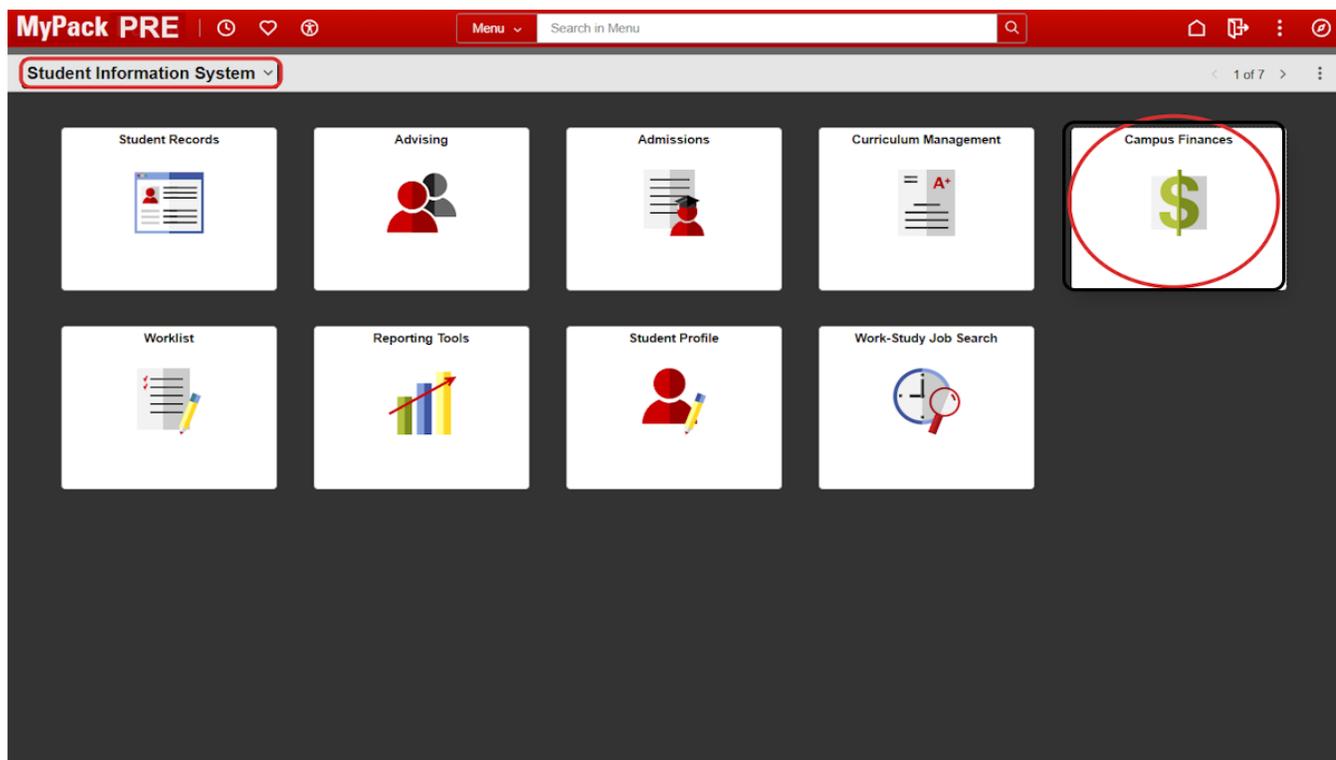


Fellowship Nomination Process in MyPack Portal

This document provides step by step instructions on how to nominate a student for a fellowship and other features in the new Fellowship System in MyPack portal. All DGP's, GSC's and Assoc. Dean's and other designated personnel have access to submit Fellowship nominations. Please contact gradschool-fellowships@ncsu.edu if you or your staff member needs access needs to the system.

