HOWARD
UNIVERSITY
1867

Payment Request for Non-Howard Tuition

Eligibility and Review

Start

The PI/PD determines if an individual meets the eligibility requirements for tuition reimbursement based on the terms and conditions of an award agreement (See Note A)

Is stipend for covering living or training-related expenses? — No → Follow the Research Assistantship workflow

Yes

PI/Designee completes the tuition request in PaymentWorks and provide institution's name, institution's contact email address, and pertinent grant information.

OPC admin reviews request to determine if the institution is already credentialed in the system

Is the institution already Credentialed? — No → Follow the PaymentWorks Supplier Request process to credential/onboard the institution and generate a SIV

Yes

Research & Approval Process

Automated Budget Check

Approved? — No →

Yes

Grant? — No → Follow the non-grant business process

Yes

Is stipend 100% grant funded — No → Payment request is routed to the cost center manager for approval of the non-grant funded portion

Yes

Routed to SPO Post-Award to review, approve payment request, and ensure compliance with the terms and conditions of the award ← Yes — Approved? — No →

Approved? — No →

Yes

SPO Post-Award reviews payment request to ensure appropriate worktags, spend categories, and reporting codes

Approved? — No →

Yes

Request >= $50,000? — Yes → Review and Approval completed by Controller

Approved? — No →

Yes

No

AP Payment Processing

AP verifies information including the recipient's identity, contact details, and preferred payment method to ensure accuracy.

No errors or issues Identified? — No →

Yes

AP issues payment.
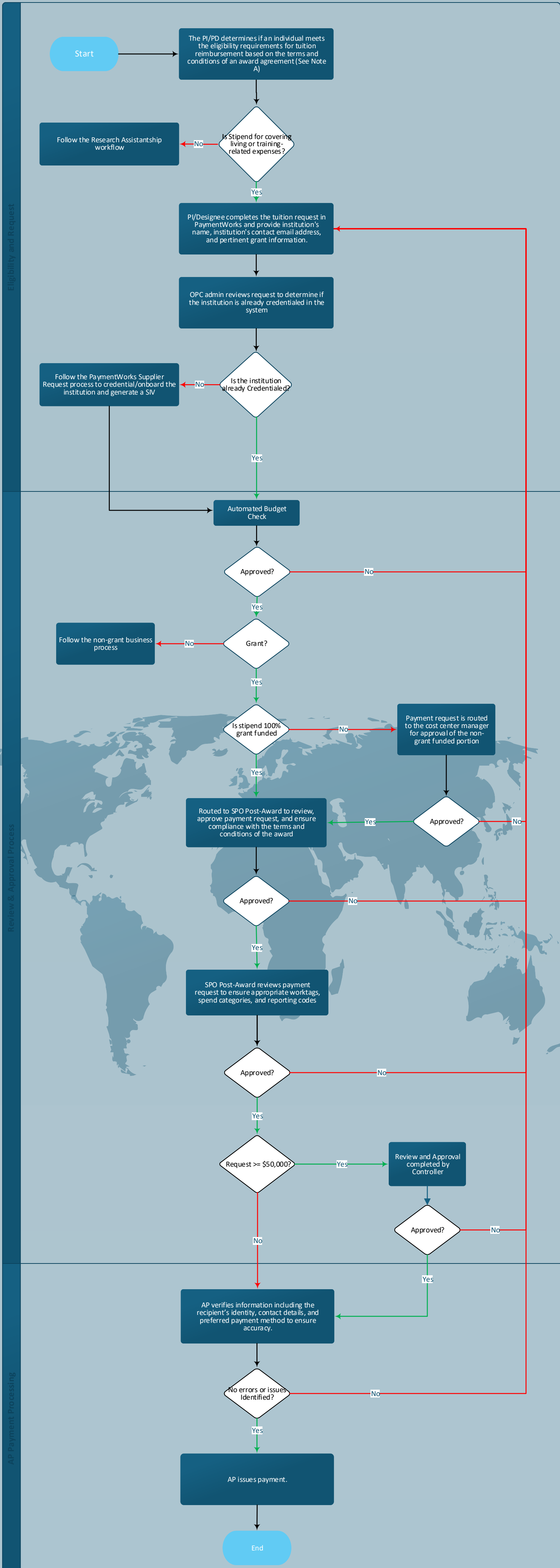
End

Key:
SPO - Sponsored Research Programs
CFO - Chief Financial Officer
OPC - Office of Procurement and Contracting
Key Control

Note A - For individuals (often students or postdocs) supported through training grants (e.g., NIH NRSA)