

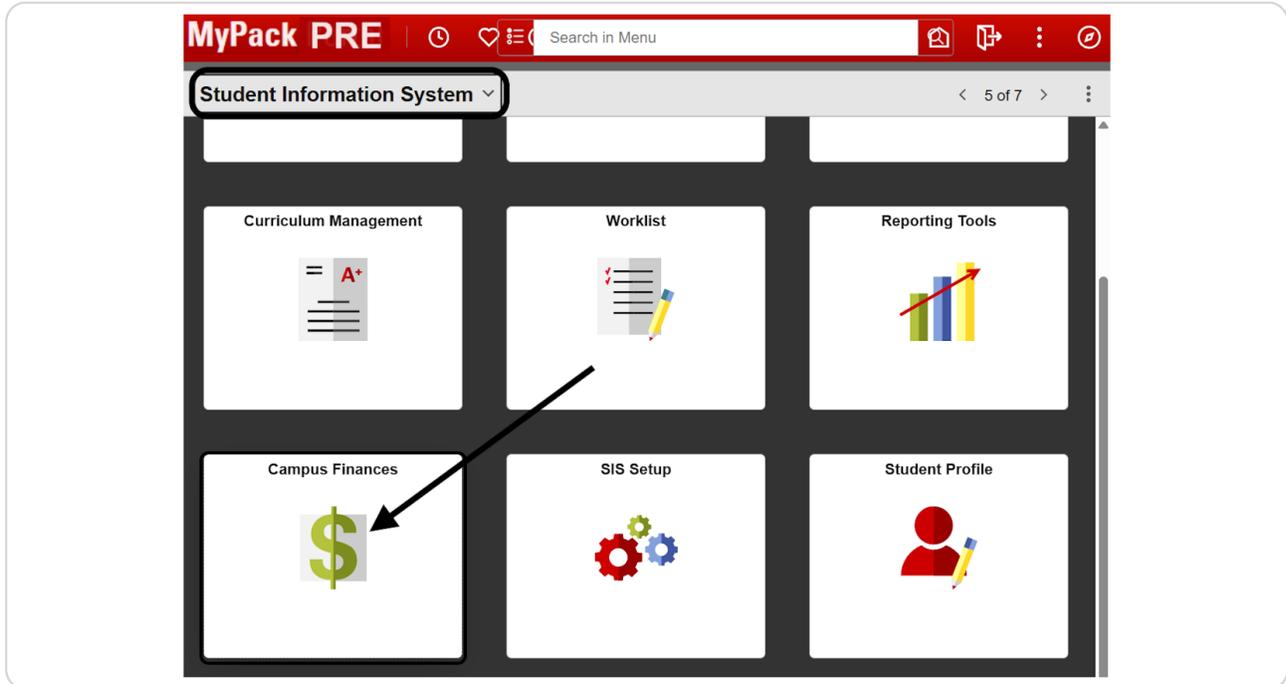
# **Department Fellowship: Terminate an Existing Fellowship in MyPack Portal**

