

Dear Colleagues,

Effective July 1, 2011, the Office of Postdoctoral and Visiting Scholars (OPVSS) and the Financial Services Office (FSO) in the Graduate Division will require that the dates on a Fellowship Award Transmittal Form (Form 10) match the appointment dates on EDB for Postdoctoral Fellow (3253s) payment requests. This new procedure will help ensure that postdoctoral scholars receive their fellowship payments in a timely manner and allow departments to better synchronize appointment periods.

Fellowships will be posted only up to the month listed in EDB. It is critical that you verify the EDB appointment dates prior to submitting any Form 10 to insure that all payments listed can be processed. If a Form 10 does not have corresponding EDB appointment dates, FSO will notify the department as to the discrepancy and ask for corrective action immediately.

FSO will not process any outstanding payments until the EDB appointment dates match the Form 10 dates to support a specified fellowship payment and required appointment paperwork has been submitted and approved by OPVSS. This will be strictly enforced.

On a related note, please be aware that if a postdoctoral scholar switches from a 3253 to 3252 appointment, s/he could face a significant lag between the final fellowship payment and the first payroll check as a Postdoctoral scholar employee.

Typically, fellowship payments are paid two weeks prior to each corresponding month while employee-based wages are paid at the end of an applicable month. For example, the monthly stipend for a 3253 whose last payment is July 2011, would disburse mid-June 2011. Once the Postdoctoral Scholar transitions into the employee title effective August 2011, s/he would not receive compensation through payroll until September 1, 2011. As such, the Postdoctoral scholar would face a wait of about 2-2.5 months.

A somewhat similar situation may occur for those converting from 3252 to 3253 but to a lesser extent. In either case, it is extremely important to expedite and process all applicable paperwork in order to minimize any funding disruptions. Please make the Postdoctoral Scholar fully aware of these potential circumstances far in advance so that s/he may prepare to weather any payment delays.

If you have any questions regarding the above revision in procedures, please contact Jenny Tang at [jtang@gdnet.ucla.edu](mailto:jtang@gdnet.ucla.edu) or Michael Flaxman at [mflaxman@gdnet.ucla.edu](mailto:mflaxman@gdnet.ucla.edu) . In closing, please find below some scenarios for your reference.

Sincerely,

Office of Postdoctoral and Visiting Scholars  
Financial Services Office  
UCLA Graduate Division

Attachment

## Form 10 Synchronization Scenarios

### [Scenario One](#)

Joe Smith is a newly appointed 3253. The department submitted a Form 10 to FSO to process payments from July 2011-June 2012 but did not enter Dr. Smith's appointment into EDB.

In this situation, FSO would not process the Form 10 until the department enters the appointment into EDB and submitted new appointment paperwork to OPVSS.

### [Scenario Two](#)

A department submits a Form 10 on behalf of 3253 Nancy Jones for the months of July 2011-June 2012. EDB shows a 3253 appointment from July 2011-December 2011 only.

FSO would only post payments for the period July 2011-December 2011. FSO will post the remaining payments for January-June 2012 when the department enters reappointment dates in EDB and submits reappointment paperwork to OPVSS.

### [Scenario Three](#)

Charles Rogers is currently a 3253 with payments scheduled from July 2010-June 2011. The department submits a new Form 10 to initiate funding from July 2011-June 2012 but there is no evidence of reappointment on EDB.

Until the department extends the appointment on EDB, FSO would take no action to process payments. The department would also need to submit reappointment paperwork to OPVSS.

### [Scenario Four](#)

September 2010 - Joe Bruin has a 3252 appointment from September 1, 2010- August 31, 2011.

December, 2010 - The department learns that Joe Bruin will be on a NIH Fellowship that runs from January 2011- December 2013. The NIH Fellowship pays Joe Bruin \$2,000 per month.

The department updates Joe Bruin's information in EDB, adding a 3253 appointment for January 1, 2011- August 31, 2011 (appointment end date).

July 2011 – Joe Bruin receives an offer letter for reappointment from September 1, 2011-August 31, 2012. The department submits all the reappointment paperwork to OPVSS.

