Stipend bank usage - the stipend bank may only be used for student stipend support. In order to use the program's stipend bank please request approval from the Divisional Dean with cc to Michelle LaCourt.

Step	Person Responsible
Documenting the process for the Intranet including any updates after lessons learned-- sharing it with the team for review and approval and then posting it to the Intranet; also serves as the first line for questions from the college, Graduate School or University.	Process Owner: Megan Fitz Team: Tiarra Lax-Walker (Humanities), Megan Fitz (Social Sciences), Becky Badger (Arts), Michelle LaCourt (Finance & Administration) **Approvers: Michelle and Associate Deans**
Serves as first line of questions to the Dean's Office	Divisional Sr. Administrative Coordinators
Issuing the annual letters to PhD programs	Divisional Deans and Michelle LaCourt **Approval: Sarah Mustillo**
Sending letters of admittance	Programs Approvers: The Graduate School
Building jobs	Programs **Approver: Michelle LaCourt**
Processing Separation	Programs **Approver: Michelle LaCourt**
Initiate expense report on behalf of the graduate student and include comments on the remaining balance of the R&PD fund; submit to Dean's Office for review and approval	Programs Approvers: Divisional Sr. Administrative Coordinators
Reviewing, approving R&PD expense reports and tracking usage in OnBase; informing program if an error exists by contacting department and then updating total in the expense report comments on with the correct remaining balance	Divisional Sr. Administrative Coordinators
R&PD usage guidance	Michelle LaCourt and Associate Deans **Approvers: Michelle LaCourt and Associate Deans**
Library Carrels assignments	Becky Badger
Publishing and coordinating training schedule	Megan Fitz **Approvers: Michelle LaCourt and Associate Deans**