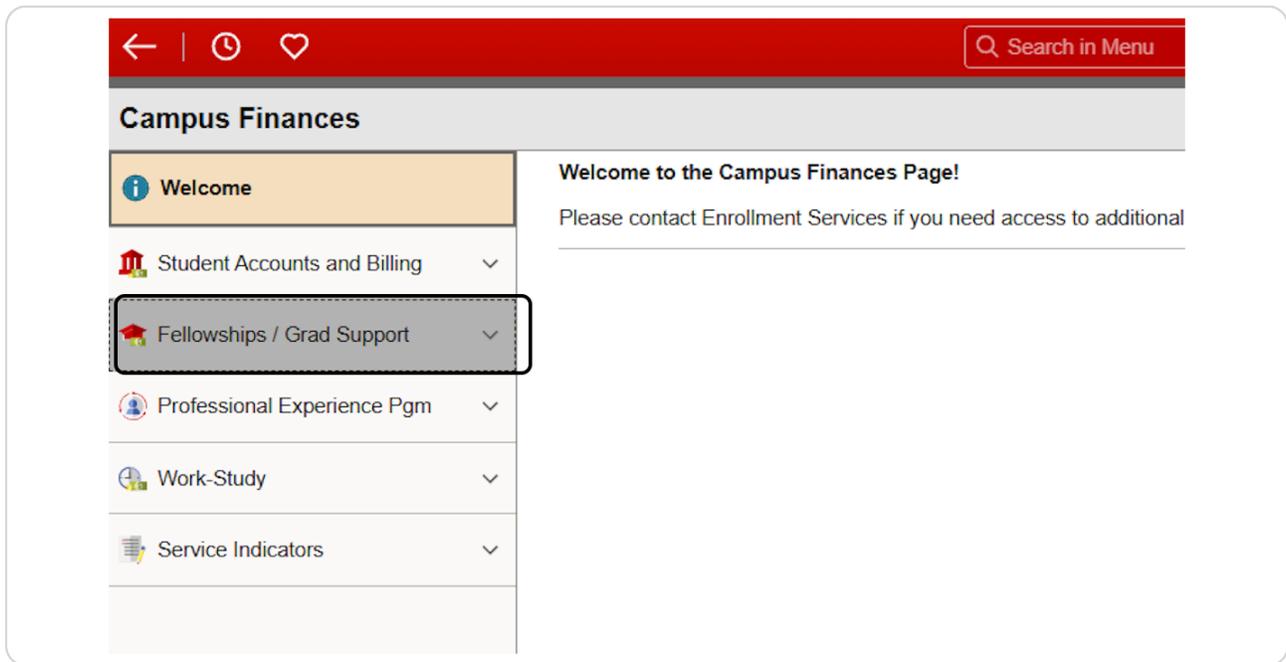
STEP 1

Login in MyPack portal using your credentials. Click on Campus Finances tile. Campus Finance tile is located under the Student Information System menu



