

Department Fellowship - Submit a New Award in MyPack Portal

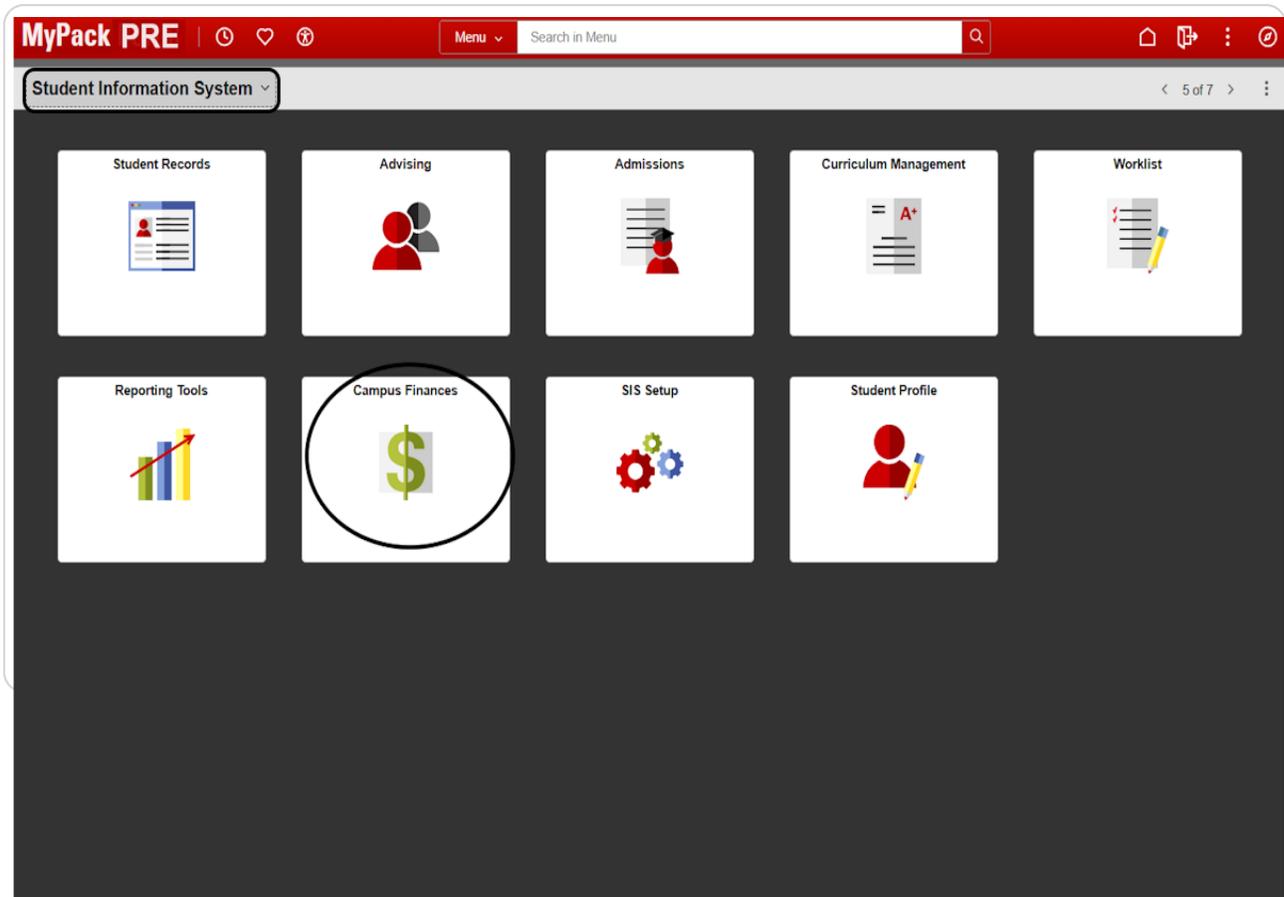
This document provides step by step instructions on how to submit a new department fellowship request for a student in the new Fellowship System in MyPack portal. GSC's and DGP's as well as other designated personnel have access to submit a new department fellow-ship request. Please contact grad-fellowships@ncsu.edu if you or another staff member has questions or need access to the system.

Required Information/Documents needed before starting the Fellowship Award:

