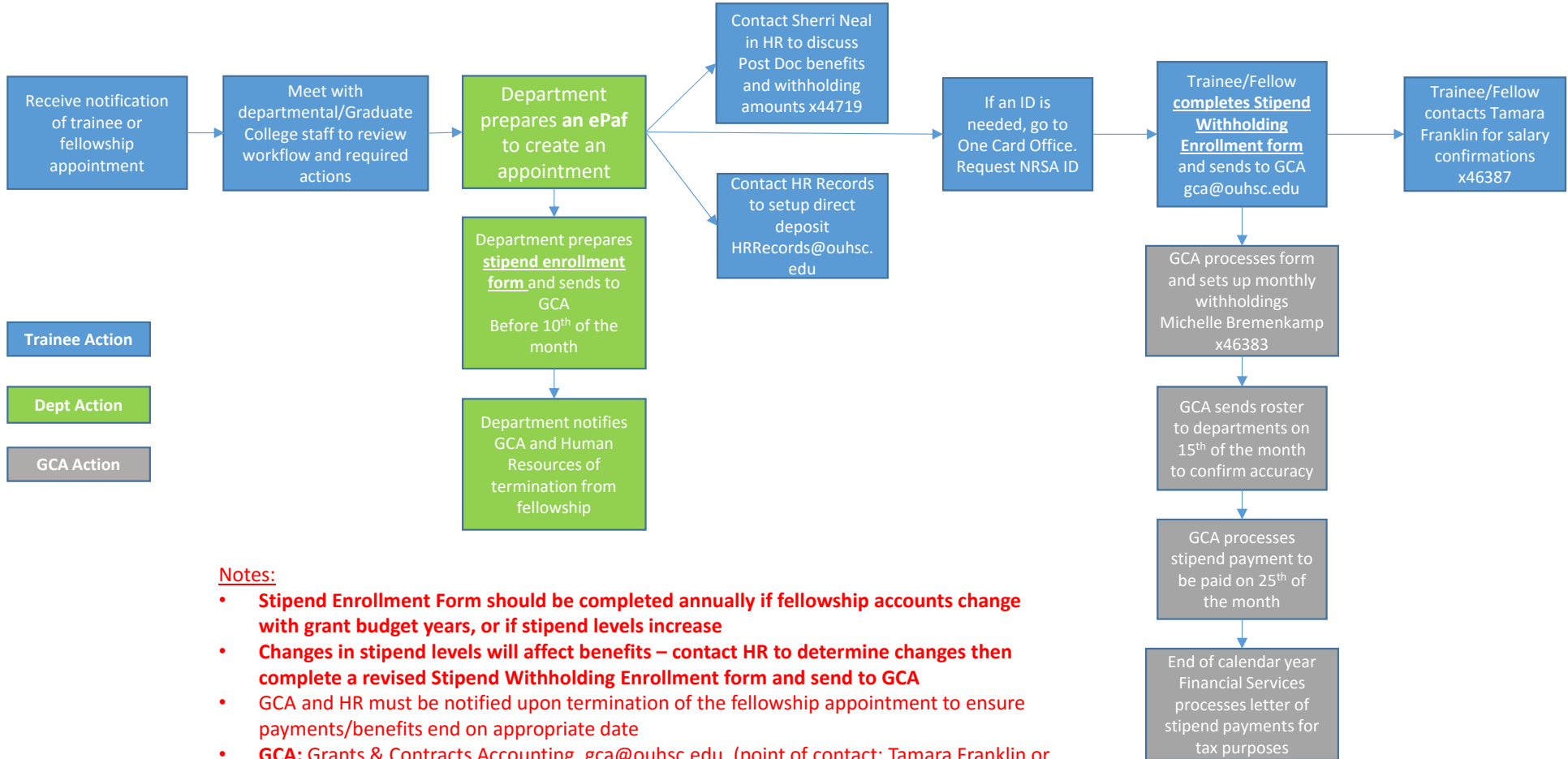


NRSA / NSF Trainees – Onboarding Workflow at OUHSC



Notes:

- **Stipend Enrollment Form should be completed annually if fellowship accounts change with grant budget years, or if stipend levels increase**
- **Changes in stipend levels will affect benefits – contact HR to determine changes then complete a revised Stipend Withholding Enrollment form and send to GCA**
- GCA and HR must be notified upon termination of the fellowship appointment to ensure payments/benefits end on appropriate date
- **GCA:** Grants & Contracts Accounting, gca@ouhsc.edu. (point of contact: Tamara Franklin or Michelle Bremenkamp)
- **HR:** Human Resources, HRRecords@ouhsc.edu. (point of contact: Sherri Neal)
- **Graduate College:** gradcollege@ouhsc.edu. (point of contact: Gillian Air or Michelle Staudt)