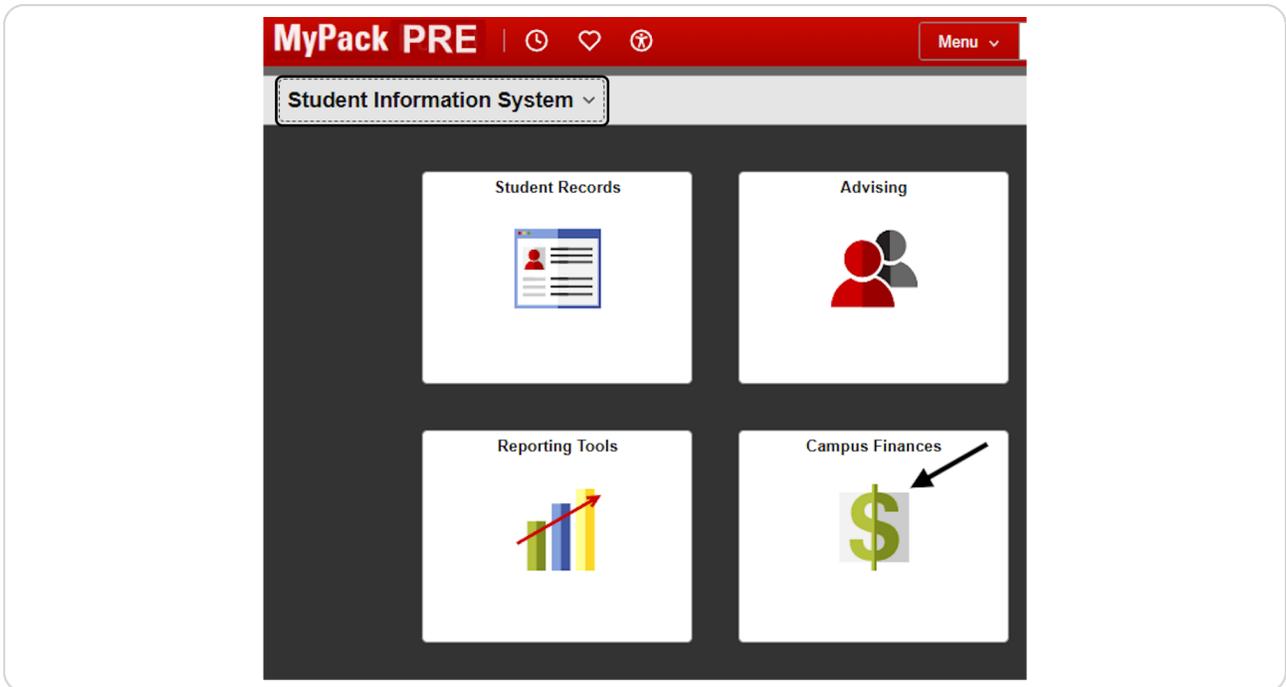


Department Fellowship - Modifying an Existing Fellowship in MyPack Portal

This document provides step by step instructions on how to modify an existing department fellowship award in the Fellowship system in MyPack portal. GSC's and DGP's as well as other designated personnel have the access to make these changes. Please contact grad-fellowships@ncsu.edu if you or another staff member has questions or need access to the system.

