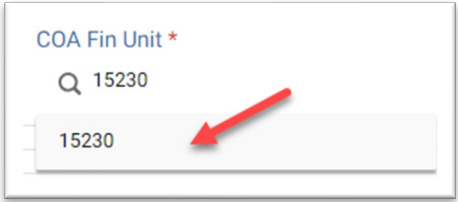
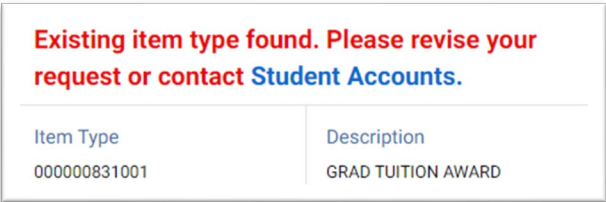


## Requesting a Graduate Award Item Type

Graduate Award item types are those entered into PeopleSoft through the Graduate Award Entry or Graduate Award Mass Load panel. These awards are designated to pay specific fees and cannot be refunded to students.

1. Access Request Form	Navigate to the <a href="#">Item Type Request Form</a> in Kualii.
2. Log in	Log in with your VUNetID and password. User identity will auto-populate the Submitter, Email address & Department fields on the form.
3. How many item types are you requesting?	Enter the number of item types being requested on this submission, which must be in the same financial entity. The maximum is 10 per submission.
4. Review Instructions, as needed	Specifically, review the Usage Option Definitions provided. If there is <b>any</b> question about which should be used for the submission, reach out to the <a href="#">Office of Student Accounts</a> (OSA) for assistance.
5. Usage	Type the first few <b>CaSe-SeNsitiVe</b> characters of the intended usage to get a list of available options and click on the proper selection. If you don't find the option you need, reach out to OSA for assistance.
6. Fund Source	If there is a POET Project number to fund the item type, choose POET. Otherwise, choose COA.
7. For COA Funding	<p>a. Enter the Financial Unit and click on the gray pop-up with that number when it appears. If no pop-up appears, an invalid Financial Unit has been entered.</p>  <p>b. Verify the provided Entity, NAC and Account are correct.</p> <p>c. Enter the Program and Activity.</p>
8. For POET Funding	<p>a. Enter POET Project Number.</p> <p>b. Select POET Task from the drop-down menu. If there are no values in the drop-down, then the Project Number provided is not active.</p> <p>c. Verify the provided Project Org, Expenditure Type, Financial Unit, Entity, NAC and Account.</p> <p>d. Enter the Program and Activity.</p>
9. Existing item type	<p>If an item type with the entered funding already exists, an error message will be displayed, along with the existing item type number and description.</p> 

10. Correcting the form, as needed	<p>For typographical errors: <b>Do not simply type over the incorrect value</b>. Clear the entire field and pause until the validation checker resets, removing any error message (if there is one). You may then re-enter the correct value.</p> <p>To “start over” on a request line: <b>Clear all fields for that request line before re-entering the new information</b>. This allows the form integrations to reset and thereby provide the correct COA values for the new information.</p> <p>To cancel an entire form and all the requests on it: Click on the “Discard” button to the left of the “Submit” button.</p>
11. Approver	<p>From the drop-down menu, select the correct approver for your financial area and wait for it to successfully load. Not all areas will follow the same guidelines for appointing approvers. If you’re unsure of whom to select, contact your CBO or their designee.</p>
12. Submit	<p>Click the “Submit” button in the upper right-hand corner of the screen. After the form is submitted, a button will appear enabling the start of a new form, if needed.</p>

### Processing Timeline:

Upon submission, you will receive a confirmation email with instructions for tracking the status of your submission. The text of the confirmation email is below. Please note that you **will not receive** an email with your item type number.

Also upon submission, the designated Approver will receive an email alert that there is a request requiring their attention. Approved requests are loaded into PeopleSoft from 6:30 – 7:00pm nightly.

**From:** [no-reply@mail.kualibuild.com](mailto:no-reply@mail.kualibuild.com)  
**To:** [item.type.user@vanderbilt.edu](mailto:item.type.user@vanderbilt.edu)  
**Subject:** Item Type Request Submitted

Your item type request has been successfully submitted, and the designated Approver will receive an email requesting their action. Upon approval, Graduate Award item types will be available for use the following day. Item types affiliated with the Office of Student Financial Aid require additional configuration and do not have a set availability timeline.

Approved request information, including current status and assigned item type numbers, can be accessed with PeopleSoft query VU\_SF\_ITEM\_TYPE\_REQUESTS. Simply enter your VUNetID when prompted.

If you wish to review or revisit submission form, they are always accessible in the [Kuali Document Center](#).