

Graduate Student Award Authorization (GSAA) Form

Helpful Handout for PI's and Budget Officers

- I. You will receive an email from Grad Funding if you are listed as the PI or the Budget Officer of a fellowship award given to a student. The email will contain a link for you to log onto OnBase, which is the electronic database system used by the Graduate Division.

Dear | Professor X

Graduate Student Award Authorization (GSAA) 1042898 for [redacted] pending your review as PI.

GSAA Summary

Student: [redacted]
Period of Support: Summer-1819
Award: Childcare Reimbursement Award
Total: \$1,650.00

Please approve or deny this form within 2 business days.

To access this form, please follow the link below. It will direct you to the OnBase document management system used by the Graduate Division. Please use your UCM Net ID and password to log in. By default, your UCM Net ID will display in all capital letters, so do not turn on your Caps lock. Your password will be case sensitive so proceed to enter as you would normally.

<https://UCMERCED.onbaseonline.com/1801AppNet/Workflow/WFLogin.aspx?LifeCycleID=126&QueueID=221&DocID=1042898>

If you receive an error when clicking on the link above, copy and paste the URL into **one of the following supported browsers**.

Browser	Version
Google Chrome	57 and newer
Microsoft Edge	EdgeHTML 14 and newer
Mozilla Firefox	52 and newer
Mozilla Firefox ESR	52
Microsoft Internet Explorer	11
Apple Safari	9.1.x, 10.0.x, 10.1.x, 11.0.x, 11.1.x

Note: Approving as the PI or Budget Officer follows the same process.

Click on the blue hyperlink. If it doesn't work, copy and paste the link to a new browser.

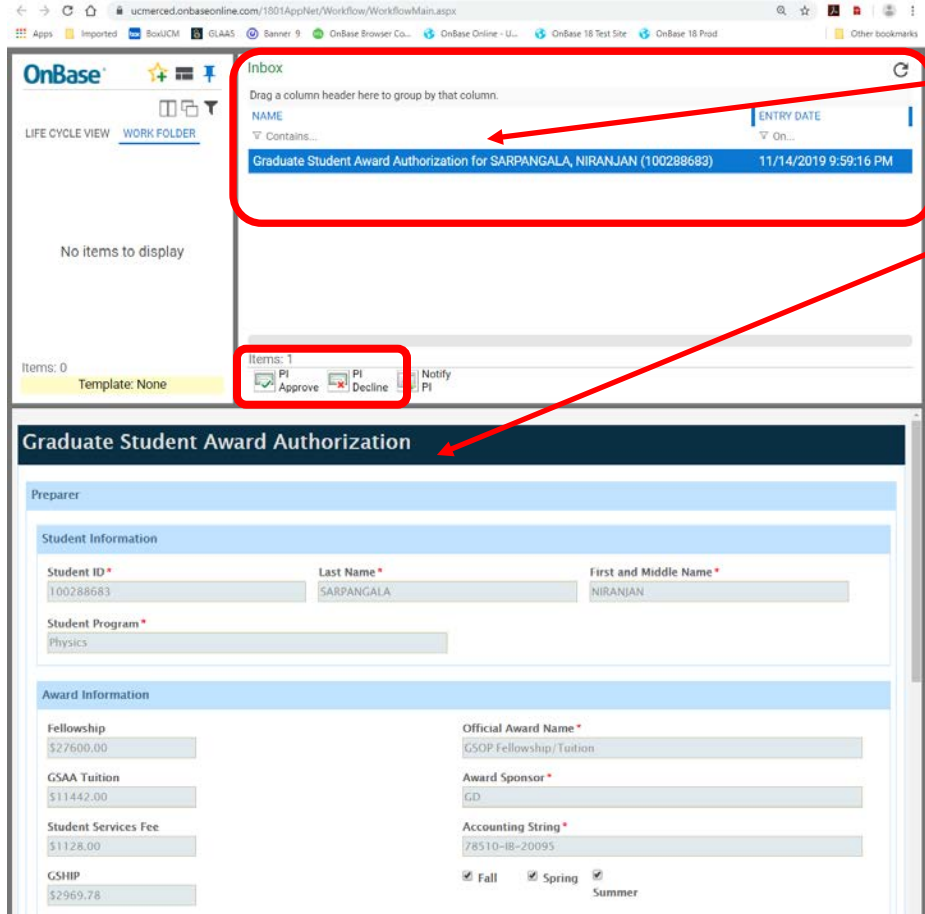
- II. Log in using your UCM credentials.

UCM Net ID [redacted]
[redacted]
Login

Powered by **OnBase** by Hyland

Your username will display in all Caps. Do not turn on Caps lock.

III. After you log in, it will take you to your **inbox** where you can review the GSAA and any other GSAA's that still needs your approval as the PI or Budget Officer.




The screenshot shows the OnBase interface. At the top, the 'Inbox' is highlighted with a red box. It contains a table with columns for 'NAME' and 'ENTRY DATE'. A single entry is visible: 'Graduate Student Award Authorization for SARPANGALA, NIRANJAN (100288683)' with an entry date of '11/14/2019 9:59:16 PM'. Below the inbox, the 'Items: 1' section shows 'PI Approve' and 'PI Decline' buttons. The main form, 'Graduate Student Award Authorization', is shown below. It has sections for 'Preparer', 'Student Information', and 'Award Information'. The 'Student Information' section includes fields for Student ID (100288683), Last Name (SARPANGALA), and First and Middle Name (NIRANJAN). The 'Award Information' section includes fields for Fellowship (\$27600.00), GSAA Tuition (\$11442.00), Student Services Fee (\$1128.00), GSHP (\$2969.78), Official Award Name (GSOP Fellowship/ Tuition), Award Sponsor (GD), and Accounting String (78510-IB-20095). There are also checkboxes for Fall, Spring, and Summer.

If you have several forms to approve they will appear here. Select the form you want to review, it will display in the lower half of your browser

Scroll down to see the entire form.

After reviewing the form, select the PI Approve /Budget Officer Approve or PI Decline/ Budget Officer Decline button.

IV. After you make your selection, the form will disappear from your inbox. There is no further action needed and an email confirmation will be sent.



The screenshot shows a browser tab titled 'Graduate Studies GSAA: Preparer'. The close button (X) in the upper right corner of the browser window is highlighted with a red box.

To exit the form completely click on the **X button** in the upper right hand corner of your browser.