

# Fellowship Implementation Spreadsheet Instructions - Academic Year 17-18

Last Updated: 01/24/2018

## FILLING OUT THE FORM

*\*Note, there are comments within the form, [ ] please review them for additional guidance*

### 1 "GENERAL INFORMATION" SECTION 1.

1. Fill out cells C7-C13 (Name, etc.) completely

GENERAL INFORMATION	
1.	First
	Last
	CWID
	Email
	Department
	Submission Date
	Contract Term
	Select

### 2 "FELLOWSHIP FUNDING SOURCES" SECTION 2.

FELLOWSHIP FUNDING SOURCES			
2.	Index Code	Account	Award
			-
			-
			-
			-
	Total	\$ -	

Use The following account codes  
5565 Living Expenses  
5566 Tuition, Fees, Insurance, etc.

- 2a. Enter your index code for all funding sources you will use
- 2b. Enter the account code (if student owes Tuition/Fees/Insurance the Fellowship will be spent against that deficit first)
- 2c. Enter the amount of funding associated with the index

### 3 "APPROVALS AND SPECIAL NOTES" SECTION 3.

APPROVALS AND SPECIAL NOTES	
3.	Approvals
	Enter Department Contact Name in this cell
	Enter Advisor/Supervisor Name in this cell
	Select
	COMMENTS

- 3a. Enter Department Contact Name (B34)
- 3b. Enter Advisor/Supervisor Name (B35)
- 3c. Select College (if outside of a college, type in appropriate office/department name) (B36)
- 3d. Enter comments
- 3e. Send electronic Excel file to [Student.Contracts@mines.edu](mailto:Student.Contracts@mines.edu)

Example of finished form:

Fellowship Implementation Spreadsheet For Academic Year: 2017-2018						
GENERAL INFORMATION						
<b>1.</b>	First	Best				
	Last	Ever				
	CWID	10101000				
	Email	<a href="mailto:bestever@mymail.mines.edu">bestever@mymail.mines.edu</a>				
	Department	Applied Math and Statistics				
	Submission Date	1/24/2018				
	Contract Term	Spring				
FELLOWSHIP FUNDING SOURCES						
<b>2.</b>	Index Code	Account	Award			
	210211	5566	2,000.00			
	210212	5565	1,500.00			
			-			
			-			
			-			
	Total			\$ 3,500.00		
<table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 2px;">Use The following account codes</td> </tr> <tr> <td style="padding: 2px;">5565 Living Expenses</td> </tr> <tr> <td style="padding: 2px;">5566 Tuition, Fees, Insurance, etc.</td> </tr> </table>				Use The following account codes	5565 Living Expenses	5566 Tuition, Fees, Insurance, etc.
Use The following account codes						
5565 Living Expenses						
5566 Tuition, Fees, Insurance, etc.						
APPROVALS AND SPECIAL NOTES						
<b>3.</b>	Approvals	COMMENTS				
	Clearas Mudd	Student has an opportunity to further research efforts. Fellowship will assist with tuition/fees and provide for some living expenses.				
	Dr. Calculus III					
	CECS					