

# Department Fellowship: Review and Approve a Fellowship Award

This document provides step by step instructions to DGPs as well as other designated personnel on how to approve a new department fellowship request or change/terminate request in the new Fellowship System in MyPack portal.

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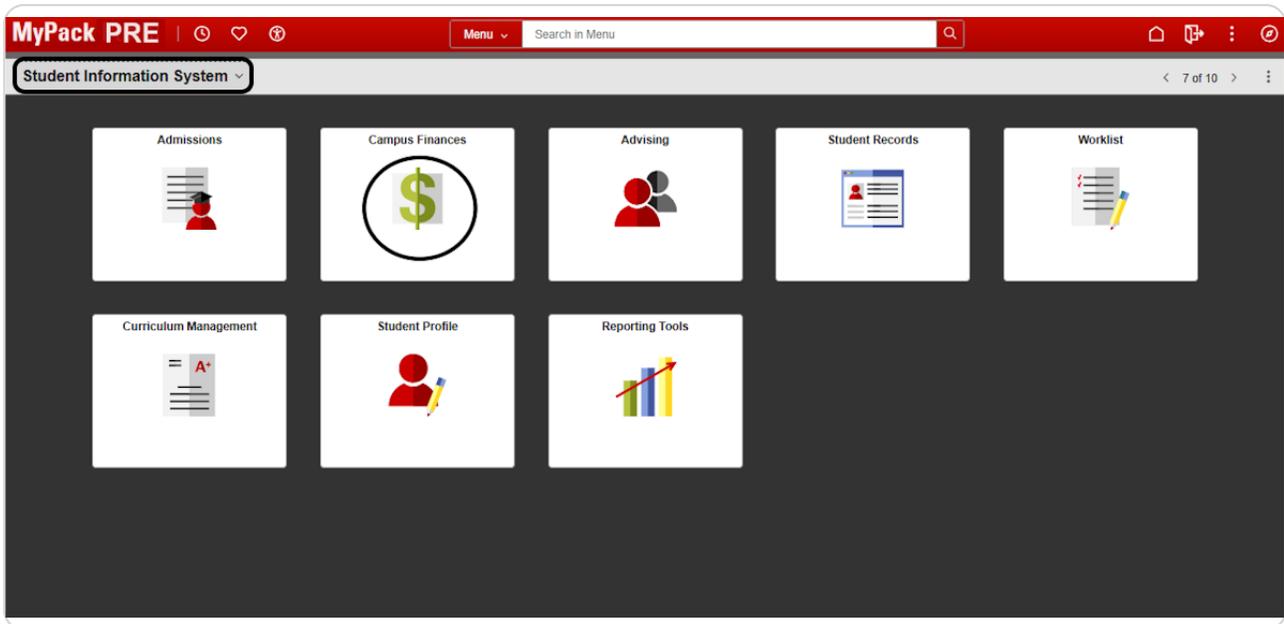
## Step 1

- The Fellowship system sends an automated email notification (example below) to the DGP selected as the approver for Fellowship award. The submitter selects the DGP for the academic program as the approver. For programs with multiple DGP's, only one DGP can be selected for approval. The approver can access the fellowship form via the embedded link within the email message.
- Approvers can also search for the fellowship through MyPack Portal (Navigation: SIS>Campus Finances tile>Fellowships/Grad Support folder>Fellowship Forms)