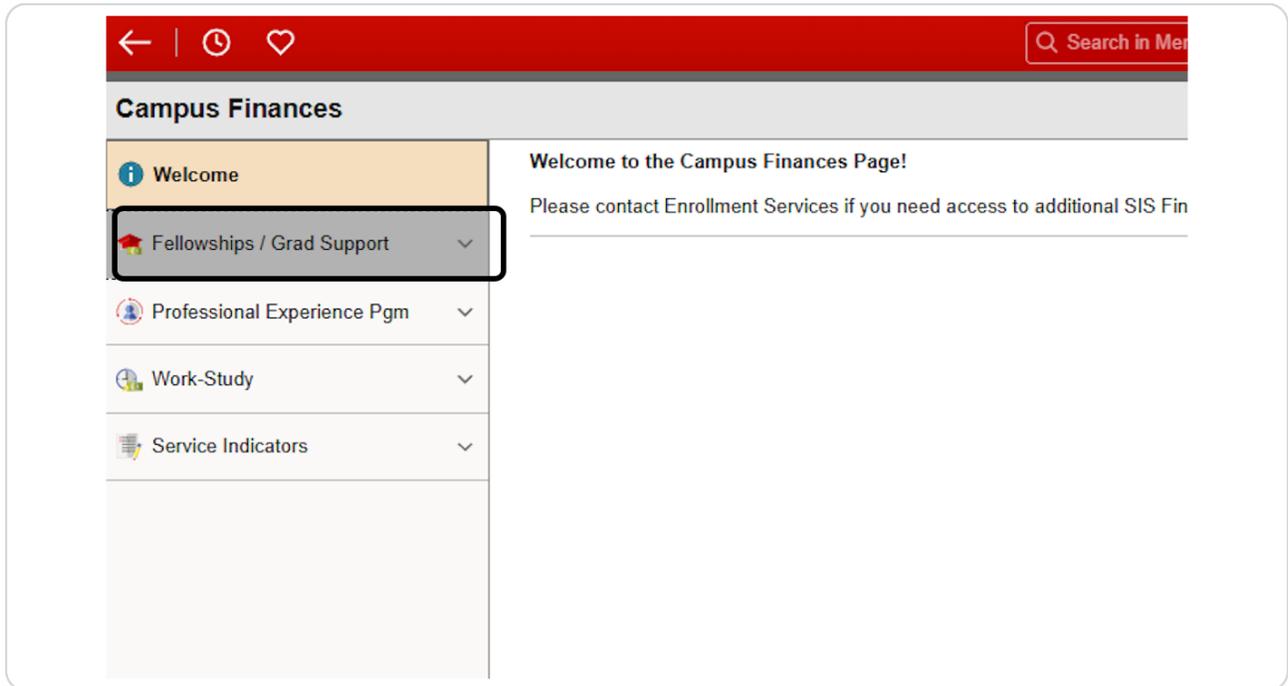
Step 1

Log into MyPack portal using your credentials. Click on the 'Campus Finances' tile. The Campus Finances tile is located under the Student Information System menu.