In this situation, the department would submit the following regarding Form 10 sequencing:

**December 2010** – A Form 10 for January through June 2011 payments which fall under 2010-2011 fiscal year re: 3253 appointment for January through August 2011. Remaining payments for July/August 2011 would be processed on a separate form. This is due to the appointment overlapping two fiscal periods. (The fiscal year is from July 1-June 30)

UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL										Print	Reset	
UID: <b>123456789</b>		NAME (Last, First, MI): <b>Bruin, Joe</b>				Email: <b>bruin@ucla.edu</b>						
Payee Code: <b>D = Postdoctoral Scholar</b>		Citizenship: <b>US</b>		Visa: <b>C</b>								
<p><b>Submit a "new" form to process payments from Jan-Jun 2011 which fall under fiscal year 2010-2011</b></p>												
AWARD 1												
ACCOUNT INFORMATION	Account --CC-- Fund	Award Type		Fund Name		Authorizing Agency		Award Eligibility		Account ID		
	7 81234 - - - - - 87890	S = Stipend		NIH		FG - Federal Gov.		M = Merit				
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year		Total Award Amount		COMMENTS						
	N = New	2010-11		\$12,000.00		Cover payments from Jan-June 2011 which fall under fiscal year 2010-2011.						
QUARTERLY PAYMENTS		Fall Quarter		Winter Quarter		Spring Quarter						
MONTHLY PAYMENTS												
	July	August	September	October	November	December	January	February	March	April	May	June
\$							\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
AWARD 2												
ACCOUNT INFORMATION	Account --CC-- Fund	Award Type		Fund Name		Authorizing Agency		Award Eligibility		Account ID		
	7 - - - - - - - - - -											
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year		Total Award Amount		COMMENTS						
		2010-11		\$0.00								
QUARTERLY PAYMENTS		Fall Quarter		Winter Quarter		Spring Quarter						
MONTHLY PAYMENTS												
	July	August	September	October	November	December	January	February	March	April	May	June
\$												
Form Completed by: <b>Green Lantern</b>		Date: <b>12/1/10</b>		Phone: <b>x12345</b>		Email: <b>lantern@ucla.edu</b>						
Department: <b>Comic Sciences</b>		Department PS Code: <b>1234</b>										
Name of Graduate Advisor, P.I., Chair or Dean: <b>Superman</b>												
Signature of Graduate Advisor, P.I., Chair or Dean		Date										
Please print, obtain departmental signature, and mail or deliver completed form to: Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401. Graduate Division Use Only												
Graduate Division Signature										Date		

**March 2011** – A new Form 10 for July 2011-August 2011 to cover remaining payments under the new fiscal year 2011-2012 which overlap the current 3253 appointment from January through August 2011.

UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL										Print	Reset	
UID: <b>123456789</b>		NAME (Last, First, MI): <b>Bruin, Joe</b>				Email: <b>bruin@ucla.edu</b>						
Payee Code: <b>D = Postdoctoral Scholar</b>		Citizenship: <b>US</b>		Visa: <b>C</b>								
<p><b>Process July/August 2011 stipends as "new" since they fall under a new fiscal year.</b></p>												
AWARD 1												
ACCOUNT INFORMATION	Account --CC-- Fund	Award Type		Fund Name		Authorizing Agency		Award Eligibility		Account ID		
	7 81234 - - - - - 87890	S = Stipend		NIH		FG - Federal Gov.		M = Merit				
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year		Total Award Amount		COMMENTS						
	N = New	2011-12		\$4,000.00		Cover payments from July-August 2011 which fall under fiscal year 2011-2012						
QUARTERLY PAYMENTS		Fall Quarter		Winter Quarter		Spring Quarter						
MONTHLY PAYMENTS												
	July	August	September	October	November	December	January	February	March	April	May	June
\$	2,000.00	2,000.00										
AWARD 2												
ACCOUNT INFORMATION	Account --CC-- Fund	Award Type		Fund Name		Authorizing Agency		Award Eligibility		Account ID		
	7 - - - - - - - - - -											
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year		Total Award Amount		COMMENTS						
		2011-12		\$0.00								
QUARTERLY PAYMENTS		Fall Quarter		Winter Quarter		Spring Quarter						
MONTHLY PAYMENTS												
	July	August	September	October	November	December	January	February	March	April	May	June
\$												
Form Completed by: <b>Green Lantern</b>		Date: <b>3/1/11</b>		Phone: <b>x12345</b>		Email: <b>lantern@ucla.edu</b>						
Department: <b>Comic Sciences</b>		Department PS Code: <b>1234</b>										
Name of Graduate Advisor, P.I., Chair or Dean: <b>Superman</b>												
Signature of Graduate Advisor, P.I., Chair or Dean		Date										
Please print, obtain departmental signature, and mail or deliver completed form to: Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401. Graduate Division Use Only												
Graduate Division Signature										Date		

