GA-FEL Spreadsheet Instructions

1. Please complete and submit this form electronically (as an attachment) to gradassfellowdata@unl.edu as soon as possible, preferably by May 31, 2016.
2. All Fellowships (including Edgrens) and Graduate Assistantships need to be listed.
3. Graduate Assistantships –
   - Please list student last name, first name, student ID, residency if known
   - state if the person is on an assistantship, will they be eligible to receive tuition
   - the amount of the Graduate Assistantship does NOT need to be entered

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
<th>ASSISTANTSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT NAME (Last, First)</td>
<td>NUID</td>
</tr>
<tr>
<td>Public, Jane Q.</td>
<td>12345678</td>
</tr>
<tr>
<td>Student, George</td>
<td>87654321</td>
</tr>
</tbody>
</table>

4. Fellowships
   - enter the name of the Fellowship
   - enter the amount of the monthly stipend
   - enter the begin date (drop-down box available)
   - enter the end date (drop-down box available)
   - enter the number of payments
   - “Total Amount to pay” will calculate based on previous information entered,
     Review amount “Total Amount to pay" for accuracy
   - if fees are paid by the fellowship, use Y/N

Example in green: Tom Smith has been awarded a John Doe Fellowship for $5000 for the 2016-17 academic year and a Departmental Fellowship of $200 to be paid once in the fall ($100) and once in the spring ($100). The John Doe Fellowship will pay the tuition and fees.

Example in orange: If a student receives an Edgren Fellowship, we only need the name of the fellowship as well as the person’s name and ID.