***DEPARTMENT LETTER HEAD***

 A cover letter will also be required along with the attached stipend template and should include the following –

To:                             Budget Office in Sponsored Programs

From:                        PI or PD name (signature)

Title & Department

Subject:                    Stipend Payments for “Program name”

Semester:                 Identify Semester and payment months (example: Payments to cover Fall 2020 semester for the month of September)

Paragraph:               Descriptive Summary of the program

|  |
| --- |
| Budget information: FOAP (Index, Fund, Account and Program) |
| **FOR ACCOUNT NUMBER** –  |
| UNDERGRADUATE STUDENTS – 12042 |
| GRADUATE STUDENT – 12043 |