

Grant authorizations requests process

To process and request internal grant awards follow the process below:

1. Fill out the corresponding form below
2. Email to phybudget@syr.edu (B.M>) for approval and signature.
3. Email Grant Authorizations forms for Accounting Approval I to Amanda Falter afcretar@syr.edu & cc: genacctg@syr.edu. All requests for refunds or checks must be made in writing by the requesting department and include a copy of this form. Send requests to: Bursar Operations, Attn: Debbie Amedro, damedro@syr.edu.
4. Once confirmation is received. Email the student a short notification. They should receive an email from financial aid notifying them of the change in their financial package.

Undergrad Grant Form: https://bfas.syr.edu/wp-content/uploads/2019/02/Undergraduate_Grant_Authorization_Form.pdf

Grad Grant Form: https://bfas.syr.edu/wp-content/uploads/2019/03/Graduate_Grant_Authorization_Form.pdf