1. Student ID
2. Signed Award Letter

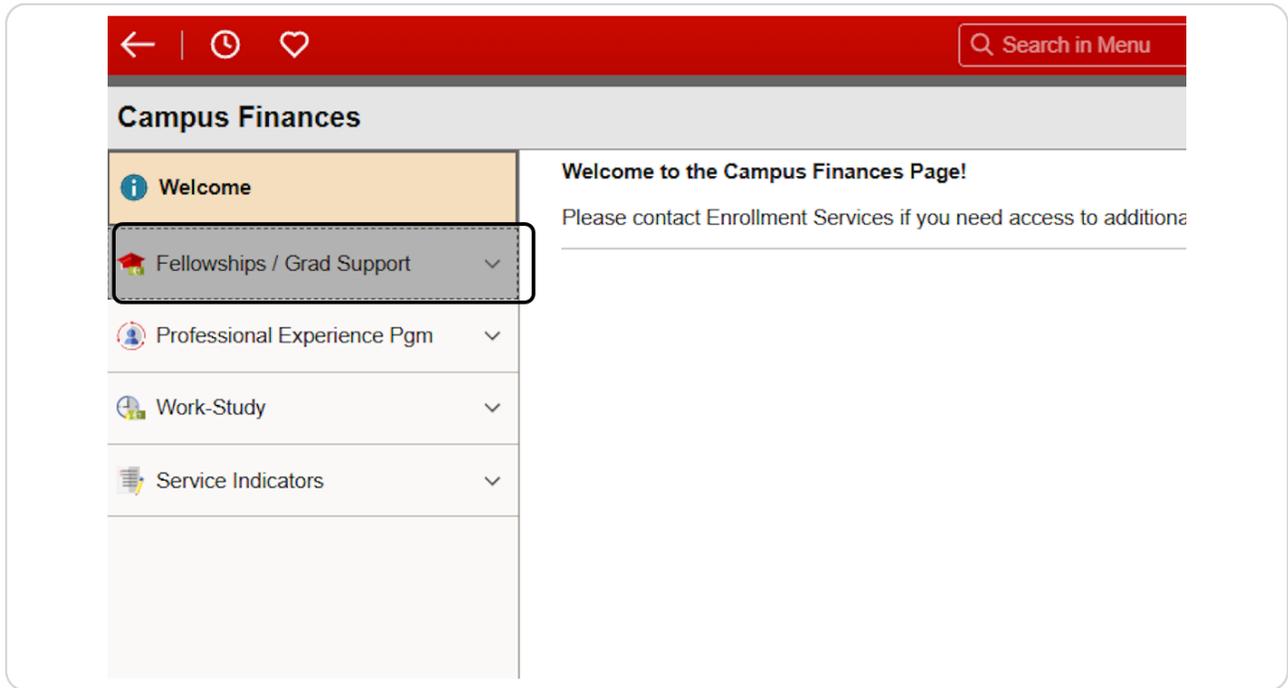
Step 1

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.