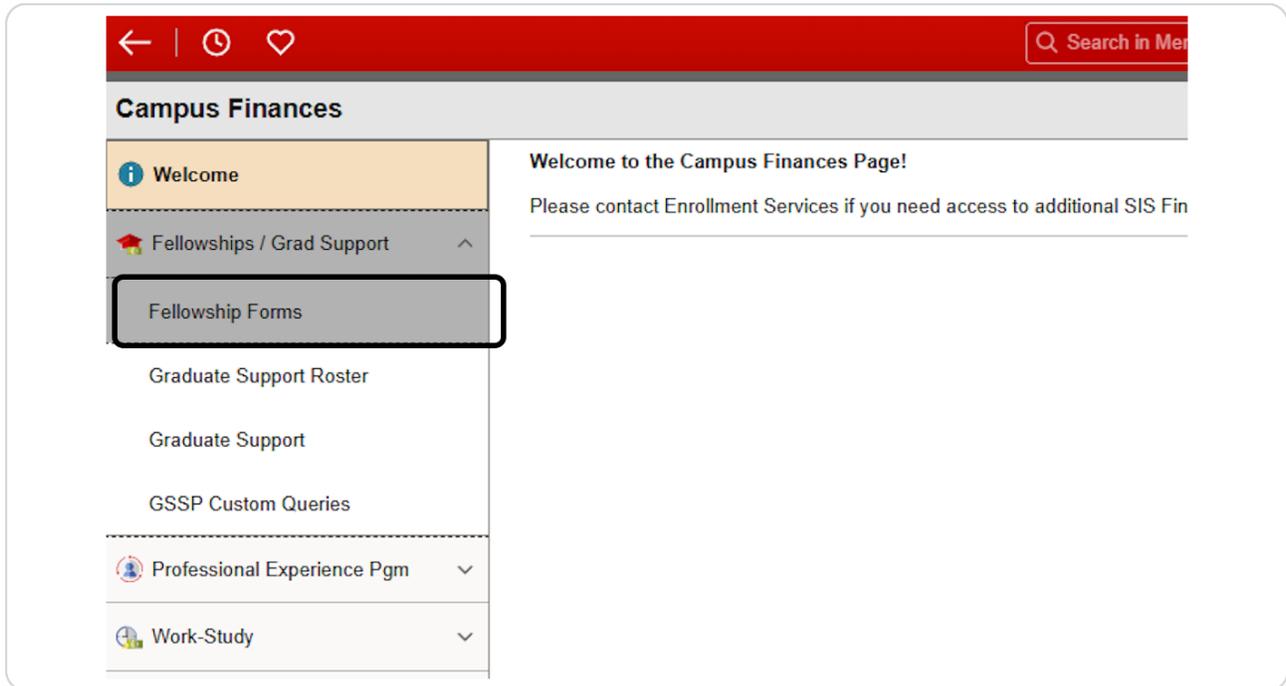
Step 2

Click on Fellowships / Grad Support



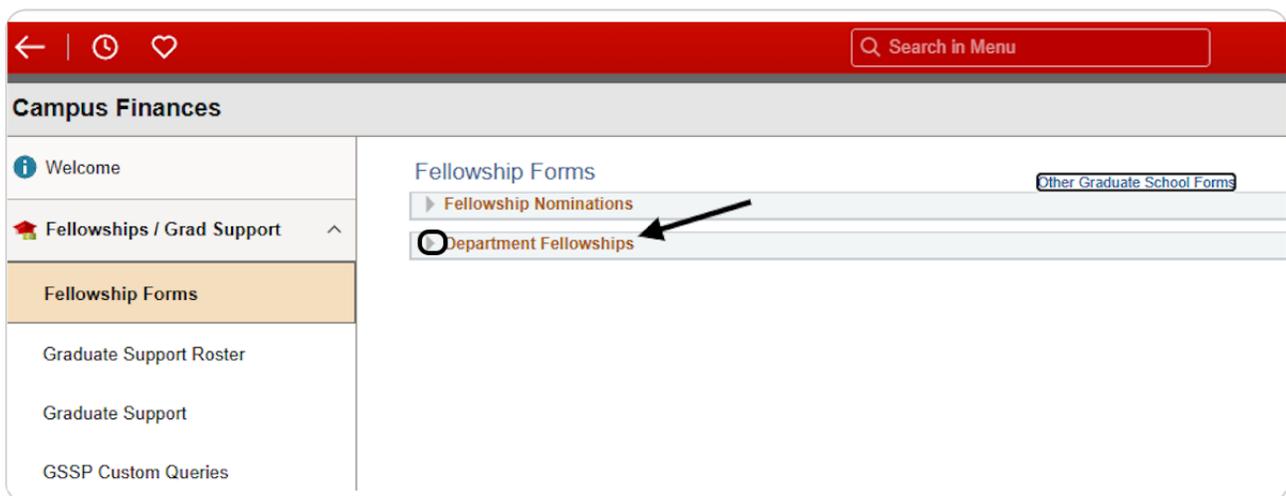
Step 3

Click on Fellowship Forms



Step 4

Click the arrow beside "Department Fellowships" to expand the section



Step 5

From the Fellowship Forms landing page provides general instructions on how to use the form. Click on the "Start Form" button under "Submit Payment Form" to access the form to enter your fellowship payment request.

award. This system replaces the "Graduate Fellowship Payment" PDF [\[link\]](#) for detailed instructions about the Department Fellowship form.

award.

m" to modify an existing fellowship. Upon entering the Student ID, all lect the fellowship that you want to modify or terminate.

: that have been submitted online since 2025. Depending on your ired for you.

a list of all forms.	Submit payment form <input type="button" value="Start Form"/>
----------------------	---

Step 6

Enter the 9 digit ID for the student that you want to modify the award. Click "Continue" to proceed to the fellowship award form. You can click on the magnifying glass next to the Student ID field to search a student by name.

Graduate Fellowship Payment Information

Select a student by entering their student ID or by clicking on the magnifying glass to search by name. Select the year from the drop-down list provided. Then click 'Continue'.

Student ID 

Acad Year 2024-2025

Step 7

Upon entering the Student ID, the "Graduate Fellowship Payment Information" section will display all current and past fellowship awards received by the student.

Click "Select" next to the named fellowship that you wish to change to launch the award section of the fellowship form.

Graduate Fellowship Payment Information

Student ID

Acad Year 2024-2025

Fellowships that the student currently has, or that the student has been awarded in the past, are listed below. Select a fellowship from the list to change or terminate an existing award or to renew the award for the academic year. Or select 'Add another fellowship' to add an award for a fellowship the student has not had previously.

Click to select or add a fellowship

Fellowship	Fshp Code	Fshp Nbr	Current Award Amt	Select
Estridge Fellowship	ESTRIG	2	4000.00	Select
Jordan Fellowship	JORDAN	3	8500.00	Select
Progress Energy Graduate Award	PRGEN		3000.00	Form
Add another fellowship				Select

Step 8

The top section of the fellowship form provides general instructions for submitting the award request.

- The fellowship form will auto-populate the Student Name, Email address, academic and award information based on your selection.
- Submitters will see the current award information and are given the option to either CHANGE or TERMINATE the award. Click on "Award Change" radio button.

Submit this form to initiate a new fellowship award or modify or terminate an existing award. Fields marked with an asterisk * are required fields. If this is a new award to the student for the academic year, an award letter signed by the DGP/Dept. Head should be attached to the form before submitting for approval. The form will be routed to appropriate program director for approval upon submission. Once approved, the form will be sent to the Graduate School for final verification.

