HMSC Student Award Management FAQs
So I got an award - now what?

How can I spend my Award?
- In a few weeks, you will get a letter of agreement from the Research Office financial team in which you will agree to spend your award dollars in accordance with the budget you submitted in your award proposal. Once this agreement is fully signed, you will be provided a university index number and activity code which you can use to make your purchases. You are responsible for accounting for all expenditures spent on your project.

What do I need to do to get my tuition payments?
- Based on your approved budget, the requested tuition dollars will the released to your student account for the term indicated. No further action is required from you.

How do I get my stipend payments?
- If you are set up for direct deposit, the requested stipend dollars will be deposited in your account. If you do not have direct deposit set up, you will work with the Research Office financial team to be set up as a vendor and your payment will be mailed as a paper check to the address you provide.

How do I use BennyBuy?
- Using BennyBuy is a great way to buy supplies and equipment. BennyBuy is Oregon State University's electronic procurement (eProcurement) system. BennyBuy allows faculty and staff to search and shop online for products and services from OSU's contracted suppliers, sometimes at a discounted price, using your award index and activity code. Here is information on How to use BennyBuy.

How do I use Concur?
- All travel and non-travel employee reimbursements are processed through Concur. Here is information on how to use Concur -
  General Information: https://fa.oregonstate.edu/controllers-unit/travel-and-expense
  Travel & Expense Process Documents: https://fa.oregonstate.edu/controllers-unit/travel-and-expense/training/process-documents
  Travel & Expense Tip Sheets: https://fa.oregonstate.edu/controllers-unit/travel-and-expense/tip-sheets
- The above links will provide information for items such as:
  - how to ask for reimbursement for your **out-of-pocket expenses**
  - how to complete expense reports when using an **OSU Credit Card**
  - how to complete pre-travel requests and book all **travel**, including air travel and hotels

- Remember when you use Concur, please write your index, activity code, and connect the item to your approved budget on your receipts before you scan them into Concur expense report.
- If you are experiencing issues with completing your travel or expense report, please contact the Travel & Expense office at travel@oregonstate.edu.

How do I make a change to my approved award budget?
- If you wish to make significant changes to your approved budget (defined as reallocations among categories >10% or adding categories not in the proposal) you must have prior approval from the HMSC Director's Office. The *Award Budget Alteration Request Forms* can be found on the HMSC Scholarship page.
- In the Award Budget Alteration Request Forms, you will be asked for the award details and to upload a PDF of your approved budget and your proposed new budget. You will also be asked to provide a budget alteration justification.
- Summiting a request does not guarantee your request will be approved. After you submit your request, someone will get back to you shortly with any questions or with a request status notification.
- It is important to have a budget alteration request approved BEFORE you spend any money in the altered categories. Some budget alterations cannot be approved, and in those cases, YOU will be responsible for those costs.

Can I extend my Award?
- When circumstances prevent you from spending the full awarded amount in the allotted amount of time, you may request an extension. Extension requests can be made at any time but must be made before **April 1** of the year the award period is scheduled to end. Awards can be extended for up to one additional year. The *Award Extension Request Forms* can be found on the HMSC Scholarship page.

What are the reporting requirements for my award?
1. Award Annual Report
   - For two-year awards, an annual report must be completed each year during your award period, including years during an award extension. Reports are due May 31 of each year during your award period. For one-year awards, only a final report is required.

2. Award Final Report
   - A final award report <u>must be</u> completed when your award period ends. Reports are due May 31 during the last year of your award period.

3. Annual Markham Symposium
   - Awardees will be required to participate in the annual Markham Symposium. At the start of your award period, you will need to show a research poster and at the end of your award, you will need to give a research ignite talk.
   The Markham Symposium is held annually on the third Thursday in June.