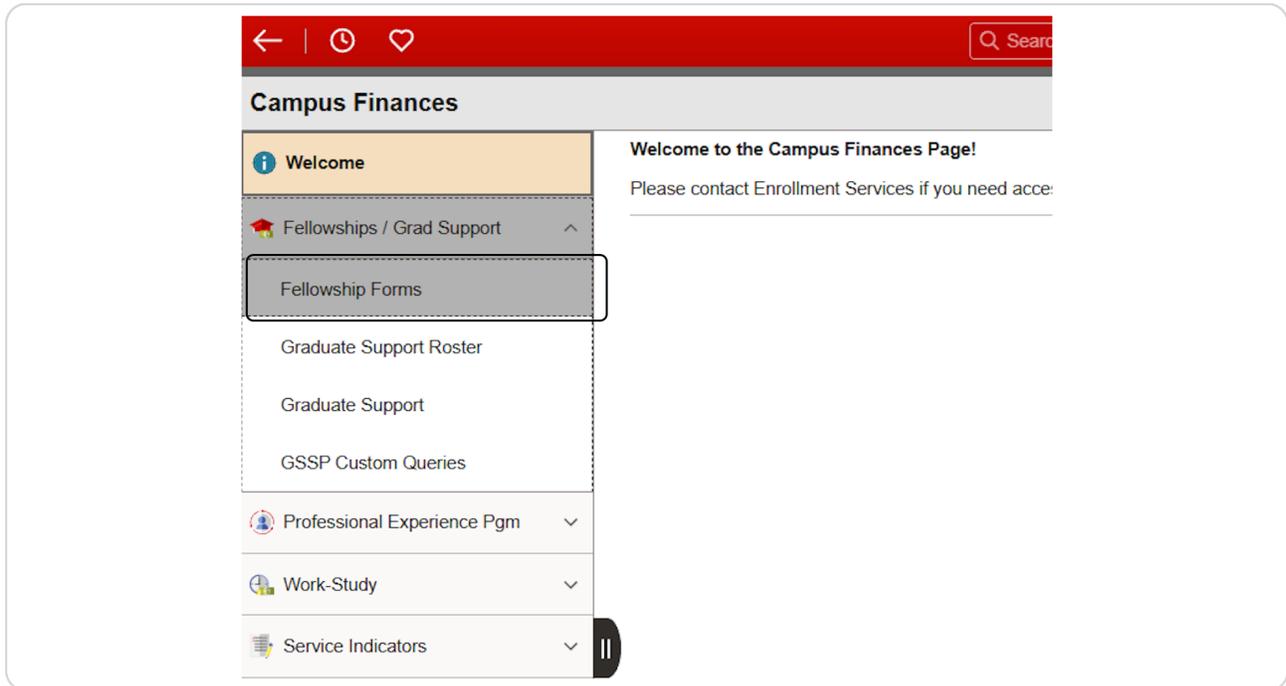
Step 2

Click on Fellowships/ Graduate Support



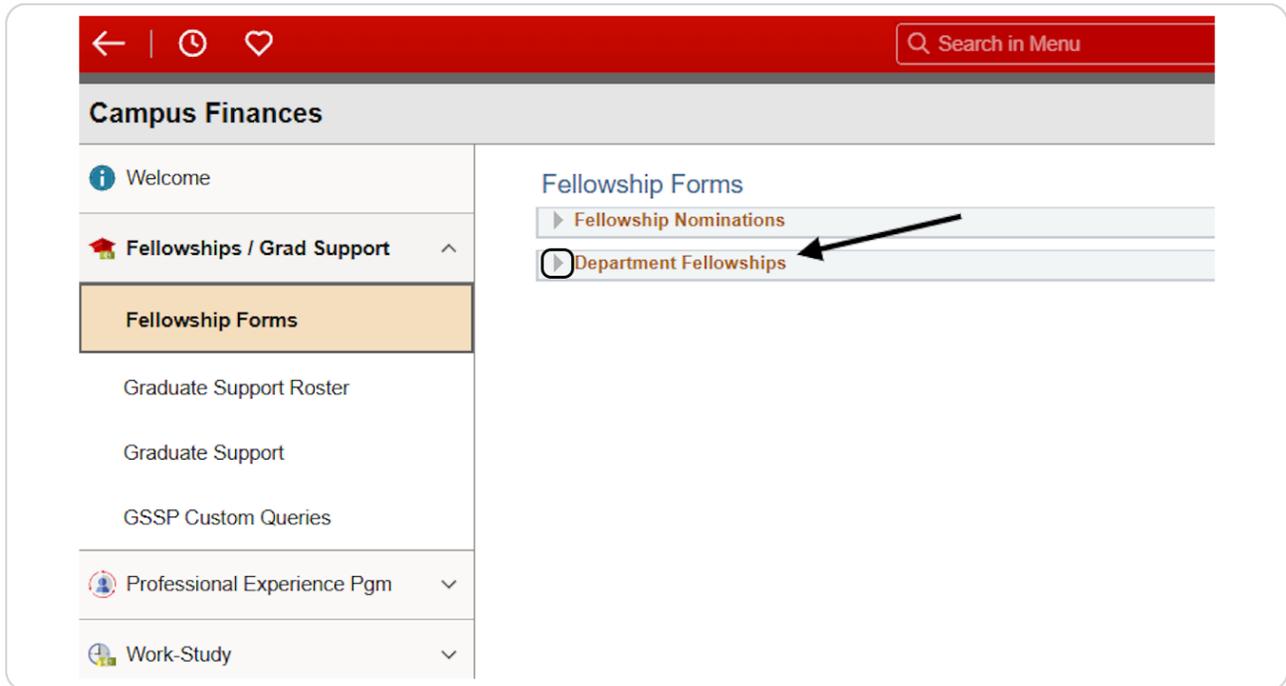
Step 3

Click on Fellowship Forms



Step 4

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



Step 5

The Fellowship Forms landing page provides general instructions on how to submit a new departmental fellowship award form and other available options. The landing page also displays a "Search" section to filter information previously submitted.

The Department Fellowships form should be used by departments to initiate a new fellowship award to graduate students from their internal funds or to modify or terminate an existing fellowship award. This system replaces the "Graduate Fellowship Payment" PDF form. Please reference the [Graduate School Fellowships page](#) for detailed instructions about the Department Fellowship form.

- **Start a New Award:** Click 'Start Form' to enter a new fellowship award.
- **Modify/Terminate an active fellowship:** Click "Start Form" to modify an existing fellowship. Upon entering the Student ID, all active fellowships for the student will be displayed. Select the fellowship that you want to modify or terminate.

Use the fields in the 'Search' box to search for Payment forms that have been submitted online since 2025. Depending on your system security roles, an initial search may have been configured for you.

Search

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

Academic Year

Fellowship Code =

Fellowship Name contains

Student ID =

Form Status =

Include Withdrawn/Deleted:

Form Action =

[Clear Search](#)

College =

Program =

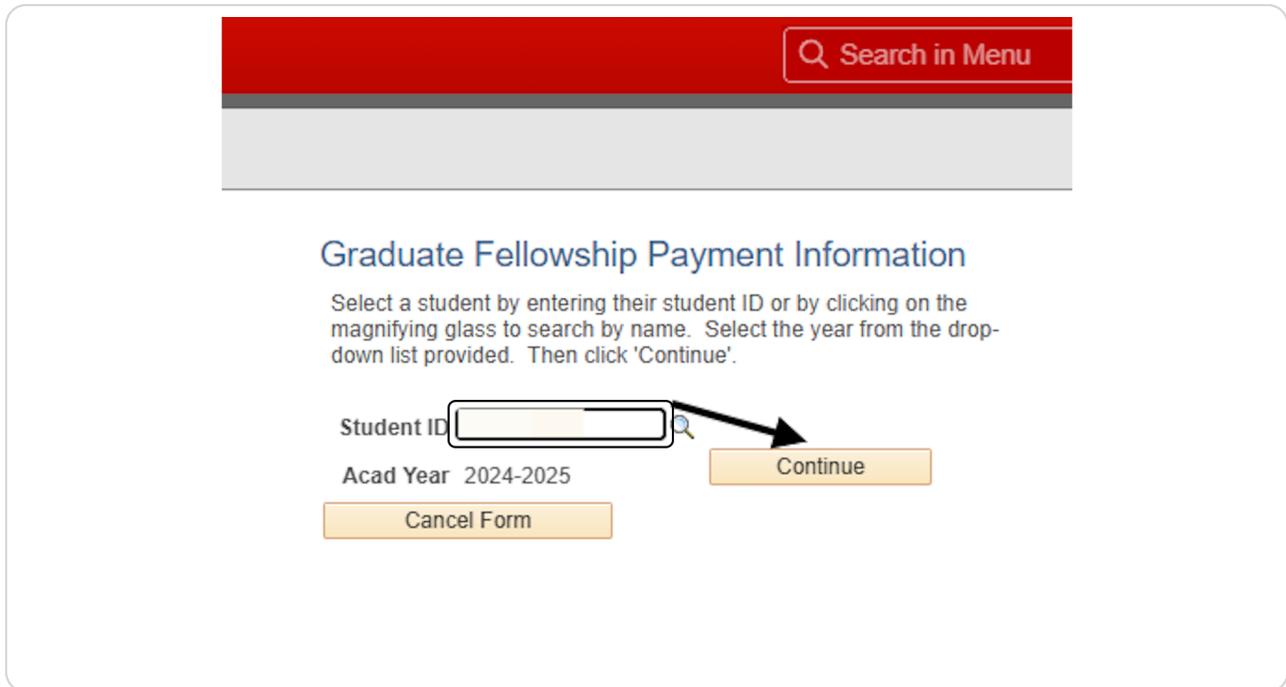
Approver Unity =

Contact Unity =

Submit payment form

Step 7

Enter the 9 digit Student ID for the student receiving the fellowship award and click "Continue". You can click on the magnifying glass next to the Student ID field to search a student by name.



The screenshot shows a web interface for "Graduate Fellowship Payment Information". At the top, there is a red navigation bar with a "Search in Menu" button. Below this, the title "Graduate Fellowship Payment Information" is displayed in blue. A paragraph of instructions reads: "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'." The form contains a "Student ID" label next to a text input field. A magnifying glass icon is positioned to the right of the input field, with a black arrow pointing from it to the "Continue" button. Below the input field, the "Acad Year" is set to "2024-2025". At the bottom of the form, there are two buttons: "Cancel Form" on the left and "Continue" on the right.

Step 8

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

- Clicking "Select" next to a named fellowship award gives submitters the following options:
 - If the student has an active fellowship award, submitters will see the current award information and be given the option to CHANGE or TERMINATE the award. These steps are covered separately in the modification and termination award instructions.
 - For any fellowship held by the student in the past, submitters will be presented with the option to add it for the current fellowship year.
- Submitters also have the option to "Add another Fellowship" at the bottom for awarding a new Fellowship not on the list.