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

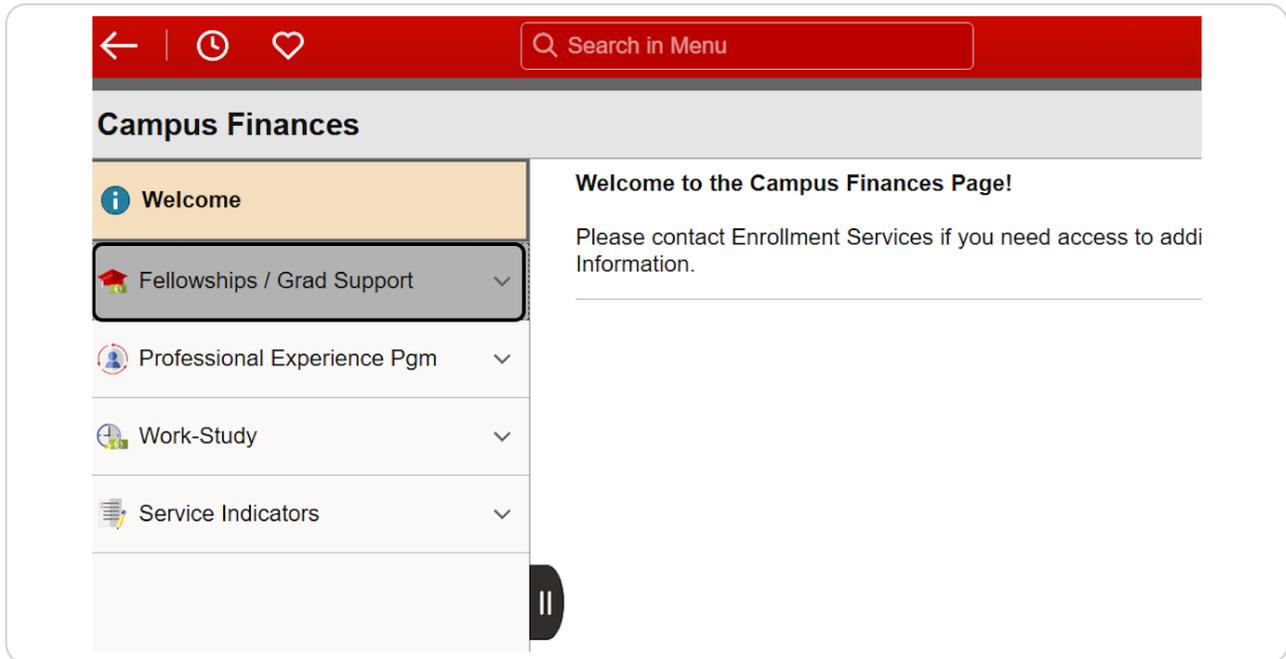
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## Step 1

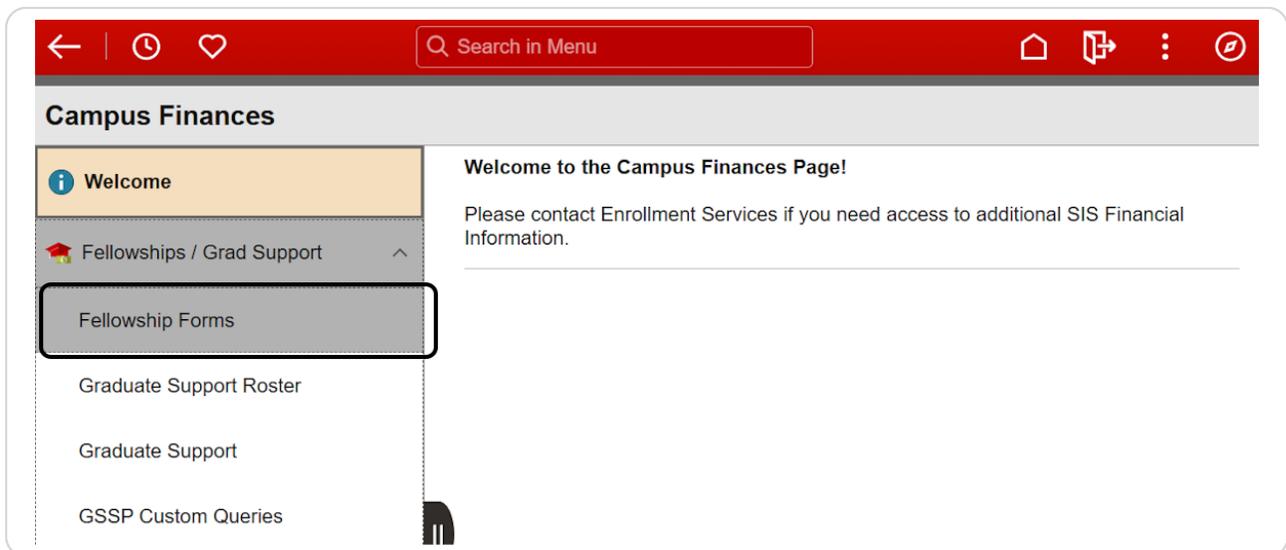
Log into MyPack portal using your credentials. Click on the 'Campus Finances' tile. The Campus Finances tile is located under the Student Information System menu.