Stipend amounts greater than or equal to \$5,625 per semester for master's students and \$7,500 per semester for doctoral students are considered Primary Fellowships. The awardee will receive GSSP tuition and health insurance benefits if the student meets all other [GSSP requirements](#). The Fellowship Project ID will be charged the cost of the tuition and health insurance. If the Project cannot incur the GSSP tuition and health insurance cost, please add a comment in the form.

Please contact the Graduate School grad-fellowships@ncsu.edu with any questions about a primary award classification.

The form must be received by the Graduate School no later than the 15th of the month in which disbursements are to begin.

Questions about how to use this form? Click [here](#) to review the Graduate Fellowships page.

Form - Student and Fellowship

For Academic Year	2024-2025	Form Nbr	*NEW*	Cancel this form
Student	[REDACTED]	ID		
Current Email	nobody@ncsu.edu			
Fellowship	Jordan Fellowship	Code	JORDAN	

Existing Fellowship Award 2024-2025 - Select Action

*Select Action: Award Change Award Termination

Information as of 09/10/2024 Fshp Nbr 3

Fellowship Dates: Start	08/01/2024	End	07/31/2025
Project/Grant:	665006-20240	JORDAN GRADUATE FELLOW	
Award Amount:	8500.00	Disbursed to date	4248.00
Paid in Terms - Fall:	<input checked="" type="checkbox"/>	Spring:	<input checked="" type="checkbox"/>
Summer 1:	<input checked="" type="checkbox"/>	Summer 2:	<input checked="" type="checkbox"/>
Payment Schedule:	Fellowship Monthly		

Student Academic Program

College	Natural Resources
Program	WPS Forest Biomaterials

[Return](#)

Step 9

- When the submitter selects the "Award Change" action, the Project ID, stipend, and payment schedule fields for the existing fellowship award will be displayed. The existing payment dates and amounts, with any disbursed amounts, will be shown.
- The submitter will not be able to change the payment schedule (monthly vs. term), nor will they be able to deselect any term for which the fellowship stipend has been disbursed.

2024-2025 Jordan Fellowship

*Project/Grant Dept ID (OUC) 150301
 JORDAN GRADUATE FELLOW

*Award Amount 8,500.00

*Paid in Terms - Fall: Spring: Summer 1: Summer 2:

*Payment Schedule Fellowship Monthly

Existing Fellowship Award 2024-2025

Project/Grant 665006-20240 Dept ID (OUC) 150301
 JORDAN GRADUATE FELLOW

Award Amount 8500.00 Disbursed to date 4248.00

Paid in Terms - Fall: Spring: Summer 1: Summer 2:

Payment Schedule Fellowship Monthly

Payment Dates - CUSTOMIZED

Use Default Schedule

Award 8,500.00 Fall/Spring 7,084.00 Summer 1,416.00 Disbursed To-Date 4,248.00

Term	Date	Current Award	Disbursed	Calc Disb Amt	*CUSTOM Amt
Fall '24	08/22/2024	708.00	708.00	710.00	<input type="text" value="710.00"/>
Fall '24	09/20/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Fall '24	10/24/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Fall '24	11/15/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Fall '24	12/17/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Spring '25	01/23/2025	708.00	708.00	710.00	<input type="text" value="710.00"/>
Spring '25	02/20/2025	708.00		708.00	<input type="text" value="708.00"/>
Spring '25	03/21/2025	708.00		708.00	<input type="text" value="708.00"/>
Spring '25	04/22/2025	708.00		708.00	<input type="text" value="708.00"/>
Spring '25	05/22/2025	708.00		708.00	<input type="text" value="708.00"/>
Sum1 '25	06/19/2025	710.00		708.00	<input type="text" value="708.00"/>
Sum2 '25	07/22/2025	710.00		708.00	<input type="text" value="708.00"/>

Amounts already disbursed.

Step 10

- When the submitter selects to "Award Change" option, the system creates a customized payment schedule under the 'Payment Dates - CUSTOMIZED' section of the form for review.
- Unlike a termination request, this customized payment schedule does not automatically set the amounts for any upcoming payment dates to zero. The submitter can manually make changes to the open fields - Payment Amounts for future dates, Project ID.
- The amounts and Project ID for past disbursement dates cannot be changed.
- The total stipend is set to the amount already disbursed.