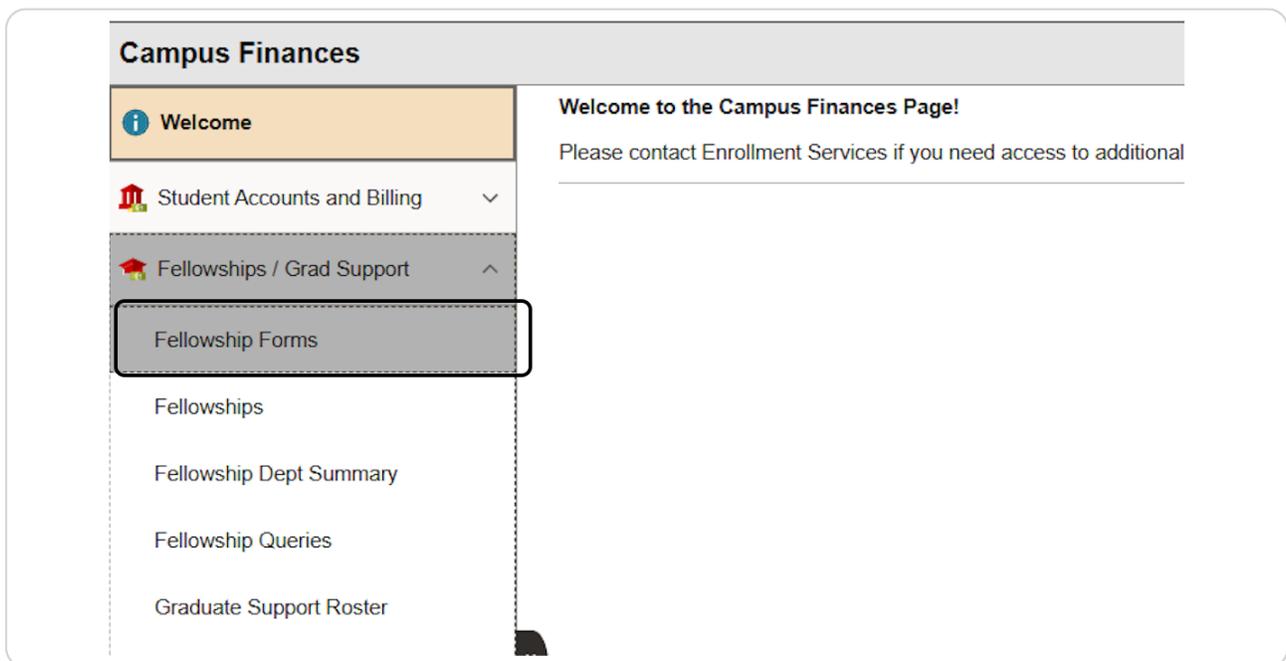
STEP 2

Click on Fellowships / Grad Support



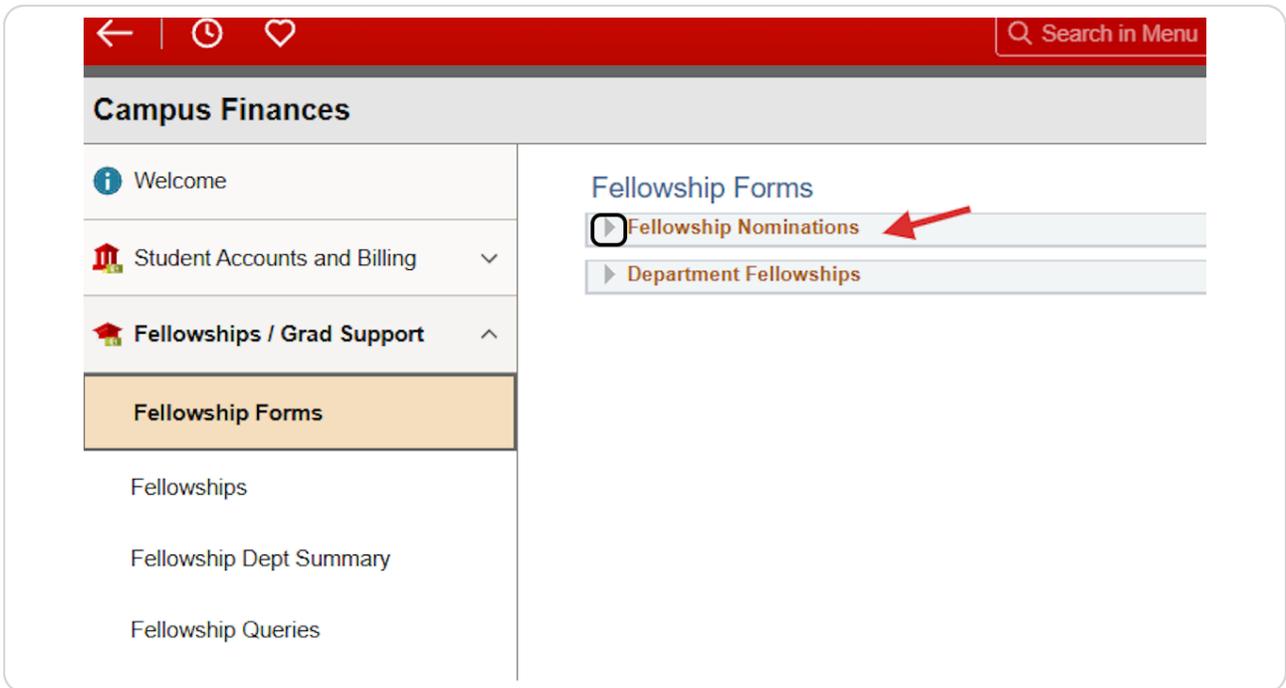
STEP 3

Click on Fellowship Forms



STEP 4

Click the arrow beside "Fellowship Nominations" to expand the section



STEP 5

The Fellowship Forms landing page provides general instructions on how to submit a nomination. Under "Add a Nomination" section, click on "Currently Accepting Nominations for" arrow to see the full list of Fellowships open for receiving nominations.

Students must be nominated by their academic program for fellowships that are administered by the Graduate School. Fellowships that are currently accepting nominations are listed in the 'Add a Nomination' box. Click 'Nominate a Student' to start a new nomination.

Use the fields in the 'Search' box to search for fellowship nominations that have been submitted online since 2025.

Depending on your system security roles, an initial search may have been configured for you.

Search	Add a Nomination
<p>Enter your selections and click Search. Leave fields blank for a list of all forms.</p> <p>Fellowship = <input type="text"/></p> <p>Year <input type="text" value=">="/> <input type="text" value="2025-2026"/></p> <p>Student ID = <input type="text"/></p> <p>Form Status = <input type="text"/></p> <p>Include Withdrawn/Deleted: <input type="checkbox"/></p> <p>College = <input type="text"/></p> <p>Program = <input type="text"/></p> <p>Contact Unity = <input type="text"/></p> <p>Clear Search</p> <p><input type="button" value="Search"/></p>	<p>Nominate a Student</p> <div style="border: 2px solid red; padding: 5px;"><p><input checked="" type="checkbox"/> Currently Accepting Nominations for</p><ul style="list-style-type: none">Andrews FellowshipEmbrexGoodnight Doctoral FellowshipHartman FellowshipHassler FellowshipJerry J Collier ScholarshipWard FellowshipWarren-Wolfpack Club FellowshipWatson FellowshipWells Fargo FellowshipWilkinson Fellowship</div>

STEP 6

Click on "Nominate a Student" link to access the form to enter nomination for any of the Fellowships listed under "Currently Accepting Nominations for" section

nic program for fellowships that are administered by the Graduate School. Fellowships listed in the 'Add a Nomination' box. Click 'Nominate a Student' to start a new

or fellowship nominations that have been submitted online since 2025.

initial search may have been configured for you.

	Add a Nomination
re fields blank for a list of all forms. <input type="text"/> <input type="text"/>	Nominate a Student
<input type="checkbox"/> d: <input type="text"/>	<input checked="" type="checkbox"/> Currently Accepting Nominations for
Clear Search	Andrews Fellowship
<input type="button" value="Search"/>	Embrex
	Goodnight Doctoral Fellowship
	Hartman Fellowship
	Hassler Fellowship
	Jerry J Collier Scholarship
	Ward Fellowship

STEP 7

Enter the 9 digit ID for the Student/Applicant you want to nominate.

Search in Menu

Submit Fellowship Information

Student ID 

Acad Year

Nominate for

[Nominat](#)

Billing

Support

Look Up Student ID

ID

Unity ID

Last Name

First Name

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Searching this table may take a long time. Enter values above before requesting Lookup.