**July 2011** – A revised Form 10 to include the period September 2011- June 2012. The updated Form 10 will show payment requests for July 2011-June 2012. The July/August 2011 payments represent the remaining payment under the initial 3253 appointment (January-August 2011). Payments from September 2011-June 2012 correspond to the reappointment from September 2011-August 2012 which fall under the 2011-2012 fiscal year.

**UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL** Print Reset

UID: **123456789** NAME (Last, First, MI): **Bruin, Joe** Email: **bruin@ucla.edu**

Payee Code: **D = Postdoctoral Scholar** Citizenship: **US** Visa: **C**

Since payments are being added and are within the same fiscal year, the form is considered a revision.

**AWARD 1**

ACCOUNT INFORMATION	Account - CC - Fund	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Account ID					
	7 81234 - 67890	S = Stipend	NIH	FG - Federal Gov.	M = Merit						
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
	R = Revision	2011-12	\$24,000.00	Submitting remaining payments which cross into 2011-2012 fiscal							
QUARTERLY PAYMENTS											
Full Quarter		Winter Quarter		Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

**AWARD 2**

ACCOUNT INFORMATION	Account - CC - Fund	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Account ID					
	7 - - - - - - - - - -										
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
		2011-12	\$0.00								
QUARTERLY PAYMENTS											
Full Quarter		Winter Quarter		Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Form Completed by: **Green Lantern** Date: **7/1/11** Phone: **x12345** Email: **lantern@ucla.edu**

Department: **Comic Sciences** Department PS Code: **1234**

Name of Graduate Advisor, P.I., Chair or Dean: **Superman**

Signature of Graduate Advisor, P.I., Chair or Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144601. Graduate Division Use Only

Graduate Division Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**March 2012** – A new Form 10 for the period July 2012-August 2012 to cover the remaining payments that fall within the 2012-2013 fiscal year. These are final payments related to the September 2011 – August 2012 appointment which overlap two fiscal periods.

**UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL** Print Reset

UID: **123456789** NAME (Last, First, MI): **Bruin, Joe** Email: **bruin@ucla.edu**

Payee Code: **D = Postdoctoral Scholar** Citizenship: **US** Visa: **C**

Since the payments for July/August 2012 are within a new fiscal year, submit as "new".

**AWARD 1**

ACCOUNT INFORMATION	Account - CC - Fund	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Account ID					
	7 81234 - 67890	S = Stipend	NIH	FG - Federal Gov.	M = Merit						
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
	N = New	2012-2013	\$4,000.00	Submitting remaining payments which cross into 2012-2013 fiscal							
QUARTERLY PAYMENTS											
Full Quarter		Winter Quarter		Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$ 2,000.00	\$ 2,000.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

**AWARD 2**

ACCOUNT INFORMATION	Account - CC - Fund	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Account ID					
	7 - - - - - - - - - -										
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
		2011-12	\$0.00								
QUARTERLY PAYMENTS											
Full Quarter		Winter Quarter		Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Form Completed by: **Green Lantern** Date: **3/1/12** Phone: **x12345** Email: **lantern@ucla.edu**

Department: **Comic Sciences** Department PS Code: **1234**

Name of Graduate Advisor, P.I., Chair or Dean: **Superman**

Signature of Graduate Advisor, P.I., Chair or Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144601. Graduate Division Use Only

Graduate Division Signature: \_\_\_\_\_ Date: \_\_\_\_\_