IF YOU ARE DOING DECISION AT SAME TIME, YOU CAN COMPLETE THE FORM FROM THE READER WHILE YOU DO THE DECISION.

In order to submit the funding form for an admitted student, you will need to look them up in the Search Database.

Click on the student for whom you are doing funding request.

Click on the Read Application link.

Add to queue.
Click on Review Form/Send to Bin.

Click on Grad – State Funding Offer form.
All of these questions are required. And all of them will merge into an offer letter for the student. For example:

The description of the position will then merge into what is bold here so please make it a description that would follow the words “Your assignment would be”...

Your assignment would be teaching COM 123.

If you are finished and want to submit the form back to Graduate Education for the offer letter to be created, click SUBMIT FUNDING OFFER - YES.

We will then generate the letter to be posted in the applicants portal. There is a link in the letter for the student to accept the offer. All of this is available by query for you to check whether the student has accepted.

Documentation for that process to follow.