STEP 8

The system will display the Student's Name, Unity ID and Program based on the entered ID.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: "nd Billing" with a downward arrow, "I Support" with an upward arrow, "nmary", and ".oster". A dark circular button with two vertical bars is located at the bottom of the sidebar. The main content area has a header "Submit Fellowship Information". Below the header, there is a "Student ID" input field with a search icon, followed by an "Acad Year" dropdown menu. Below these is a "Nominate for" dropdown menu. A table with four columns is displayed: "ID", "Name", "Unity ID", and "Program Description". The "ID" column contains a value, and the "Name" column contains a name. A "Nominate" button is located to the right of the table. At the bottom of the main content area, there is a "Cancel Add Request" button.

Submit Fellowship Information

Student ID:

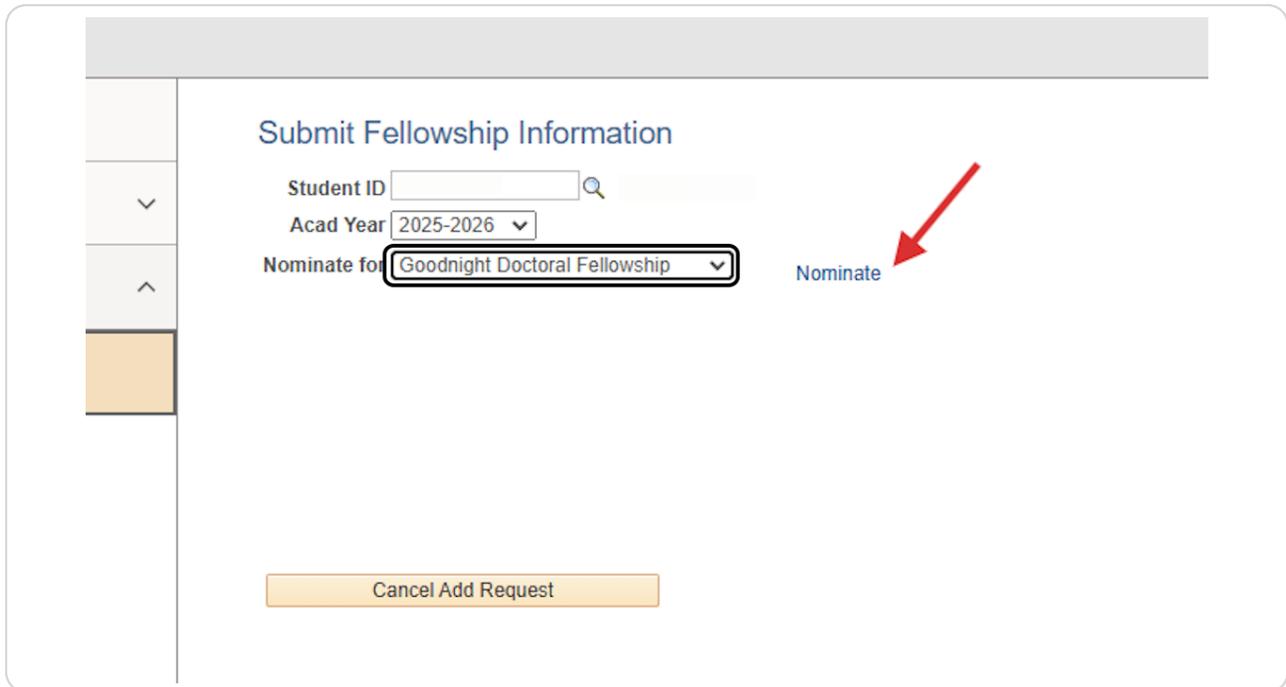
Acad Year:

Nominate for:

ID	Name	Unity ID	Program Description

STEP 9

Once you've entered the student's ID number, click on the "Nominate For" dropdown box and select the Fellowship name you want to process the nomination. Click on the "Nominate" button to the right of the dropdown box.



The screenshot shows a web form titled "Submit Fellowship Information". On the left side, there is a vertical sidebar with a grey header, a white section containing a downward arrow, a grey section containing an upward arrow, and an orange section. The main form area contains the following elements:

- Student ID:** A text input field with a magnifying glass icon to its right.
- Acad Year:** A dropdown menu currently showing "2025-2026".
- Nominate for:** A dropdown menu currently showing "Goodnight Doctoral Fellowship". This dropdown is highlighted with a black border.
- Nominate:** A blue text button located to the right of the "Nominate for" dropdown. A red arrow points to this button.
- Cancel Add Request:** An orange button located at the bottom center of the form.

STEP 10

The top section of each Fellowship provides instructions and nomination criteria for the selected Fellowship. The Fellowship form will auto-populate the Student Name, Email address, and academic information based on the Student ID.

Goodnight Doctoral Fellowship

The Goodnight Doctoral Fellowship is a recruitment fellowship that seeks to attract top doctoral students in STEM and Education to NC State. The Fellowship provides a stipend and covers student fees for upto 4 years of the doctoral program.

All fields in the form are required. You can enter "None" or "Not applicable" if no information is available. You will not be able to submit the form if any field is left blank.