Payment Dates - CUSTOMIZED

Use Default Schedule

Award 8,500.00 Fall/Spring 7,084.00 Summer 1,416.00 Disbursed To-Date 4,248.00

Term	Date	Current Award	Disbursed	Calc Disb Amt	*CUSTOM Amt
Fall '24	08/22/2024	708.00	708.00	710.00	<input type="text" value="710.00"/>
Fall '24	09/20/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Fall '24	10/24/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Fall '24	11/15/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Fall '24	12/17/2024	708.00	708.00	708.00	<input type="text" value="708.00"/>
Spring '25	01/23/2025	708.00	708.00	710.00	<input type="text" value="710.00"/>
Spring '25	02/20/2025	708.00		708.00	<input style="border: 2px solid black;" type="text" value="708.00"/>
Spring '25	03/21/2025	708.00		708.00	<input type="text" value="708.00"/>
Spring '25	04/22/2025	708.00		708.00	<input type="text" value="708.00"/>
Spring '25	05/22/2025	708.00		708.00	<input type="text" value="708.00"/>
Sum1 '25	06/19/2025	710.00		708.00	<input type="text" value="708.00"/>
Sum2 '25	07/22/2025	710.00		708.00	<input type="text" value="708.00"/>

Step 11

- The submitter has the option to add additional payments or remove payments under the "CUSTOM Amt" field for any dates that have yet been disbursed.
- A running total as well as the difference from the stipend amount entered is displayed at the top.
- When submitters are changing an existing award through an award change, the amount cannot be less than any already-disbursed amount.