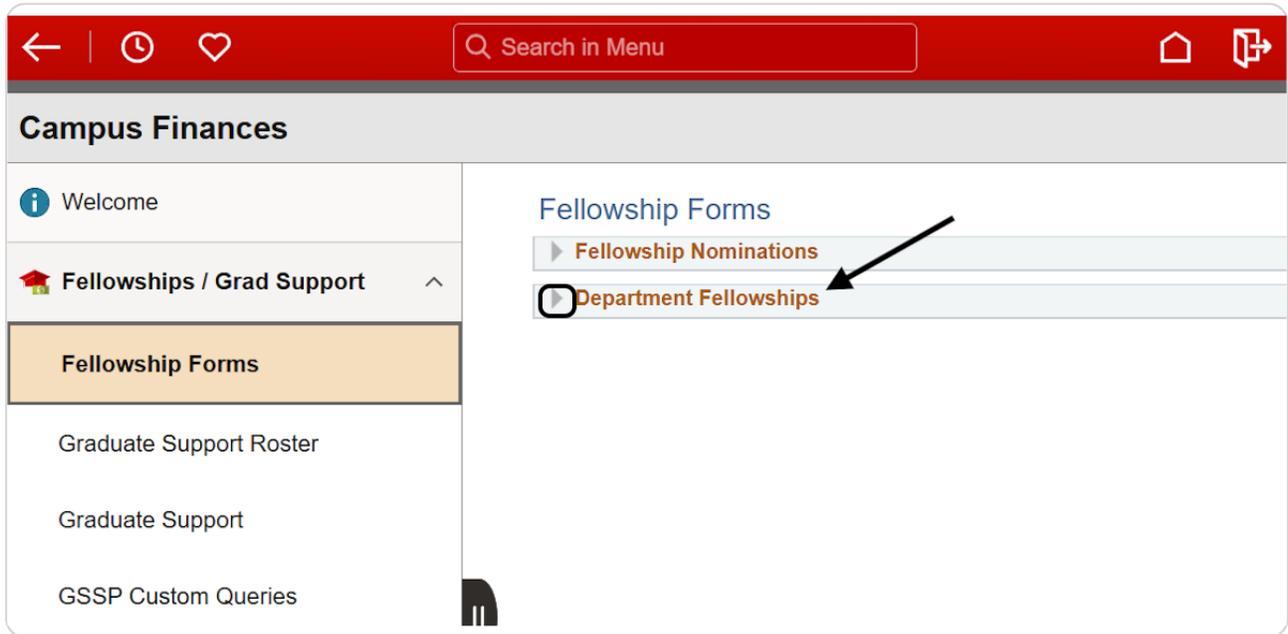
## Step 2 Click on Fellowships/ Graduate Support



