

# Student Prize/Award & Undergraduate Stipend Request

Your Financial Unit Manager must submit the form with their approval to [osfa@vanderbilt.edu](mailto:osfa@vanderbilt.edu). If a payment to an individual is over \$10,000, your Business Unit Entity Approver must also submit approval via email.

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This form is fillable and must be completed and submitted in PDF format. Do not print the form to handwrite your request.

## Award Name/Description

Total Award Amount per Recipient

# of Payments per Recipient

First Payment Month

Payment Type\*

Term \*\*

Calendar Year \*\*

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## Travel Awards

Check here if your payment request includes funding for travel

If travel funding is included, check here if you have obtained appropriate approval to use these funds for travel

## Summer Awards

Summer funds are not released to students until June 7th. If summer funds on this request need to be released before June 7th, check this box and the payment will be released as soon as possible

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\*Payment Type "Travel/Research funding" refers to awards to students to provide funds to cover expenses the student will incur

\*\*If the payment is a prize earned from a contest, enter the term and calendar year the contest was completed. If the payment is for student travel/research funding, enter the term and calendar year in which the student is expected to incur the expenses related to the travel or research.