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
Add another fellowship				Select

Step 9

Click "Select" next to "Add another fellowship" to add a new fellowship award for the selected student.

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
Add another fellowship				Select

Step 10

This opens the Search section on the Fellowship form which enables the submitter to search for all existing Fellowships in the database. Each Fellowship has a code and a name. The search feature allows the submitter to use either the code or by description.

Fellowship	Fshp Code	Fshp Nbr	Current Award Amt	Select
Estridge Fellowship	ESTRIG	2	4000.00	Select
Jordan Fellowship	JORDAN	3	8500.00	Select
Add another fellowship				Select

Select the fellowship for this award. You can search by code or by the fellowship name.

When searching by fellowship name, you will get the best results if you search for just a portion of the description. For example, search for 'training', not 'Future Teachers Training Grant'.

Fellowship description contains

Fellowship Code 

Step 11

Enter a brief title of the new Fellowship and click the "Look Up" button to check if the Fellowship is already in the database.

When searching by fellowship name, you will get the best results if you search for just a portion of the description. For example, search for 'training', not 'Future Teachers Training Grant'.

Fellowship description contains

Fellowship Code 

Step 12

The search will display a list of all existing Fellowship similar to the entered description.

- Submitters can click "Select" if the fellowship name is available in the search results. The system will use the Fellowship code and Name for the new award.

Select "My fellowship is not in the list" if you cannot locate the fellowship name you plan to award. This will initiate creation of a new fellowship in the database. The system will assign a default fellowship code of 'ZZZ' and submitters will be asked to enter the "Fellowship Name".

Fellowship Code 

Select Fellowship	Find View All 	First  1-19 of 19  Last
Select	Fellowship Description	Code
Select	Bruce Matthews Graduate Award	MATTW
Select	CA Gardner Graduate Award	GARDNR
Select	CALS Graduate Peer Mentor Pgm	PEERC
Select	CEFS Graduate Fellowship	CEFS
Select	COE Graduate Enhancement Award	COENH
Select	Callanan Graduate Award	CALNAN
Select	Coffey Graduate Award	COFEY
Select	Diversity Graduate Assistance	DVRSA
Select	Gonzalez Graduate Leadership	GONZAL
Select	Graduate Merit Award (GMA)	GMA
Select	Griffin Graduate Award	GRIFFN
Select	Johnston Graduate Award	JHNST
Select	NSF Graduate Research	NSFR
Select	Progress Energy Graduate Award	PRGEN
Select	Rohrbaugh Graduate Award	ROHRB
Select	Smallwood Graduate Award	SMLWD
Select	Smith Gardner Graduate Award	SMGRD
Select	Vick Graduate Award	VICK
Select	Zia Graduate Fellowship	ZIA

If this is a new fellowship, or has not been awarded at the University since 2022, click on 'My fellowship is not in the list'. You will be asked to provide a description of the fellowship (30 characters or less).

Step 13

Click "Continue" to launch the award section on the fellowship form for the selected fellowship award. Note: Submitters can click the "Select a Different Fellowship" button to return to the Search section if a fellowship award was selected in error.

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
Add another fellowship				Select

Click continue to prepare form for this new fellowship

Student ID

Acad Year 2024-2025

Fellowship Code PRGEN Progress Energy Graduate Award

Step 14

The top section of the fellowship form provides general instructions for submitting the award form. **Please pay attention to the Fellowships that can be considered "Primary Fellowships" and will result in GSSP tuition and insurance charges on the Project.**

The fellowship form will auto-populate the Student Name, Email address, academic information based upon the Student ID entered. The form will also populate the Fellowship name and code, if you selected an existing fellowship in the database.

2024-2025 Graduate Fellowship Payment Information

[RETURN](#)

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 ID
Current Email nobody@ncsu.edu
Fellowship Progress Energy Graduate Award Code PRGEN
Form Action **New Fellowship Payment**

Student Academic Program

Select	College	Prog	Academic Plan	Status	Admit Term
<input checked="" type="checkbox"/>	CNR	WPS	Forest Biomaterials - PHD	Active	

Step 15

- Enter all requested information to set-up the fellowship award payment: Project ID, Award amount, Terms during which award should be disbursed
- **All fields marked with an asterisk * are required fields.**
 - *Note: The submitter is not prompted to provide start/end dates for the award. This information will be supplied by the Graduate School administrator instead.*

2024-2025 Progress Energy Graduate Award - ADD

*Project/Grant  Dept ID (OUC) 140101

COE Enhancement Fee

*Award Amount

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

*Payment Schedule 

Step 16

Use the drop-down menu next to "Payment Schedule" to establish the fellowship payment terms:

- **Fellowship Monthly** - Disbursements will be made on a monthly basis over the selected terms.
- **Fellowship Term**: Disbursement will be a one-time, lump sum payment for the term.
 - *Note: If 'Fellowship Term' is selected, the system will automatically assign a disbursement date that is usually the first month, marking the beginning of the term.*

2024-2025 Progress Energy Graduate Award - ADD

*Project/Grant Dept ID (OUC) 140101

COE Enhancement Fee

*Award Amount

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

*Payment Schedule

Award Letter

Please save supporting

Step 17

Click on 'Calculate Payments' after entering all required information.

2024-2025 Progress Energy Graduate Award - ADD

*Project/Grant  Dept ID (OUC) 140101

COE Enhancement Fee

*Award Amount

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

*Payment Schedule

Step 18

The submitter will receive a notification to check the fellowship amounts. Click "OK" to continue.

rgy Graduate Award - ADD

Payments updated (26015,280)

The payment schedule has been updated. Please check the amounts.