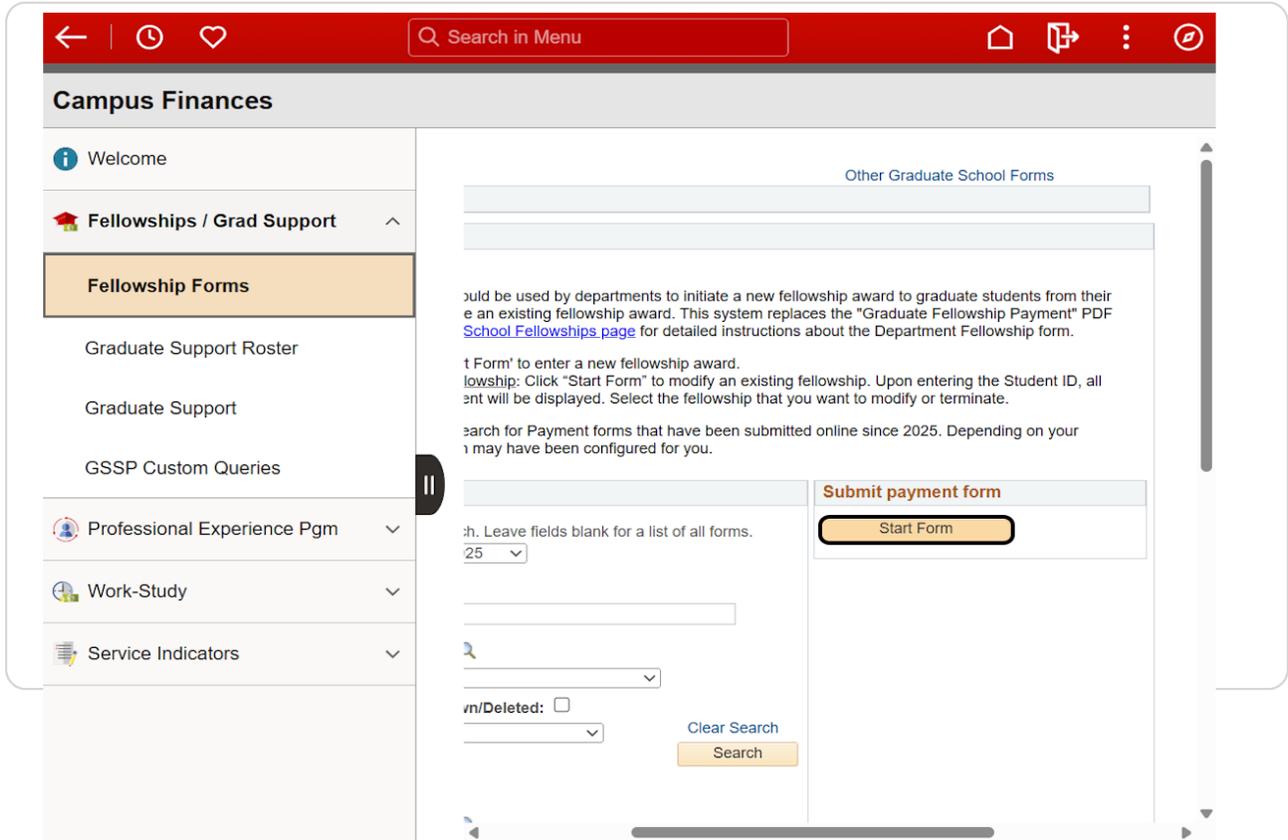
## Step 3 Click on Fellowship Forms



**Step 4** Click the arrow beside "Department Fellowships" to expand the section



**Step 5** From the Fellowship Forms landing page, click on the "Start Form" button under "Submit Payment Form" to access the form to enter your fellowship payment request.



**Step 6 Enter the 9 digit Student ID to select the student that you want to terminate the award. You can also search a student by name by clicking on the magnifying glass. Click "Continue" to proceed to the fellowship award form.**

### 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 This page will display all current and previous fellowships held by the selected student. Click "Select" next to the Fellowship title that they wish to terminate. Please note you will be able to terminate only current fellowships.**

### Graduate Fellowship Payment Information

Student ID [redacted]

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
Genomics Fellowship	GENO	2	30000.00	Select
Add another fellowship				Select

Cancel Form

Change Student/Year

**Step 8 The top section of the fellowship form provides general instructions for using the form. The fellowship form will auto-populate the Student Name, Email address, academic information and the award information based on your selection.**

Click on "Award Termination" radio button to initiate the termination process.