Requirements:

Departments should provide a GSSP eligible GA appointment or Fellowship which covers the student tuition and health insurance. The Graduate School recommends a minimum \$30,000 total stipend (including GA appointment and Goodnight fellowship) for the nominees. Please note that the 2024-25 GSSP minimum stipend for doctoral students is \$20,000/year.

Student/Applicant

Name ID

Current Email

Student Academic Program

Select	College	Prog	Academic Plan	Status	Admit Term
<input checked="" type="checkbox"/>	CED	TELS	Teacher Educ and Learn Sci-PHD	Active	

Funding

STEP 11

Complete all information requested for the Fellowship.

Please note all fields are required on the form. Please mark "N/A" for information not applicable instead of leaving the field blank. The form cannot be submitted if a field is left blank

Requested Stipend

Does the student have a GA appointment or fellowship in addition to this award? Yes No

In case of an applicant, please indicate if the department plans to provide the applicant a GA appointment.

Type of funding (please check all that apply)

RA TA RA/TA Fellowship

GA Stipend - total annualized amount

Information Requested in Support of the Nomination

JUSTIFICATION

Please provide information regarding the nominee's qualifications and need for the requested fellowship.

Response [Enter/Edit Your Response](#)

Please provide Nominee's top 3 accomplishments related to STEM/Education Research.

STEP 12

The nomination form can be saved as draft and retrieved later for submission.

The screenshot shows a nomination form with the following sections:

- Career** and **School** fields.
- Notification** section: "If nominee is approved, send award letter immediately?" with radio buttons for **Yes** (selected) and **No**.
- Contact** section: "Contact" and "Email" fields.
- A status message: "nominated for Goodnight Doctoral Fellowship".
- Buttons: **Submit Nomination**, **Save As Draft** (highlighted with a black border), and **Return**.

HOW TO ATTACH A DOCUMENT:

Some fellowship nominations require attachments such as CV. To add an attachment, you will need to complete all other information on the form and "Save As a Draft" before uploading the requested documentation.

The screenshot shows the "Nominee's CV or Resume" section with a "Document" dropdown menu set to "none". Below the dropdown is a greyed-out "Attach a document" button and a note: "Please save this form as a draft before attaching supporting documentation."

Once you save the form as a draft, the "Attach a Document" button will be activated for you to upload the requested document.

The screenshot shows the "Nominee's CV or Resume" section with the "Attach a document" button now highlighted in orange, indicating it is active.

STEP 13

The "Search" section in Fellowship Forms can be used to retrieve Fellowships based on fellowship name, Student ID, Form Status, College, Program or Unity ID.

Selecting the Fellowship name will display all students/applicants for whom a nomination form was initiated and their respective status. Click "View" to access the nomination form.

The screenshot displays a search interface for Fellowship Forms. The search filters include:

- Fellowship: Goodnight Doctoral Fellowship (highlighted with a red box)
- Year: >= 2025-2026
- Student ID: [Empty search box]
- Form Status: [=] [Empty dropdown]
- Include Withdrawn/Deleted:
- College: [Empty search box]
- Program: [Empty search box]
- Contact Unity: [Empty search box]

Buttons: Clear Search, Search

Dropdown menu: Currently Accepting Nominations for

- Andrews Fellowship
- Embrex
- Goodnight Doctoral Fellowship
- Hartman Fellowship
- Hassler Fellowship
- Jerry J Collier Scholarship
- Ward Fellowship
- Warren-Wolfpack Club Fellowship
- Watson Fellowship
- Wells Fargo Fellowship
- Wilkinson Fellowship

Search Results - Nominations

Find | View All | [Print] [Export] First 1-2 of 2 La

Status	Program	Contact	Form		
View	Fellowship	Student Name	Student ID	Acad Year	Form Status
View	Goodnight Doctoral Fellowship			2025	Review
View	Goodnight Doctoral Fellowship			2025	Draft