Step 19

The "Calculate Payment" button generates "the Payment schedule" for the submitter to review. The "Payment Dates" section displays the payment schedule which includes the terms, dates and the amounts when the fellowship award will be disbursed based on the information entered in the previous section. Amounts are represented as whole dollars. The submitter has the option to customize the payments. Click on "Customize Payment Schedule" button if you want to adjust the payment amounts

2024-2025 Progress Energy Graduate Award - ADD

*Project/Grant  Dept ID (OUC) 140101

COE Enhancement Fee

*Award Amount

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

*Payment Schedule

Payment Dates

[Customize Payment Schedule](#) 

Award 3,000.00 Fall/Spring 3,000.00 Summer 0.00

Term	Date	Calc Disb Amt
Spring '25	01/23/2025	600.00
Spring '25	02/20/2025	600.00
Spring '25	03/21/2025	600.00
Spring '25	04/22/2025	600.00
Spring '25	05/22/2025	600.00

Step 20

The submitter will receive a notification to enter the fellowship amount for each date if they decide to customize the payments. Click "Ok" to continue.

Payment Dates - CUSTOMIZED

Customize payments (26015,270)

You have selected the option to customize the payment schedule for this award. Please enter the amount you wish to disburse on each date. You may enter zero.

You may not reduce any amounts that may have already been disbursed to this student for this award.

Spring '25	02/20/2025	600.00	600.00
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Step 21

Submitters are provided the option to enter a "Custom Amount" for each disbursement date within Payment Schedule. The sum total of the "Custom Amount" should equal the total fellowship award amount.

Note: The award stipend, term and payment schedule cannot be changed at this point.

Payment Dates - CUSTOMIZED

Use Default Schedule

Award	3,000.00	Fall/Spring	3,000.00	Summer	0.00
CUSTOM Total	3,000.00				
Difference	0.00				

Term	Date	Calc Disb Amt	*CUSTOM Amt
Spring '25	01/23/2025	600.00	0.00
Spring '25	02/20/2025	600.00	0.00
Spring '25	03/21/2025	600.00	0.00
Spring '25	04/22/2025	600.00	1,500.00
Spring '25	05/22/2025	600.00	1,500.00

Step 22

The system displays a running total of the "Custom Amt" entered for each date in the "CUSTOM Total" field at the top as well as the difference between the Fellowship Award amount and the "Custom Total" to assist with the data entry.

The CUSTOM Total field amount must equal the "Award" amount in order to process the fellowship.

Note: If the submitter tries to save/submit the form where the custom total amounts entered do not match the stipend entered above, they will be prompted to correct the amounts before continuing.

Payment Dates - CUSTOMIZED

Use Default Schedule

Award	3,000.00	Fall/Spring	1,200.00	Summer	0.00
CUSTOM Total	1,200.00				
Difference	-1,800.00				

Term	Date	Calc Disb Amt	*CUSTOM Amt
Spring '25	01/23/2025	600.00	<input type="text" value="0.00"/>
Spring '25	02/20/2025	600.00	<input type="text" value="0.00"/>
Spring '25	03/21/2025	600.00	<input type="text" value="0.00"/>
Spring '25	04/22/2025	600.00	<input type="text" value="1500.00"/>
Spring '25	05/22/2025	600.00	<input type="text" value="600.00"/>

Step 23

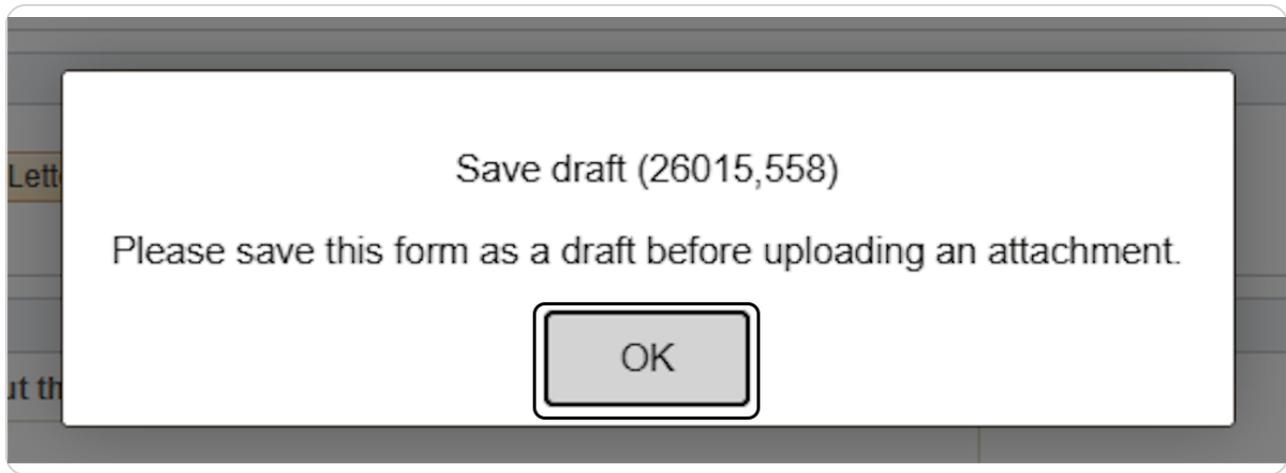
- The Award Letter section allows submitters to upload the signed Fellowship Award letter sent to the student. **A signed award letter is required whenever a "new" fellowship award is entered.** Before the award letter can be uploaded, the submitter must click the "Save as Draft" button.

The screenshot shows a web form with the following sections and elements:

- Award Letter:** Contains an "Upload Award Letter" button and a blue text box that reads "Please save this form as a draft before attaching supporting documentation."
- Notes:** A section with a dropdown arrow and the text "Additional information about this payment" followed by an "Enter/Edit" link and a text input field.
- Contact:** A section with the label "Contact" and an "Email" field containing the text "nobody@ncsu.edu".
- Approval:** A section with the text "Select Approver".
- Buttons:** At the bottom, there are three buttons: "Submit for Approval", "Save As Draft" (highlighted with a red circle), and "Cancel Form".
- Return:** A "Return" button is located below the main form area.