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	*NEW*	<a href="#">Cancel this form</a>
Student		ID		
Current Email	nobody@ncsu.edu			
Fellowship	Genomics Fellowship	Code	GENO	

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**Existing Fellowship Award 2024-2025 - Select Action**

**\*Select Action:** Award Change  Award Termination

Information as of 04/08/2025 Fshp Nbr 2

Fellowship Dates: Start	08/01/2024	End	04/30/2025
Project/Grant:	215225	GRAD SCH-GENO SCIE	

## Step 9

When the award termination action is selected, the Project ID, Stipend, and Terms for the existing fellowship award will be displayed under the "Existing Fellowship Award" section. The payment dates for each term and payment schedule including pending and disbursed amounts will also be shown.

**2024-2025 Genomics Fellowship**

\*Project/Grant  Dept ID (OUC) 174701  
GRAD SCH-GENO SCIE

\*Award Amount 15,000.00

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

\*Payment Schedule Fellowship Monthly

**Existing Fellowship Award 2024-2025**

Project/Grant 215225 Dept ID (OUC) 174701  
GRAD SCH-GENO SCIE

Award Amount 30000.00 Disbursed to date 15000.00

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

Payment Schedule Fellowship Monthly

**Payment Dates - TERMINATE AWARD**

Award 15,000.00 Fall/Spring 15,000.00 Summer 0.00 Disbursed To-Date 15,000.00

Term	Date	Current Award	Disbursed	Calc Disb Amt	*CUSTOM Amt
Fall '24	08/22/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	09/20/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	10/24/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	11/15/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	12/17/2024	2,500.00	2,500.00	2500.00	2,500.00
Spring '25	01/23/2025	2,500.00	2,500.00	2500.00	2,500.00
Spring '25	02/20/2025	2,500.00		2500.00	0.00
Spring '25	03/21/2025	2,500.00		2500.00	0.00
Spring '25	04/22/2025	2,500.00		2500.00	0.00
Spring '25	05/22/2025	2,500.00		2500.00	0.00
Sum1 '25	06/19/2025	2,500.00		2500.00	0.00
Sum2 '25	07/09/2025	2,500.00		2500.00	0.00

## Step 10

When the submitter selects the "Award Termination" button, the system creates a customized payment schedule under the 'Payment Dates - TERMINATE AWARD' section of the form for review:

- This customized payment schedule automatically sets the amount for any upcoming payment dates to zero.
- The amounts for past disbursement dates cannot be changed.
- The Award Amount" is set to the amount already disbursed.

**2024-2025 Genomics Fellowship**

\*Project/Grant  Dept ID (OUC) 174701  
GRAD SCH-GENO SCIE

\*Award Amount 15,000.00

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

\*Payment Schedule Fellowship Monthly

**Existing Fellowship Award 2024-2025**

Project/Grant 215225 Dept ID (OUC) 174701  
GRAD SCH-GENO SCIE

Award Amount 30000.00 Disbursed to date 15000.00

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

Payment Schedule Fellowship Monthly

**Payment Dates - TERMINATE AWARD**

Award 15,000.00 Fall/Spring 15,000.00 Summer 0.00 Disbursed To-Date 15,000.00

Term	Date	Current Award	Disbursed	Calc Disb Amt	*CUSTOM Amt
Fall '24	08/22/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	09/20/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	10/24/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	11/15/2024	2,500.00	2,500.00	2500.00	2,500.00
Fall '24	12/17/2024	2,500.00	2,500.00	2500.00	2,500.00
Spring '25	01/23/2025	2,500.00	2,500.00	2500.00	2,500.00
Spring '25	02/20/2025	2,500.00		2500.00	2,500.00
Spring '25	03/21/2025	2,500.00		2500.00	0.00
Spring '25	04/22/2025	2,500.00		2500.00	0.00
Spring '25	05/22/2025	2,500.00		2500.00	0.00
Sum1 '25	06/19/2025	2,500.00		2500.00	0.00
Sum2 '25	07/22/2025	2,500.00		2500.00	0.00

## Step 11

The submitter also has the option to add additional payments or remove pending payments for any future dates that have not yet disbursed.