Department Fellowships

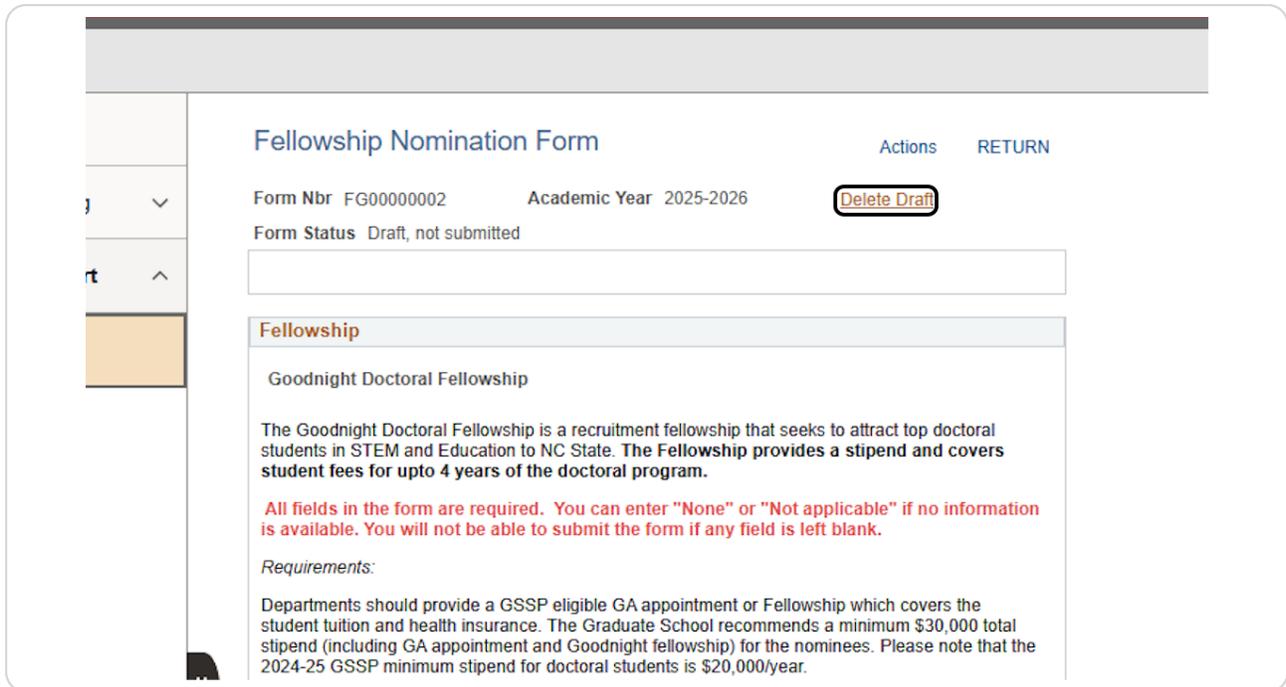
Form Status Options: The following are descriptions for the form status:

- Additional Information Request: Reviewer has requested additional information regarding the nomination.
- Approved: Nomination is approved
- Awarded: Nomination has been fully approved and awarded in the Fellowships system. Student will received fellowship payments based on fellowship terms.
- Denied: Nomination is denied by the reviewer
- Draft Cancelled: Initiator cancelled the nomination prior to submission. Please note that cancelled submissions can be restored, if needed. See instructions below.
- Draft, not Submitted: Nomination was saved as draft and not yet submitted
- Submitted for Review: Nomination has been submitted for review
- Withdrawn: Nomination was submitted but later withdrawn for consideration.

STEP 14

The draft nomination form can be deleted, as needed.

A new feature in the system is that a previously deleted form can be restored if it is decided that a form needs to be reinstated.



The screenshot displays the 'Fellowship Nomination Form' interface. At the top, the title 'Fellowship Nomination Form' is centered, with 'Actions' and 'RETURN' links to the right. Below the title, the form details are shown: 'Form Nbr FG00000002' and 'Academic Year 2025-2026'. A 'Delete Draft' button is visible next to the form number. The 'Form Status' is 'Draft, not submitted'. A large empty text box is present below the status. The 'Fellowship' section is highlighted, showing 'Goodnight Doctoral Fellowship'. A description follows: 'The Goodnight Doctoral Fellowship is a recruitment fellowship that seeks to attract top doctoral students in STEM and Education to NC State. The Fellowship provides a stipend and covers student fees for upto 4 years of the doctoral program.' A red warning message states: 'All fields in the form are required. You can enter "None" or "Not applicable" if no information is available. You will not be able to submit the form if any field is left blank.' Below this, the 'Requirements' section is titled, and the text reads: 'Departments should provide a GSSP eligible GA appointment or Fellowship which covers the student tuition and health insurance. The Graduate School recommends a minimum \$30,000 total stipend (including GA appointment and Goodnight fellowship) for the nominees. Please note that the 2024-25 GSSP minimum stipend for doctoral students is \$20,000/year.'

STEP 15

Use the search function to retrieve a previously canceled draft.

Selecting "Draft Cancelled" from the Form Status dropdown box will display your deleted nominations that are available for restoration, if needed.

Search

Enter your selections and click Search. Leave fields blank for a list of all forms.

Fellowship =

Year >=

Student ID =

Form Status =

College =

Program =

Contact Unity =

[Clear Search](#)

Add a Nomination

Nominate a Student

Currently Accepting Nominations for

- Andrews Fellowship
- Embrex
- Goodnight Doctoral Fellowship
- Hartman Fellowship
- Hassler Fellowship
- Jerry J Collier Scholarship
- Ward Fellowship
- Warren-Wolfpack Club Fellowship
- Watson Fellowship
- Wells Fargo Fellowship
- Wilkinson Fellowship

Search Results - Nominations

Find | View All | First 1 of 1 Last

Status	Program	Contact	Form
View	Fellowship	Student Name	Student ID
View	Goodnight Doctoral Fellowship		Acad Year
			2025
			Form Status
			Review

Department Fellowships

STEP 16

Click on View

Enter your selections and click Search. Leave fields blank for a list of all forms.

