

STIPEND REQUEST SUBMISSION AND APPROVAL

QUICK START

Purpose: This guide provides step-by-step instructions for completing and approving the FREVVO Stipend Request Form.

Who does what: Use the chart below to identify each reviewer in the approval path and the responsibility assigned to that role.

Role	Responsibility
Stipend Requestor	Initiates and completes the stipend request in FREVVO.
Department Budget Check (Chair/Director)	Confirms budget availability and departmental funding details.
Grant Funded or Donor Restricted Review (if applicable)	Reviews the request when grant or donor-restricted funds are being used.
VP Review	Reviews and approves the request at the divisional level.
Compensation Review (HR Director)	Reviews the stipend for compensation and policy compliance.
Finance Review (VPFA)	Performs final financial review and approval.

STANDARD WORKFLOW

- Department identifies the stipend need and confirms the work to be performed.
- Requestor initiates the stipend request in FREVVO. Form can be found [here](#).
- Department Budget Check (Chair/Director) reviews budget details and funding source.
- Grant/Donor Review occurs only when restricted funding is involved.
- Vice President reviews and approves.
- HR Director reviews compensation implications.
- VPFA completes final finance review.

IMPORTANT RULES

- Use this process for stipend requests submitted through FREVVO.
- The recipient email address should be the employee's Marywood email address.
- If a job description is attached, the Description field may state "See attached." Otherwise, provide a full description of the work to be performed.
- If the stipend spans more than one fiscal year, submit one request for the current fiscal year and a separate request for the next fiscal year.
- Restricted or grant-funded stipends may require additional review.
- Approval of the form does not guarantee payment until all required reviews are complete.

STEP 1: REQUESTOR

The [FREVVO Stipend Request Form](#) begins with the Requestor. The Requestor completes the initial information and routes the form to the next reviewer.

- Complete the recipient's first and last name.
- Enter the recipient's email address. This should be a Marywood email address.
- Enter the stipend title.
- Answer the question asking whether this is for Academic Affairs.

- In the Description section, enter “See attached” if a job description is being uploaded. If no job description is attached, provide a full and complete description of the work the individual will perform.
- Enter the stipend start date and end date.
- If the stipend spans more than one fiscal year, complete one request for the current fiscal year and a separate request for the next fiscal year.
- Answer the Regulatory Compliance question. If the answer is Yes, list the applicable MSCHE standard.
- Enter the supervisor’s name and Marywood email address.
- Click Continue to route the form to the Supervisor.

STEP 2: DEPARTMENT BUDGET CHECK (CHAIR/DIRECTOR)

After the Requestor submits the form, an email is sent to the person listed as the Supervisor Responsible. The form will already contain the information the Requestor entered. The reviewer then completes the budget and funding details.

- Enter the 6-digit department budget number.
- Choose the appropriate option from the Payment Structure dropdown. Choices are: Lump Sum (payment upon completion of work) or Normal Pay Schedule.
- Enter a description of the Evaluation Method / Documentation that will confirm the work was completed.
- Enter the amount to be paid through June 30 of the current fiscal year.
- If the stipend spans more than one fiscal year, only enter the amount applicable to the current fiscal year on that request and year, and enter another, separate request for the next fiscal year.
- Choose the appropriate Funding Source from the dropdown menu. Choices are: Operating Budget, Grant, Donor-Restricted Funds, Fundraising. If the choice is anything other than Operating Budget, you will need to provide the Name of Funding Source.
- Enter the email address for the Vice President responsible for the next approval.
- Digitally sign the form.
- Submit the form to route it to the next reviewer.

STEP 3: GRANT FUNDED OR DONOR RESTRICTED REVIEW (IF APPLICABLE)

The Fiscal Service Office will review to ensure this is an allowable cost within the Grant and Donor parameters.

STEP 4: VP REVIEW

The Vice President reviews the request after departmental review.

- Review the purpose of the stipend and the business need.
- Confirm that the request is appropriate for the division.
- Review the proposed amount and funding source.
- Approve the request or return it for correction as needed.

STEP 5: COMPENSATION REVIEW (HR DIRECTOR)

The HR Director reviews the request to confirm that the stipend is appropriate from a compensation and policy standpoint.

STEP 6: FINANCE REVIEW (VPFA)

The Vice President for Finance and Administration completes the final financial review.

Avoid Delays – Check Before Submitting

Recipient name and Marywood email address are correct.

Description is complete, or a job description is attached.
The start and end dates for each request submitted fall within a single fiscal year.
Budget number and funding source are correct.
The amount entered is limited to the current fiscal year on that request.
Supervisor and Vice President email addresses are correct.

FINAL NOTES

- Incomplete forms may be returned for correction.
- Additional documentation may be requested during review.
- More guidance may be issued as the process evolves.