Payment Dates - CUSTOMIZED

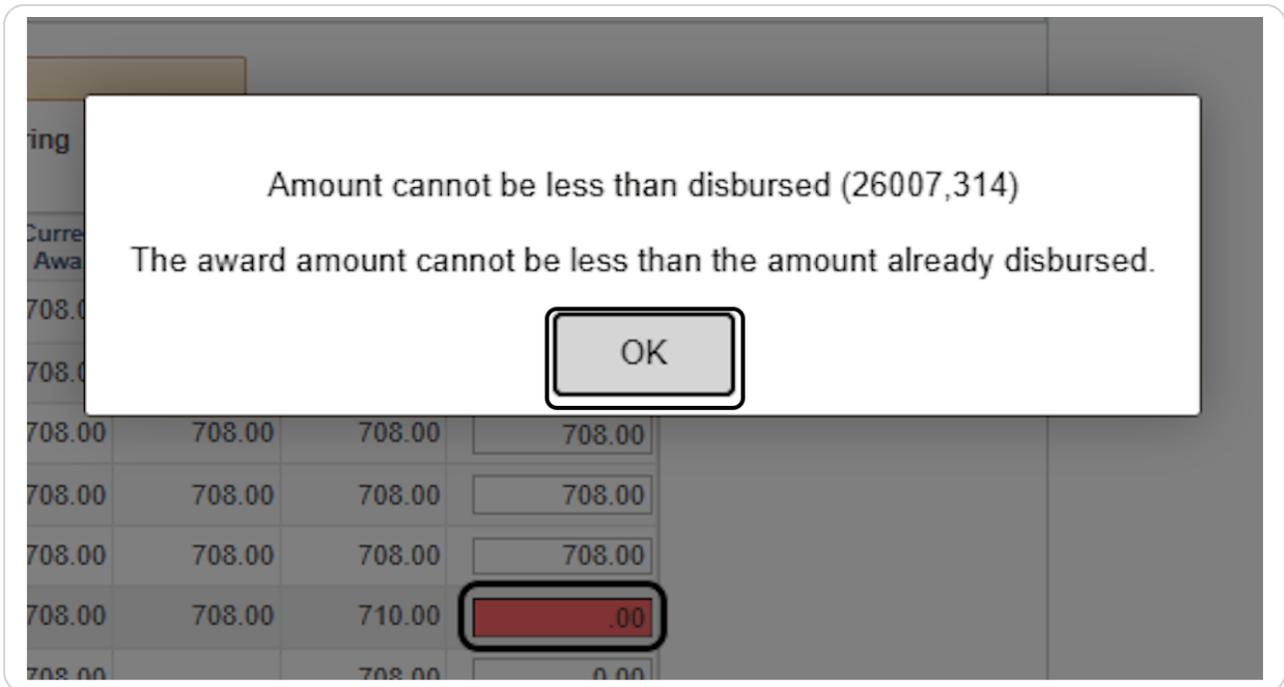
Use Default Schedule

Award 8,500.00 Fall/Spring 5,668.00 Summer 1,416.00 Disbursed To-Date 4,248.00

Term	Date	Current Award	Disbursed	Calc Disb Amt	*CUSTOM Amt
Fall '24	08/22/2024	708.00	708.00	710.00	710.00
Fall '24	09/20/2024	708.00	708.00	708.00	708.00
Fall '24	10/24/2024	708.00	708.00	708.00	708.00
Fall '24	11/15/2024	708.00	708.00	708.00	708.00
Fall '24	12/17/2024	708.00	708.00	708.00	708.00
Spring '25	01/23/2025	708.00	708.00	710.00	710.00
Spring '25	02/20/2025	708.00		708.00	0.00
Spring '25	03/21/2025	708.00		708.00	0.00
Spring '25	04/22/2025	708.00		708.00	<input style="width: 50px; height: 20px;" type="text"/>
Spring '25	05/22/2025	708.00		708.00	708.00
Sum1 '25	06/19/2025	710.00		708.00	708.00
Sum2 '25	07/22/2025	710.00		708.00	708.00

Step 12

The submitter will receive a notification if they enter an award amount that is less than the award amount already disbursed. Click "Ok" go back and adjust the entered award amount.



Step 13

The form can be saved as a draft and retrieved later for submission, if needed. You can use the search page and look up Fellowships with Status "Draft, Not Submitted" to retrieve the drafts.

Contact

Contact

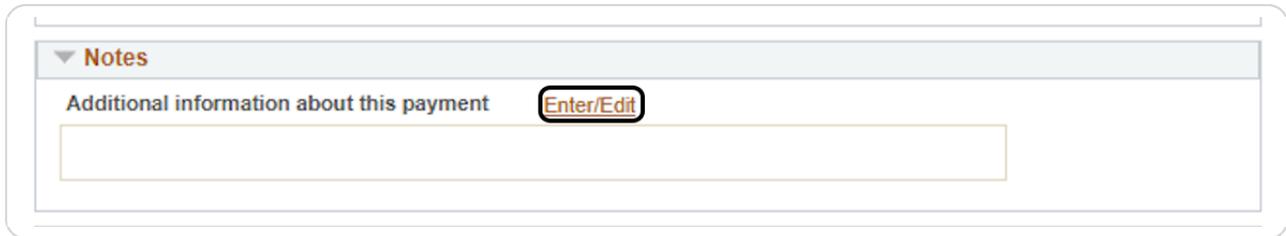
Email

Approval

Select Approver

Step 14

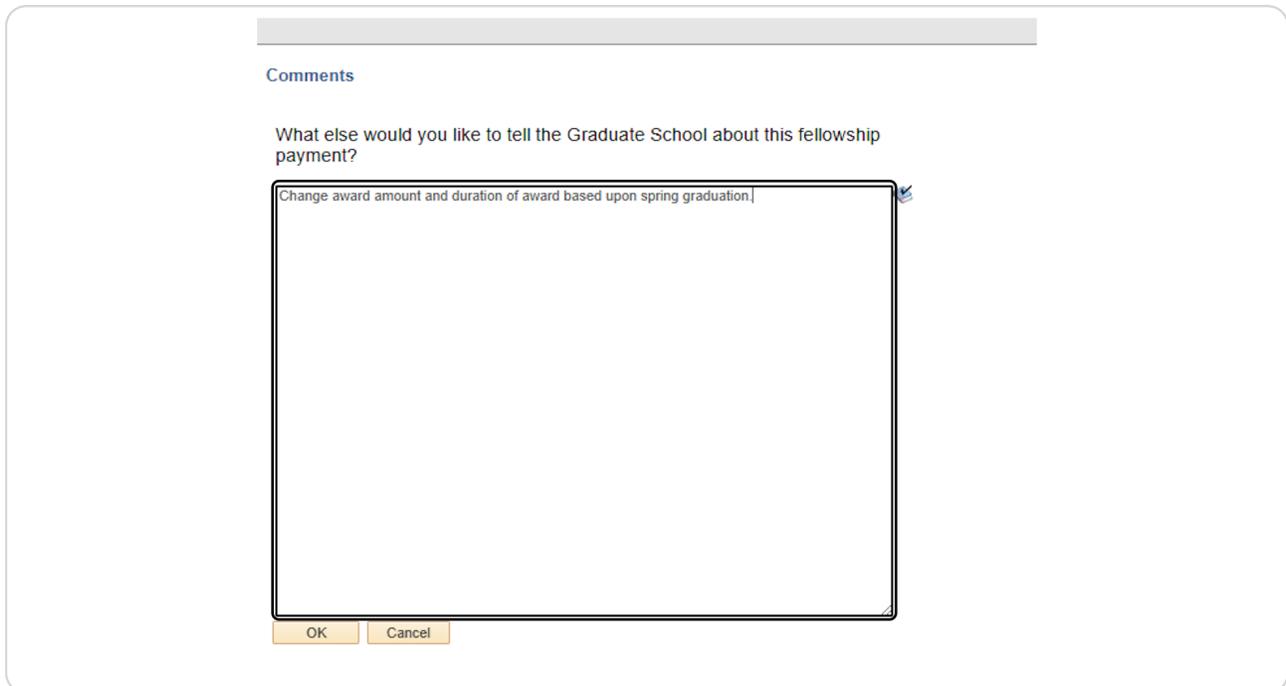
The submitter can enter additional notes about the award change under the "Notes" section. The notes will be visible to all approvers. Click the "Enter/Edit" button to enter any notes.