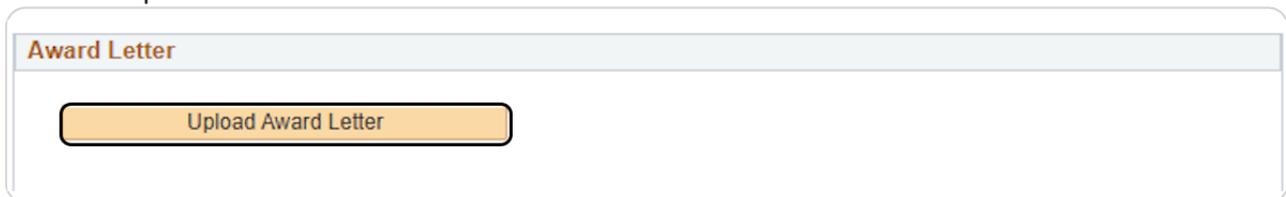
Step 24

When the requestor clicks "Save As Draft," they will receive a notification. Click "OK" to continue.



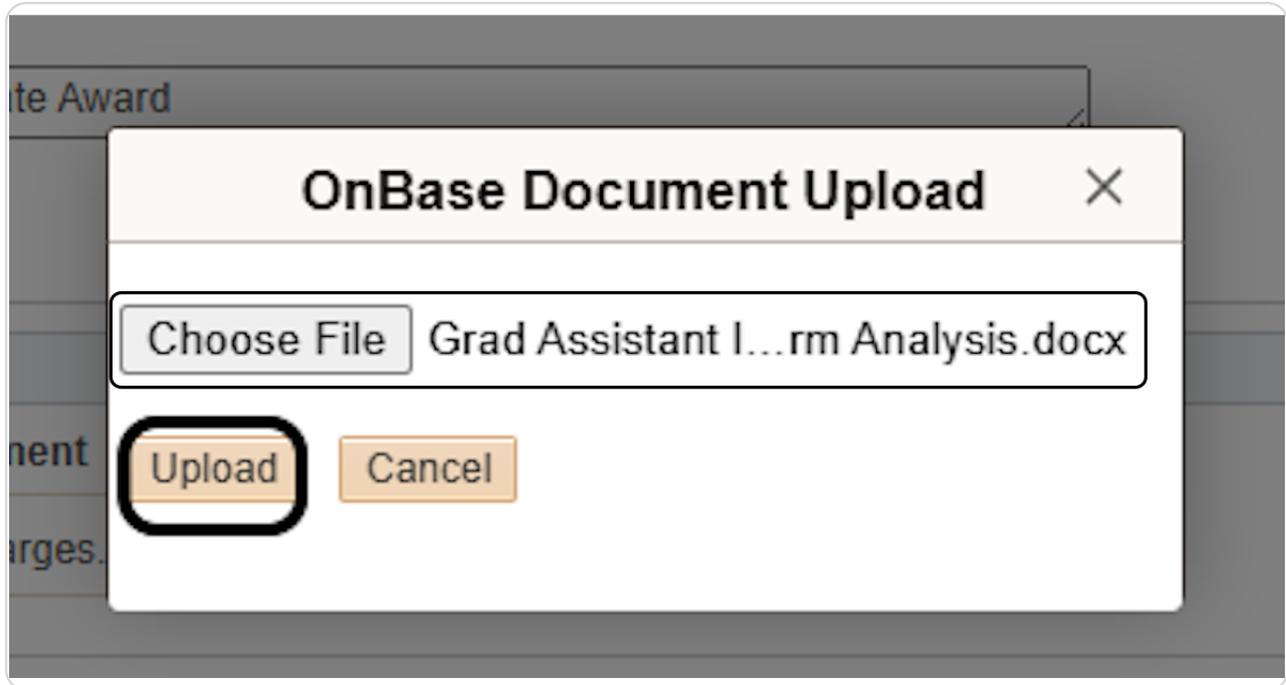
Step 25

- To add an attachment, you will need to complete all other information on the form and "Save as Draft" before uploading the required award letter for a new fellowship.
- Click "Upload Award Letter"



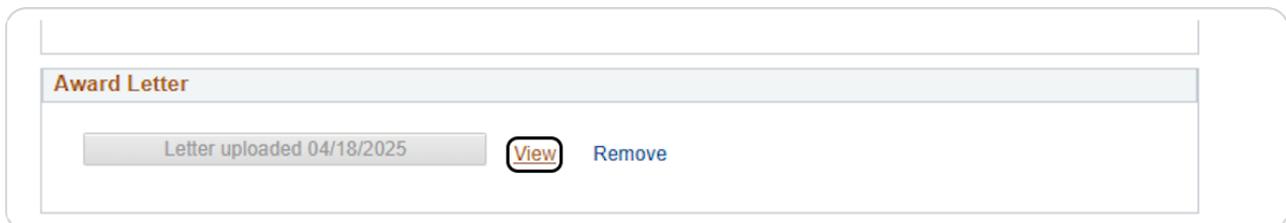
Step 26

A dialog box will appear, allowing you to select "Choose File" from your local directory to upload the requested document. Select the award letter and click the "Upload" button to complete the attachment process.



Step 27

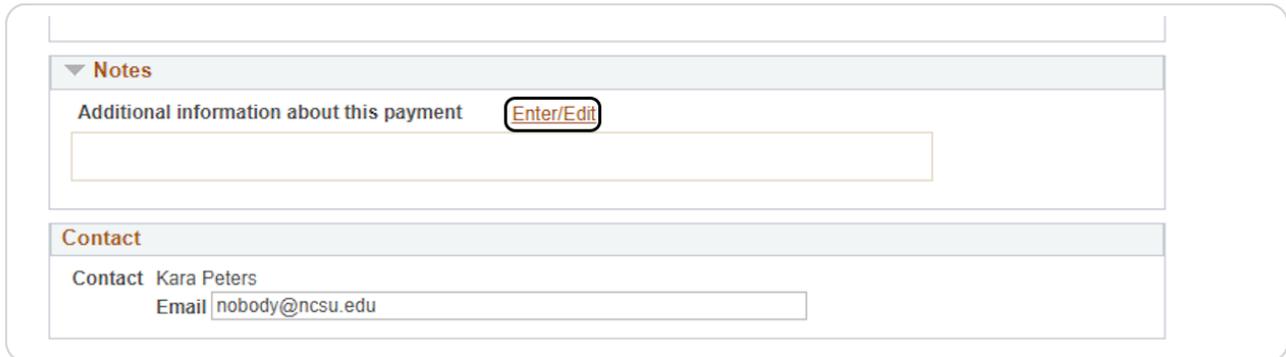
You can view any uploaded files by clicking the "View icon" or remove them using the "Remove" button.