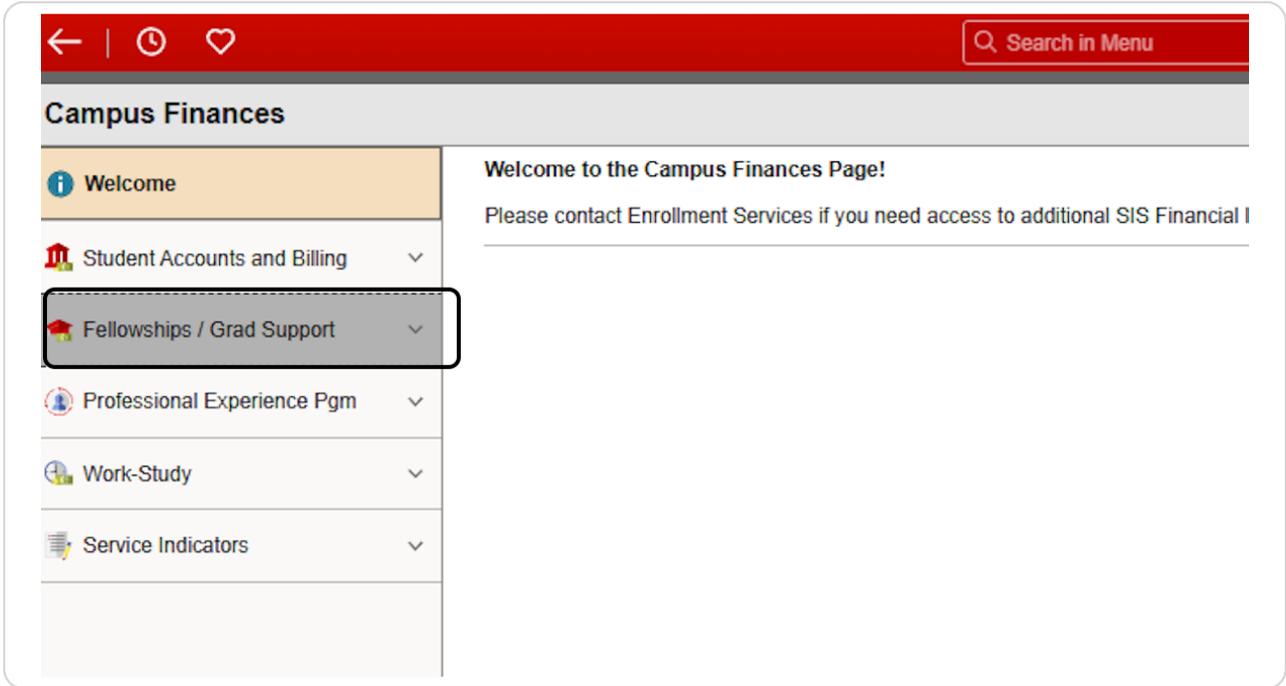
## Step 2

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.