Fellowship =

Year >=

Student ID =

Form Status =

College =

Program =

Contact Unity =

[Clear Search](#) [Search](#)

Nominate a Student

▼ Currently Accepting Nominations for

- Andrews Fellowship
- Embrex
- Goodnight Doctoral Fellowship
- Hartman Fellowship
- Hassler Fellowship
- Jerry J Collier Scholarship
- Ward Fellowship
- Warren-Wolfpack Club Fellowship
- Watson Fellowship
- Wells Fargo Fellowship
- Wilkinson Fellowship

Search Results - Nominations

Find | View All | First 1 of 1 Last

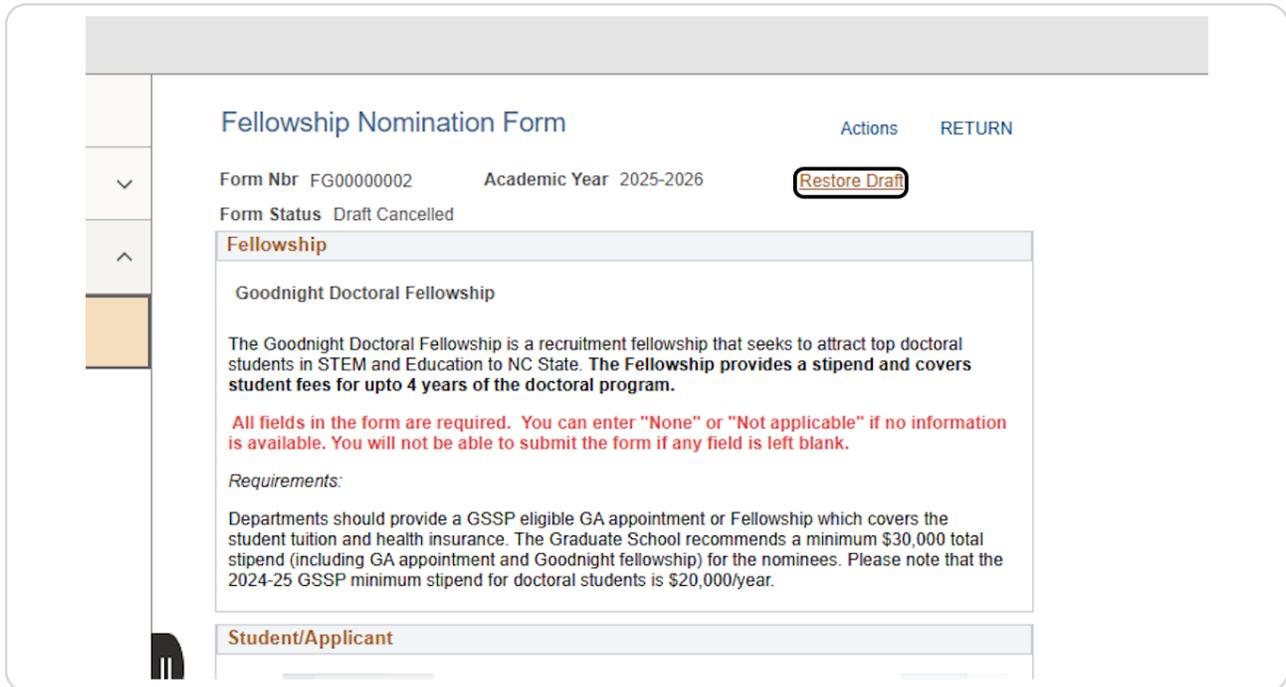
Status Program Contact Form

View	Fellowship	Student Name	Student ID	Acad Year	Form Status
View	Goodnight Doctoral Fellowship			2025	Cancelled

▶ Department Fellowships

STEP 17

Clicking on "Restore Draft" on top right hand corner will display the nomination form with all previously completed sections.



The screenshot displays a web interface for a "Fellowship Nomination Form". On the left is a vertical sidebar with a downward arrow, an upward arrow, and a highlighted orange section. The main content area has a header with the title "Fellowship Nomination Form" and "Actions RETURN". Below the header, the form details are shown: "Form Nbr FG00000002", "Academic Year 2025-2026", and "Form Status Draft Cancelled". A "Restore Draft" button is highlighted with a red border. The "Fellowship" section is expanded, showing the title "Goodnight Doctoral Fellowship" and a description: "The Goodnight Doctoral Fellowship is a recruitment fellowship that seeks to attract top doctoral students in STEM and Education to NC State. The Fellowship provides a stipend and covers student fees for upto 4 years of the doctoral program." A red warning message states: "All fields in the form are required. You can enter 'None' or 'Not applicable' if no information is available. You will not be able to submit the form if any field is left blank." Below this is a "Requirements:" section with text: "Departments should provide a GSSP eligible GA appointment or Fellowship which covers the student tuition and health insurance. The Graduate School recommends a minimum \$30,000 total stipend (including GA appointment and Goodnight fellowship) for the nominees. Please note that the 2024-25 GSSP minimum stipend for doctoral students is \$20,000/year." The "Student/Applicant" section is partially visible at the bottom.

Fellowship Nomination Form

Actions RETURN

Form Nbr FG00000002 Academic Year 2025-2026 **Restore Draft**

Form Status Draft Cancelled

Fellowship

Goodnight Doctoral Fellowship

The Goodnight Doctoral Fellowship is a recruitment fellowship that seeks to attract top doctoral students in STEM and Education to NC State. The Fellowship provides a stipend and covers student fees for upto 4 years of the doctoral program.