Step 28

The Notes section provides the Submitter an option to add any additional comments regarding the fellowship. **If you do not want a Fellowship to be considered a "primary fellowship" and be charged the GSSP tuition and insurance costs, please indicate in the comment section.**

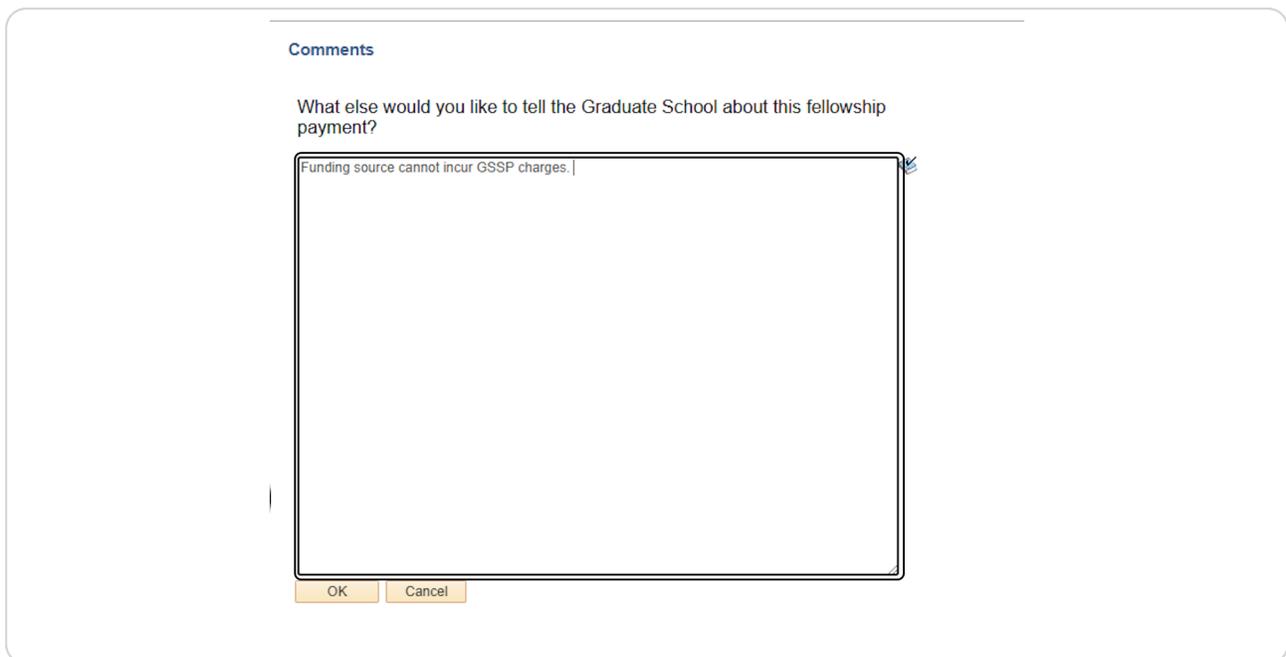
Click on "Enter/Edit" to enter any notes for the approver or the Graduate School.



The screenshot shows a web form with two main sections. The top section is titled "Notes" and contains the text "Additional information about this payment" followed by a button labeled "Enter/Edit" and a large empty text input field. The bottom section is titled "Contact" and contains the text "Contact Kara Peters" and "Email nobody@ncsu.edu" followed by a text input field.

Step 29

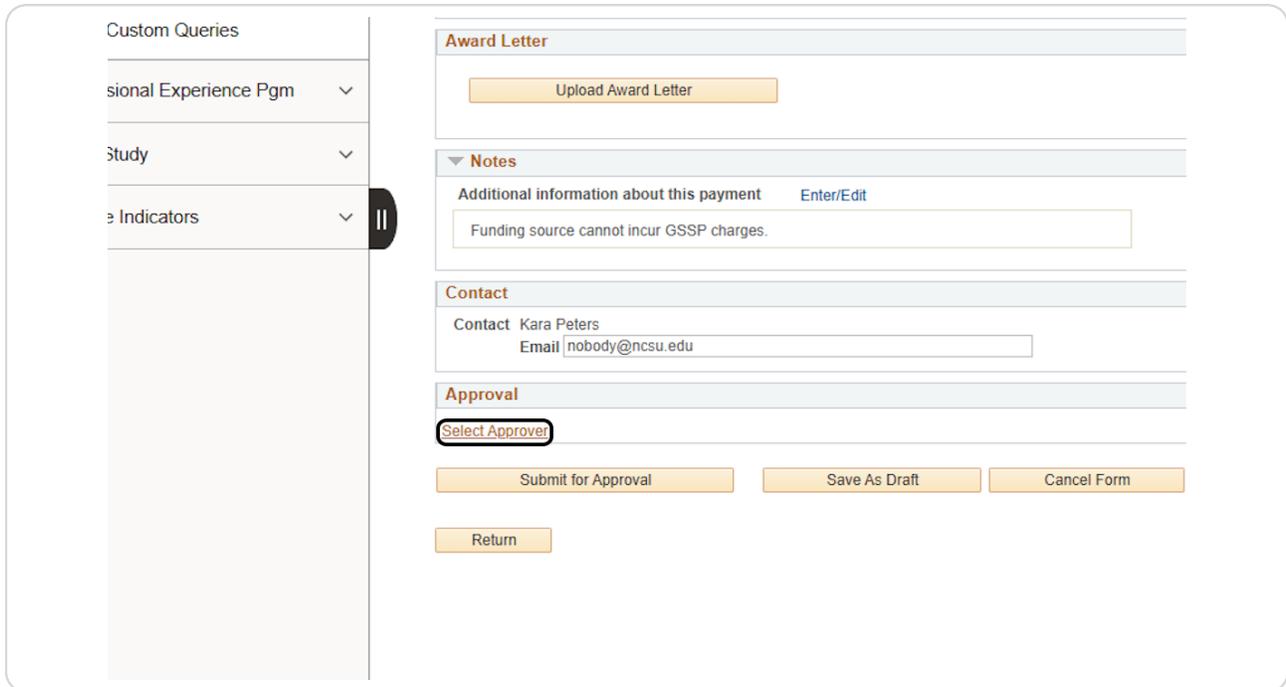
A second page will open under "Comments" for the requestor to enter any notes on a fellowship action. Click "Ok" when done or "Cancel" to discontinue and return to the form.



