style="text-align: right;">1,500.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">\$3,500.00</td> </tr> </tbody> </table>	Index Code	Account	Award	210211	5566	2,000.00	210212	5565	1,500.00			-			-			-	Total		\$3,500.00
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