The screenshot shows a web form interface. At the top, there is a grey header bar with a downward-pointing triangle and the word "Notes" in orange. Below this, the text "Additional information about this payment" is displayed in a grey font. To the right of this text is a button labeled "Enter/Edit" with a black border. Below the text and button is a large, empty rectangular text input field with a thin grey border.

Step 15

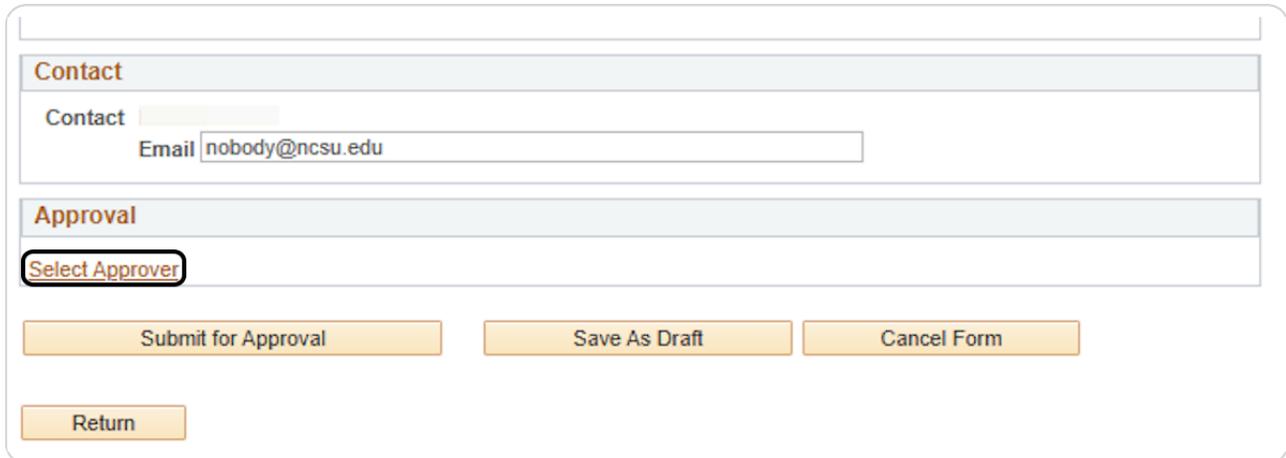
A second page will open under "Comments" for the requestor to enter notes on a fellowship action. Click "Ok" when done or "Cancel" to discontinue and return to the form.



The screenshot shows a web form interface for comments. At the top, there is a grey header bar. Below it, the word "Comments" is displayed in blue. The main text asks, "What else would you like to tell the Graduate School about this fellowship payment?". Below this question is a large, empty rectangular text input field with a thin grey border. The text "Change award amount and duration of award based upon spring graduation" is visible at the top of the input field. At the bottom of the input field, there are two buttons: "OK" and "Cancel", both in a light orange color.

Step 16

The Submitter can select the approver to whom the Fellowship form will route for approval under the "Approval" section. Clicks 'Select Approver' to display the list of DGP(s) associated with the Student's academic program.

