Entering Summer Awards

Process and Tips

• Summer awards must be entered using separate, summer-specific Item Types. You cannot use an academic year Item Type to make a summer award.
• For Department Awards, new summer Item Types will need to be created. Click the “Summer Award?” box on the “Create New Item Type” page. Item Types are now auto-approved twice a day.
• For Graduate Division summer awards (block grants and departmentally-restricted awards), summer Item Types are already available. To locate them, check the “Summer Award?” box and uncheck the “Enrollment Required?” box. Then search for department-specific item types as usual (e.g., “BG-___”).

New Summer Disbursement Plans
Below are the new disbursement codes for summer with the corresponding schedule:

NOTE: Summer stipends are scheduled to begin disbursing in mid-May.

• SM (Dept.) and S1 (GD): Mid-May
• S2: July 1
• SE: Early Summer (for fees)
• SU: Monthly (beginning of month, starting June 1)
• SV: Monthly (end of month, from June 25 to July 25)
• SW: Monthly (mid-month)

Policy Matters

• Do not create summer awards for students who are graduating in May. Awards for students who have graduated should be created for a term in which they were enrolled.
• Students who were not enrolled in the Spring (cancelled or withdrawn), and who are not enrolled in Summer, are not eligible for summer funding.