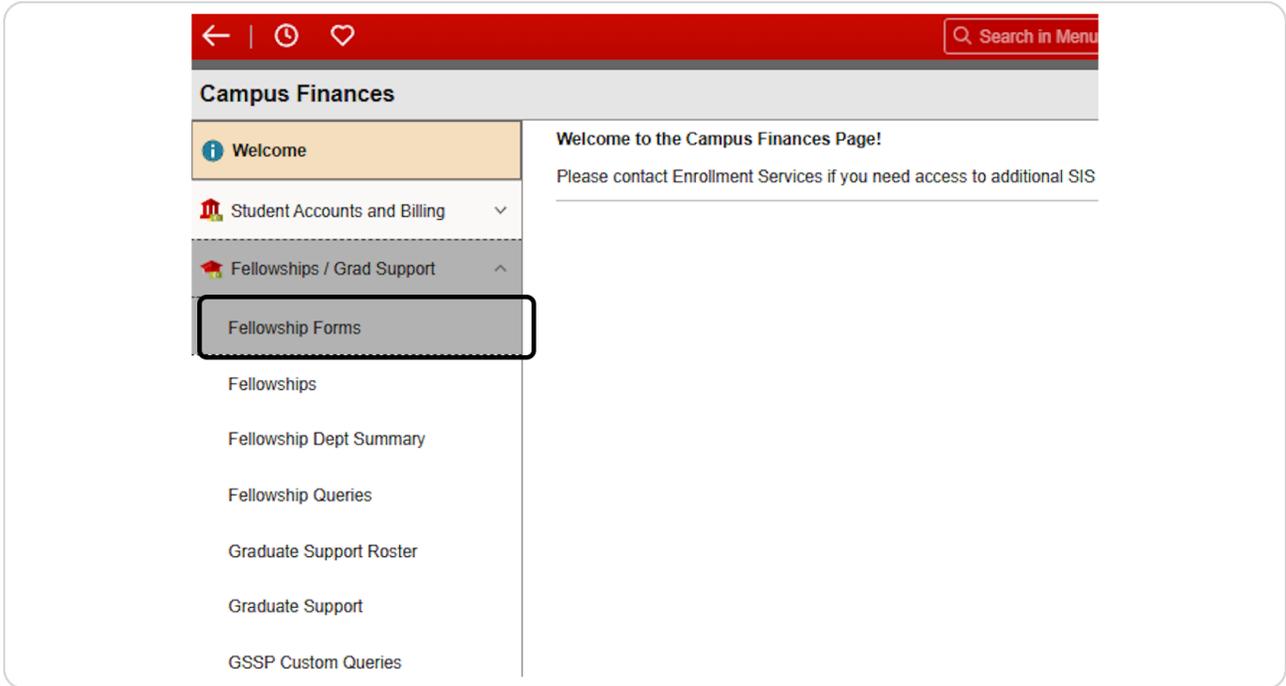
### Step 3

Click on Fellowships / Grad Support



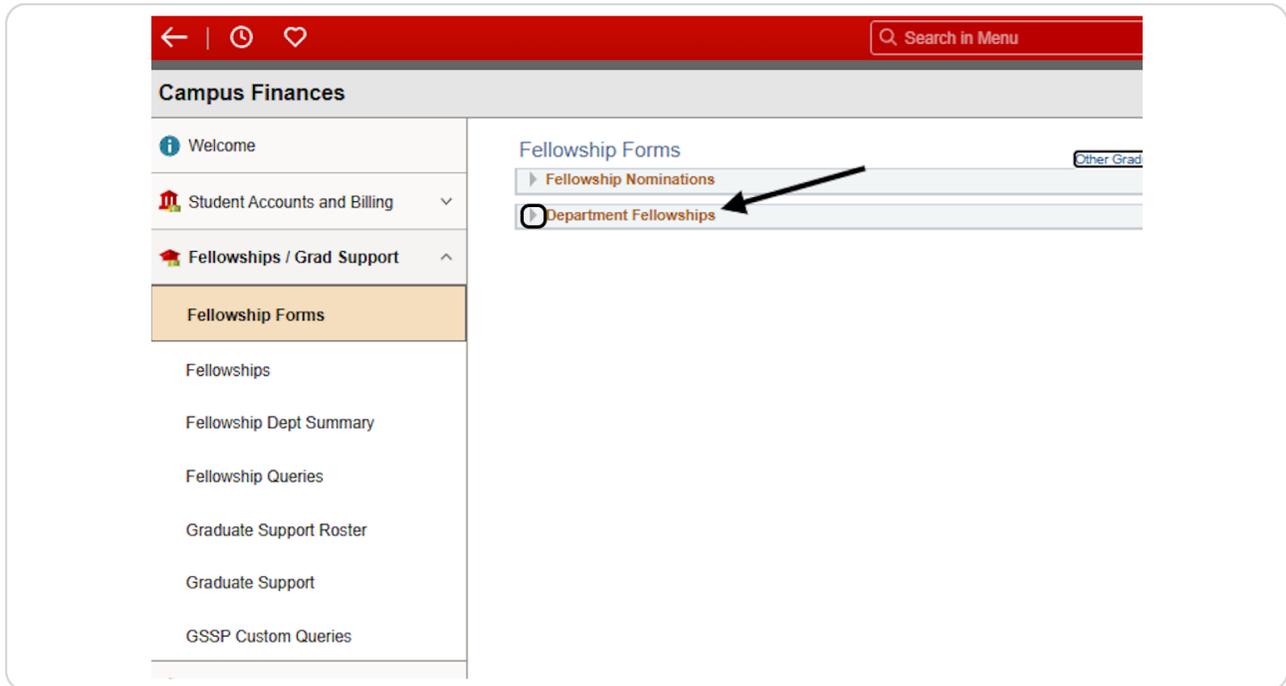
## Step 4

### Click on Fellowship Forms



## Step 5

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



## Step 6

The Fellowship Forms landing page provides general instructions. Approvers can use the "Search" section to find any pending fellowships awaiting their approval. Select Form Status "Needs Signature" to identify all forms awaiting your approval.

The screenshot shows the "Fellowship Forms" landing page. At the top, there are navigation links for "Fellowship Nominations" and "Other Graduate School Forms". Below this is a section for "Department Fellowships" with instructions on how to use the form. A search section is highlighted with a red box, containing various filters: Academic Year (set to 2024-2025), Fellowship Code, Fellowship Name, Student ID, Form Status (set to Needs Signature), Form Action, College, Program, Approver Unity, and Contact Unity. A "Search" button is also highlighted with a red box. To the right of the search section is a "Submit payment form" section with a "Start Form" button.

## Step 7

Click "View" next to the fellowship within the search results to launch the award form.

The screenshot shows the search results for "Payment Forms". The table has columns for Status, Program, Contact/Appr, Form, Action, Student Name, Student ID, Acad Year, and Form Status. A single result is shown for "Graduate Merit Award (GMA)" with a status of "Need Sign". A red box highlights the "View" link next to the result.