The screenshot shows a dialog box titled "Comments". It contains the text "What else would you like to tell the Graduate School about this fellowship payment?" followed by a large text input field. The input field contains the text "Funding source cannot incur GSSP charges." and has a blue cursor icon on the right side. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Step 30

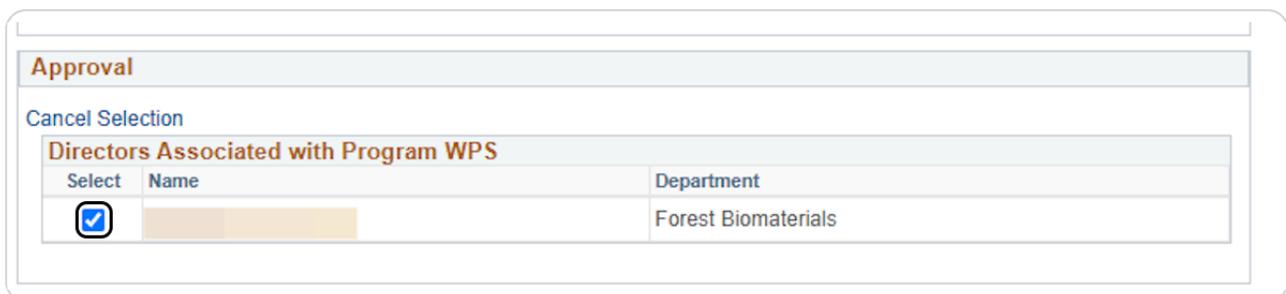
The "Approval" section allows the submitter to select the approver to route the Fellowship award form for approval. The "Select Approver" button will display the DGP(s) associated with the Student's academic program.



The screenshot shows a web form with a sidebar on the left and a main content area on the right. The sidebar contains a "Custom Queries" section with three dropdown menus: "Professional Experience Pgm", "Study", and "Program Indicators". The main content area has several sections: "Award Letter" with an "Upload Award Letter" button; "Notes" with a text input field containing "Funding source cannot incur GSSP charges." and an "Enter/Edit" link; "Contact" with fields for "Contact" (Kara Peters) and "Email" (nobody@ncsu.edu); and "Approval" with a "Select Approver" button highlighted by a red box. Below the "Approval" section are three buttons: "Submit for Approval", "Save As Draft", and "Cancel Form". At the bottom of the form is a "Return" button.

Step 31

Click the checkbox next to the DGP to select them as approver.



The screenshot shows a close-up of the "Approval" section. It features a "Cancel Selection" link and a table titled "Directors Associated with Program WPS". The table has two columns: "Select" and "Department". A single row is visible with a checked checkbox in the "Select" column and "Forest Biomaterials" in the "Department" column.

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

Step 32

Click "Submit for Approval" button to route the completed Fellowship form to the DGP for review and approval. The selected DGP will receive an automated email to review and approve the fellowship award.

The screenshot shows a web interface for approving a fellowship. On the left is a sidebar with a search bar and a list of categories. The main content area is titled "Approval" and includes the following elements:

- Contact:** Kara Peters, Email: nobody@ncsu.edu
- Approval Section:** A "Cancel Selection" link and a table titled "Directors Associated with Program WPS".
- Table:** A table with columns "Select", "Name", and "Department". One row is selected with a blue checkmark in the "Select" column, and the "Department" is "Forest Biomaterials".
- Approver Information:** "Unity ID of Approver" is DESALONI. There are input fields for "Name" and "Email" (with a placeholder @ncsu.edu). A "Save Approver" button is to the right.
- Action Buttons:** "Submit for Approval" (highlighted with a red border), "Save As Draft", and "Return".

The Search feature in the Department Fellowships landing page allows the user to retrieve Fellowships based on fellowship name, Student ID, Form Status, Form Action (New Fellowship, Change, or Terminate) College, Program, or Unity ID. You can check the status of department Fellowship. Selecting a Fellowship name will display all students for whom a department fellowship action was initiated, Type of Action (New, Change or Terminate), Student ID, Student Name, Form Status.

The following are descriptions for each Form Status:

Approval Denied: Approver did not approve the Fellowship Award.

Complete: The Fellowship award has been approved by the DGP, verified by the Grad School and activated in the Financial Aid System for payment to the student.

Draft Cancelled: Fellowship award initiated has been cancelled by the submitter.

Draft, Not Submitted: Fellowship award has been saved as draft by the Submitter but not been routed for approval.

Grad School Review: The Fellowship award has been approved by the DGP and routed to Grad School for verification.

In Process: The Fellowship award has been approved by the DGP, verified by the Grad School but has yet to be activated in the Financial Aid system

Needs Signature: The Fellowship award is in DGP's approval queue for approval

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Returned to Requestor: The Fellowship award has been returned to the submitter by DGP or the Grad School for corrections.

Verified by Grad School: Fellowship has been verified by the Grad School

Withdrawn: Fellowship has been withdrawn