



## Activation and Termination Notices

### **Trainee Appointment Award/Trainee Termination Notice**

The principal investigator should send Grants and Contracts Accounting a copy of the **Statement of Appointment of Trainee**. This notice is required before a **Trainee Termination Notice** may be submitted to the sponsor.

### **Research Fellowship Information/Termination Notice**

Research Fellows (e.g., PHS, "Post Doctoral Fellowships") must have the **Research Fellowship Activation Notice** signed by the Office of Sponsored Programs Administration.

The principal investigator should send Grants and Contracts Accounting the **Trainee Termination Notice** after it has been prepared and signed by the fellow or trainee and the program director. Grants and Contracts Accounting verifies the stipend payments on the Statement of Appointment of Trainee with Banner.