Status	Program	Contact/Appr	Form	Action	Student Name	Student ID	Acad Year	Form Status
<a href="#">View</a>	Graduate Merit Award (GMA)			New			2024	Need Sign

## Step 8

Approvers can see the Fellowship Form with all student and award details included by the Submitter.

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](mailto: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.

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**Form - Student and Fellowship**

For Academic Year	2024-2025	Form Nbr	FD00000015
Form Status	Needs Signature	Submitted	04/24/2025 4:12:51PM <a href="#">History</a>

Status Note: **RESPONSE:** Stipend amount has been changed per instructions.  
**REVIEWER NOTE:** Please change stipend amounts. Thank you.

Student		ID
Current Email	nobody@ncsu.edu	

Fellowship	Graduate Merit Award (GMA)	Code	GMA	Fshp #
Form Action	New Fellowship Payment			

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**Student Academic Program**

College	Engineering
Program	ME Mechanical Engineering
Status	Active in Program

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**2024-2025 Graduate Merit Award (GMA) - ADD**

*Project/Grant	361002	Dept ID (OUC)	140101				
	COE Enhancement Fee						
*Award Amount	1,000.00						
*Paid in Terms - Fall:	<input type="checkbox"/>	Spring:	<input checked="" type="checkbox"/>	Summer 1:	<input type="checkbox"/>	Summer 2:	<input type="checkbox"/>
*Payment Schedule	Fellowship Monthly						

## Step 9

The Approver can click "View Award Letter" to review the downloaded copy of the signed award letter.

**Award Letter**

[View Award Letter](#)

## Step 10

The Approver can click the "History" link for more information about the fellowship action.

**Form - Student and Fellowship**

For Academic Year 2024-2025 Form Nbr FD00000015

Form Status Needs Signature Submitted 04/24/2025 4:12:51PM [History](#)

Status Note **RESPONSE:**  
Stipend amount has been changed per instructions.  
**REVIEWER NOTE:**  
Please change stipend amounts. Thank you.

Student Bhatta, Ni: ID 200368866

Current Email nobody@ncsu.edu

Fellowship Graduate Merit Award (GMA) Code GMA Fshp #

Form Action New Fellowship Payment

## Step 11

The history of the fellowship action will include any notes entered by the Submitter in addition to the approval workflow. Click "Return" to go back to the fellowship award form.

**Status History**

Fellowship Graduate Merit Award (GMA) Academic Year 2024-2025

ID

Status changes			
DateTime	Saved Status	By	Notes
04/03/2025 1:26:40PM	Draft, not submitted		
04/03/2025 1:33:44PM	Needs Signature		
04/03/2025 2:01:57PM	Approval Denied		Please change stipend amounts. Thank you.
04/24/2025 10:49:09AM	Approval Denied		Administrator selected alternate approver
04/24/2025 4:12:51PM	Needs Signature		Stipend amount has been changed per instructions.

[Return](#)

## Step 12

The Approver can see the payment schedule for the fellowship award but will not be able to make changes.

Payment Dates					
Award	1,000.00	Fall/Spring	1,000.00	Summer	0.00
Term	Date	Calc Disb Amt			
Spring '25	01/23/2025	200.00			
Spring '25	02/20/2025	200.00			
Spring '25	03/21/2025	200.00			
Spring '25	04/22/2025	200.00			
Spring '25	05/22/2025	200.00			

## Step 13

The Approver can either approve the form or send the form back to the submitter:

- If the approver selects 'Approve', the form will be routed to the Grad School for verification.
- If the approver selects 'Return to Requestor', the approver must include a comment in the textbox regarding any correction or denial of fellowship. The Approver's comments will then appear at the top of the form for the requestor to review. The system will also send an email notification to the requestor.

The screenshot displays a web form with two main sections: 'Contact' and 'Approval'.  
**Contact Section:**  
- Header: Contact  
- Contact: [Redacted]  
- Email: nobody@ncsu.edu  
- Submitted By: [Redacted]  
**Approval Section:**  
- Header: Approval  
- Approver: [Redacted]  
- Email: [Redacted]  
- Instructions: Please review this form and the attached award letter, if one is included. Click 'Approve' to submit this form to the Graduate School for verification and action. Click 'Return to Requestor' if the form needs to be modified or cancelled. You will be asked to enter comments about the reason for the return.  
- Buttons: 'Approve' (highlighted with a black border) and 'Return to Requestor'.  
- A 'Return' button is located below the 'Approval' section.

## Step 14

The approver will receive a pop-up message to confirm if they want to approve the fellowship request and advance the fellowship form to the Graduate School for final verification.

