

New Process for Awards that Provide Scholarship Funding with Monitoring Requirements

Background

The University of South Alabama has various grants that provide scholarship opportunities for students. Many of those require the student recipient to fulfill specified services or employment after graduation such as taking specific courses as well as working in a certain field or area of the country for a specified period of time. In these cases, the students are responsible for completing the required specifications to keep the scholarship from becoming a loan which must be re-paid. In addition to the student's responsibility to fulfill specific requirements, the University is responsible for monitoring and ensuring that all criteria of the grant are met and that the student or University is not responsible for paying back any of the funds received.

New Process (Effective February 1, 2015)

Externally-funded proposals shall include the "Student Obligation Tracking Form" during proposal transmission and routing when the award will include support for student scholarships. The form will require the Principal Investigator (PI) to identify any service/employment or degree completion terms which may obligate the student or the University to repay the scholarship funds.

The form clearly indicates the College is responsible for arranging and coordinating the tracking/ monitoring required by the award to ensure compliance with all grant requirements. The executed form should be routed with the other paperwork required for sponsored projects. This identification will also be added to the University's internal transmitting form which is signed by the PI, Department Chair, Dean, Senior Vice President for Academic Affairs or Vice President for Health Sciences, and Office of Sponsored Projects Administration.

If an award is issued, the form will be forwarded as part of the award package sent to Grants Accounting and a copy of the form and the award will be sent to Student Accounting so proper steps may be taken to monitor and remain compliant with award terms (e.g. student promissory notes).