- A running total of the "CUSTOM Amt" field as well as the difference from the "Award amount" entered will be displayed at the top.
- When requestors are changing an existing award through a termination action, the award amount cannot be less than any already-disbursed amount.

Payment Dates - TERMINATE AWARD							
Award	15,000.00	Fall/Spring	17,500.00	Summer	0.00	Disbursed To-Date	15,000.00
Term	Date	Current Award	Disbursed	Calc Disb Amt	*CUSTOM Amt		
Fall '24	08/22/2024	2,500.00	2,500.00	2500.00		2,500.00	
Fall '24	09/20/2024	2,500.00	2,500.00	2500.00		2,500.00	
Fall '24	10/24/2024	2,500.00	2,500.00	2500.00		2,500.00	
Fall '24	11/15/2024	2,500.00	2,500.00	2500.00		2,500.00	
Fall '24	12/17/2024	2,500.00	2,500.00	2500.00		2,500.00	
Spring '25	01/23/2025	2,500.00	2,500.00	2500.00		2,500.00	
Spring '25	02/20/2025	2,500.00		2500.00		2,500.00	
Spring '25	03/21/2025	2,500.00		2500.00		0.00	
Spring '25	04/22/2025	2,500.00		2500.00		0.00	
Spring '25	05/22/2025	2,500.00		2500.00		0.00	
Sum1 '25	06/19/2025	2,500.00		2500.00		0.00	
Sum2 '25	07/22/2025	2,500.00		2500.00		0.00	

## Step 12

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

**Contact**

Contact

Email

**Approval**

Select Approver

## Step 13

The "Notes" section provides an option for the submitter to add any notes about the award termination. The notes will be visible to all approvers. Click the "Enter/Edit" button to add any notes.

▼ **Notes**

Additional information about this payment

## Step 14

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.

Comments

What else would you like to tell the Graduate School about this fellowship payment?

Student left academic program early. Terminate fellowship award. |

OK Cancel

## Step 15

The "Approval" section provides the submitter the option to select the DGP to route the form for approval. Click on "Select Approver" to see the list of DGP's for the academic program.

Contact

Contact Kara Peters  
Email nobody@ncsu.edu

Approval

Select Approver

Submit for Approval Save As Draft Cancel Form

Return

## Step 16

The submitter will only be able to select the individual with the DGP role. In case of programs with multiple DGP's, all names will be listed.

### Approval

Cancel Selection

#### Directors Associated with Program GN

Select	Name	Department
<input type="checkbox"/>	[Redacted]	Statistics
<input checked="" type="checkbox"/>	[Redacted]	Biological Sciences

Unity ID of Approver [Redacted]

Name [Redacted]

Email [Redacted]@ncsu.edu

## Step 17

Verify all updated information is correct prior to clicking on "Submit for Approval". When the submitter submits the form for approval, the system will send an automated email notification to the selected approver.

Additional information about this payment [Enter/Edit](#)

Student left academic program early. Terminate fellowship award.

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**Contact**

Contact

Email

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**Approval**

[Cancel Selection](#)

**Directors Associated with Program GN**

Select	Name	Department
<input type="checkbox"/>		Statistics
<input checked="" type="checkbox"/>		Biological Sciences

Unity ID of Approver

Name

Email

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## STEP 18

Step 18 The submitter will receive a notification to verify the new fellowship award amount as a result of the award termination action. Click "Yes" to confirm the changes or "No" to cancel and return to the payment section.

Graduate Support

Contact Kara Peters

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 \$15,000 to \$17,500?

Roberts, Reade Bruce Biological Sciences

## Step 19

The approval section will update, showing the submitter that the action is awaiting the approval of the assigned DGP. Note: An award letter is not required for terminate actions and there is no section to upload an attachment.

**Contact**

Contact [redacted]  
Email nobody@ncsu.edu  
Submitted By [redacted]

**Approval**

This form is awaiting approval action.

Approver [redacted]  
Email [redacted]@ncsu.edu

[Return](#)