Before PAYING Awards...

Review these Reminders for SAFE Funders

• View the student’s **project history**. Make sure the student is not being overfunded. Adjust your award accordingly.

  • The student may have received awards from other sources since the time you offered your department’s award.
  • The student may have duplicate applications for the same activity.

• If the student is traveling, look for the green approved note in the travel information section of their project (on the pay awards page & projects list).

  • **If the travel request status is pending, do not pay the award until it is**. You could reach out to remind the student to register the trip in Concur. Check with Beth Zawodniak if you are unsure.
New on the SAFE Pay Awards’ Page...

When paying awards, you now have the option of selecting a “funding purpose option”. Please take care to select the appropriate option for the payments you are making.