All fields in the form are required. You can enter "None" or "Not applicable" if no information is available. You will not be able to submit the form if any field is left blank.

Requirements:

Departments should provide a GSSP eligible GA appointment or Fellowship which covers the student tuition and health insurance. The Graduate School recommends a minimum \$30,000 total stipend (including GA appointment and Goodnight fellowship) for the nominees. Please note that the 2024-25 GSSP minimum stipend for doctoral students is \$20,000/year.

Student/Applicant

STEP 18

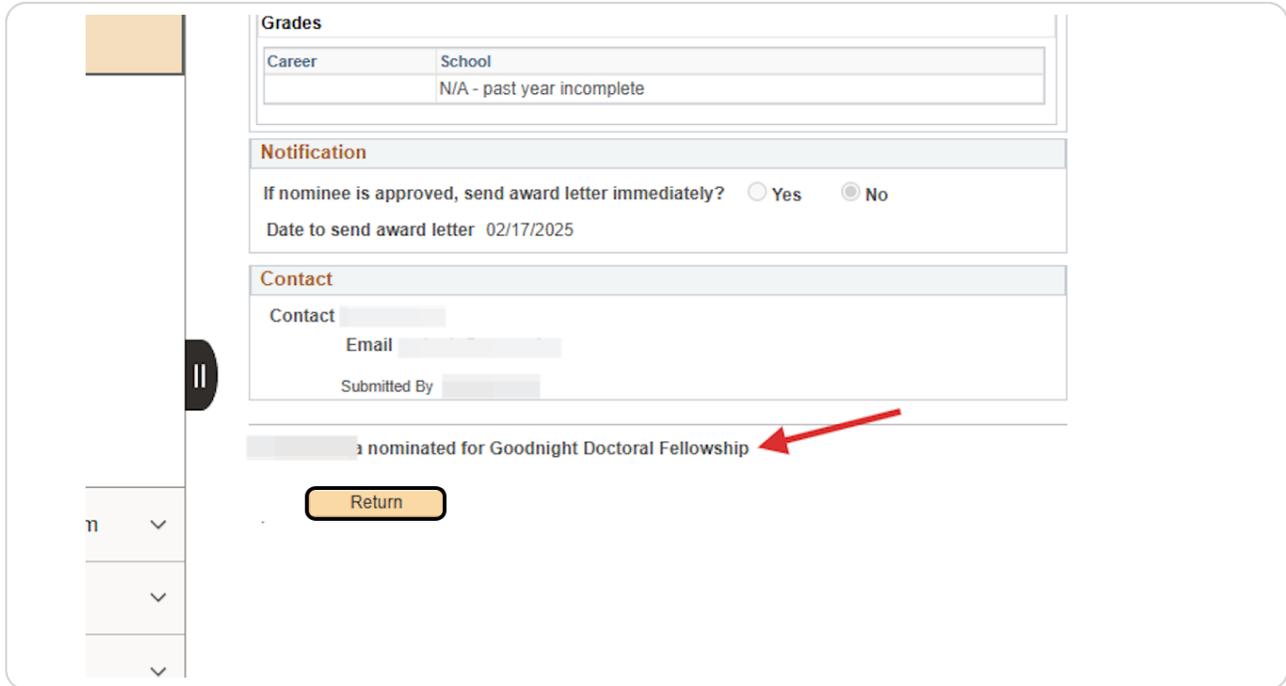
Click on "Submit Nomination" after completing all requested information. You will receive an automated email once you submit the nomination form. The status of the nomination will change to "Review".

The screenshot shows a web interface for submitting a nomination. On the left is a sidebar with a list of menu items: "Dept Summary", "Queries", "Support Roster", "Support", "Custom Queries", "Personal Experience Pgm", "Study", and "Indicators". The main content area contains the following elements:

- A question: "If nominee is approved, send award letter immediately?" with radio buttons for "Yes" and "No" (selected).
- A date field: "Date to send award letter" with the value "02/17/2025" and a calendar icon.
- A section header: "Contact".
- Input fields for "Contact" and "Email".
- A status message: "1 nominated for Goodnight Doctoral Fellowship".
- Three buttons: "Submit Nomination" (highlighted with a black border), "Save As Draft", and "Return".

STEP 19

Upon successful submission, you will see the [Student Name] nomination for [Fellowship Name] at the bottom of the screen.



The screenshot shows a web form with the following sections:

- Grades**: A table with columns 'Career' and 'School'. The 'Career' cell is empty, and the 'School' cell contains 'N/A - past year incomplete'.
- Notification**: A section with the text 'If nominee is approved, send award letter immediately?' followed by radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below this is the text 'Date to send award letter 02/17/2025'.
- Contact**: A section with three input fields: 'Contact', 'Email', and 'Submitted By'. All fields are currently empty.

Below the form sections, the text 'nominated for Goodnight Doctoral Fellowship' is displayed. A red arrow points to this text. Below the text is a 'Return' button.

The nomination is routed to the Graduate School for review. You will receive an email notification when the nomination status changes. See above for different form status definitions.

Please contact gradschool-fellowships@ncsu.edu or Savita Sharma (ssharm43@ncsu.edu) for any questions.