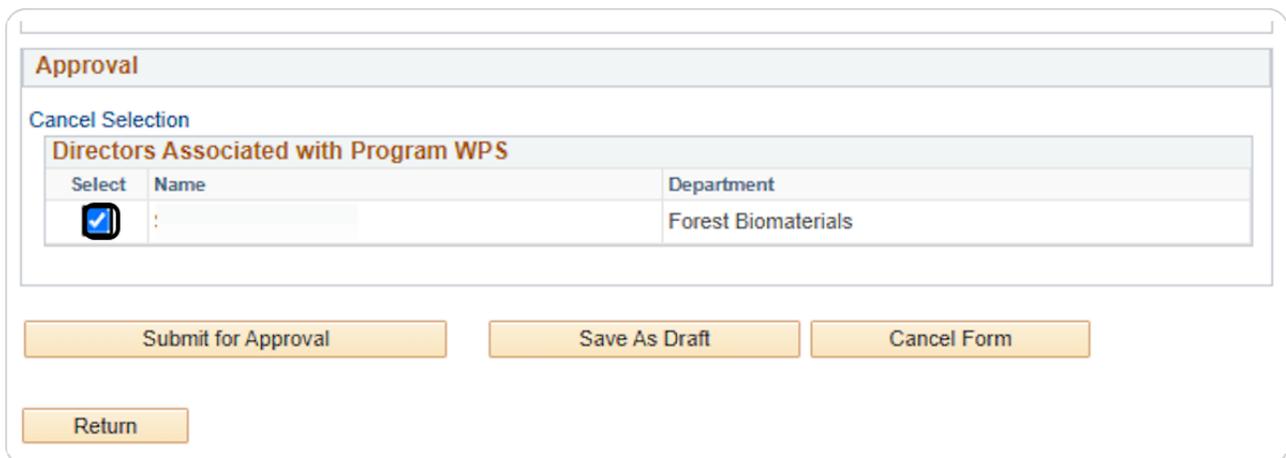


The screenshot shows a web form with two main sections: "Contact" and "Approval".

- Contact Section:** Contains a "Contact" label and a text input field. Below it, an "Email" label is followed by a text input field containing the value "nobody@ncsu.edu".
- Approval Section:** Contains a "Select Approver" button, which is highlighted with a red border.
- Action Buttons:** Below the sections are three buttons: "Submit for Approval", "Save As Draft", and "Cancel Form".
- Return Button:** A "Return" button is located at the bottom left of the form.

Step 17

Click the checkbox next to the DGP name to route the form for approval and click "Submit or Approval" button. Note that only individuals with the DGP role have the required security access to approve the form.



The screenshot shows the "Approval" section of the form, which includes a "Cancel Selection" link and a table titled "Directors Associated with Program WPS".

Select	Name	Department
<input checked="" type="checkbox"/>	:	Forest Biomaterials

Below the table are three buttons: "Submit for Approval", "Save As Draft", and "Cancel Form". A "Return" button is located at the bottom left of the form.

Step 18

The submitter will receive a notification to verify the new fellowship award amount as a result of the award change action. Click "Yes" to confirm the changes or "No" to cancel and return to the payment section.

Spring '25	05/22/2025	708.00	708.00	708.00
------------	------------	--------	--------	--------

Change award amount? (26015,260)

The total of the payments you have entered does not match the award amount given. Do you want to change the award amount from \$8,500 to \$7,082?

Change award amount and duration of award based upon spring graduation.

Step 19

In this example, the submitter also receives a second notification to verify the changes made to the duration of the fellowship award period as a result of the award change action. Click "Yes" to confirm the changes or "No" to cancel and return to the payment section.

05/22/2025	708.00	708.00	708.00
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Change terms? (26015,261)

Do you want to change the terms/semesters where payments are made from Fall/Spring/Summer1/Summer2 to Fall/Spring?

ward amount and duration of award based upon spring graduation.

Step 20

Once the changes to an existing fellowship award has been submitted for approval, a summary of requested changes is shown on the form above the fellowship information section.

Form - Student and Fellowship					
For Academic Year	2024-2025	Form Nbr	FD00000029	Reset to Draft	
Form Status	Needs Signature	Submitted	04/21/2025 1:31:32PM	History	
Student	1	ID			
Current Email	nobody@ncsu.edu				
Fellowship	Jordan Fellowship	Code	JORDAN		
Form Action	Change existing fellowship				

Student Academic Program	
College	Natural Resources
Program	WPS Program
Status	Active in Program

Requesting Changes to:	AcadProg	Project	Amount	Terms	Payments
			Y	Y	Y

2024-2025 Jordan Fellowship		Existing Fellowship Award 2024-2025	
*Project/Grant	665006-20240	Project/Grant	665006-20240
Dept ID (OUC)	150301	Dept ID (OUC)	150301
JORDAN GRADUATE FELLOW		JORDAN GRADUATE FELLOW	
*Award Amount	7,082.00	Award Amount	8500.00
		Disbursed to date	4248.00
*Paid in Terms - Fall:	<input checked="" type="checkbox"/>	Paid in Terms - Fall:	<input checked="" type="checkbox"/>
Spring:	<input checked="" type="checkbox"/>	Spring:	<input checked="" type="checkbox"/>
Summer 1:	<input type="checkbox"/>	Summer 1:	<input checked="" type="checkbox"/>
Summer 2:	<input type="checkbox"/>	Summer 2:	<input checked="" type="checkbox"/>
*Payment Schedule	Fellowship Monthly	Payment Schedule	Fellowship Monthly