

Stipend Management Application (SMA)

The web-based application supports the submission and approval of stipend awards as well as tracking and approval of scheduled payments.

Every employee has access to create and submit stipend requests in the application.

Access to be an approver of stipend requests or of scheduled stipend payments is obtained by completing the appropriate sections on the first 2 pages of the “Request for EAS Access/Existing Access Changes” form (found at the link below).

[https://saig.gwu.edu/sites/g/files/zaxdzs1301/f/downloads/Enterprise%20Accounting%20System%20Access%20Form%20\(EAS\)_0.pdf](https://saig.gwu.edu/sites/g/files/zaxdzs1301/f/downloads/Enterprise%20Accounting%20System%20Access%20Form%20(EAS)_0.pdf)

Email the completed form to your finance contact, who will review, approve, and submit it for processing.

To access the Stipend Management Application:

1. Go to [myGW portal](#) .
2. Click on Sign In at the top left corner of the page.
3. Click on the Tools and Resources tab.
4. Click on the Stipend Management Application (SMA) link located at the top right corner in the Enterprise Systems section.

Additional resources are available through [Accounts Payable Services](#).

The application interfaces with the [Enterprise Accounting System \(EAS\)](#) for supplier creation and payment of the stipends. The SMA also interfaces to GWDocuments to store and retrieve attachments to stipends.