

# Department Fellowship - Copy an Existing Award

This document provides step by step instructions on how to copy an existing fellowship award form to expedite set-up of a similar award for another student. Fellowships can be copied from one academic year to another academic year. This feature is only available to add a new department fellowship request; not for modifications or terminations.

Please contact [grad-fellowships@ncsu.edu](mailto:grad-fellowships@ncsu.edu) for any questions or need access to the system.

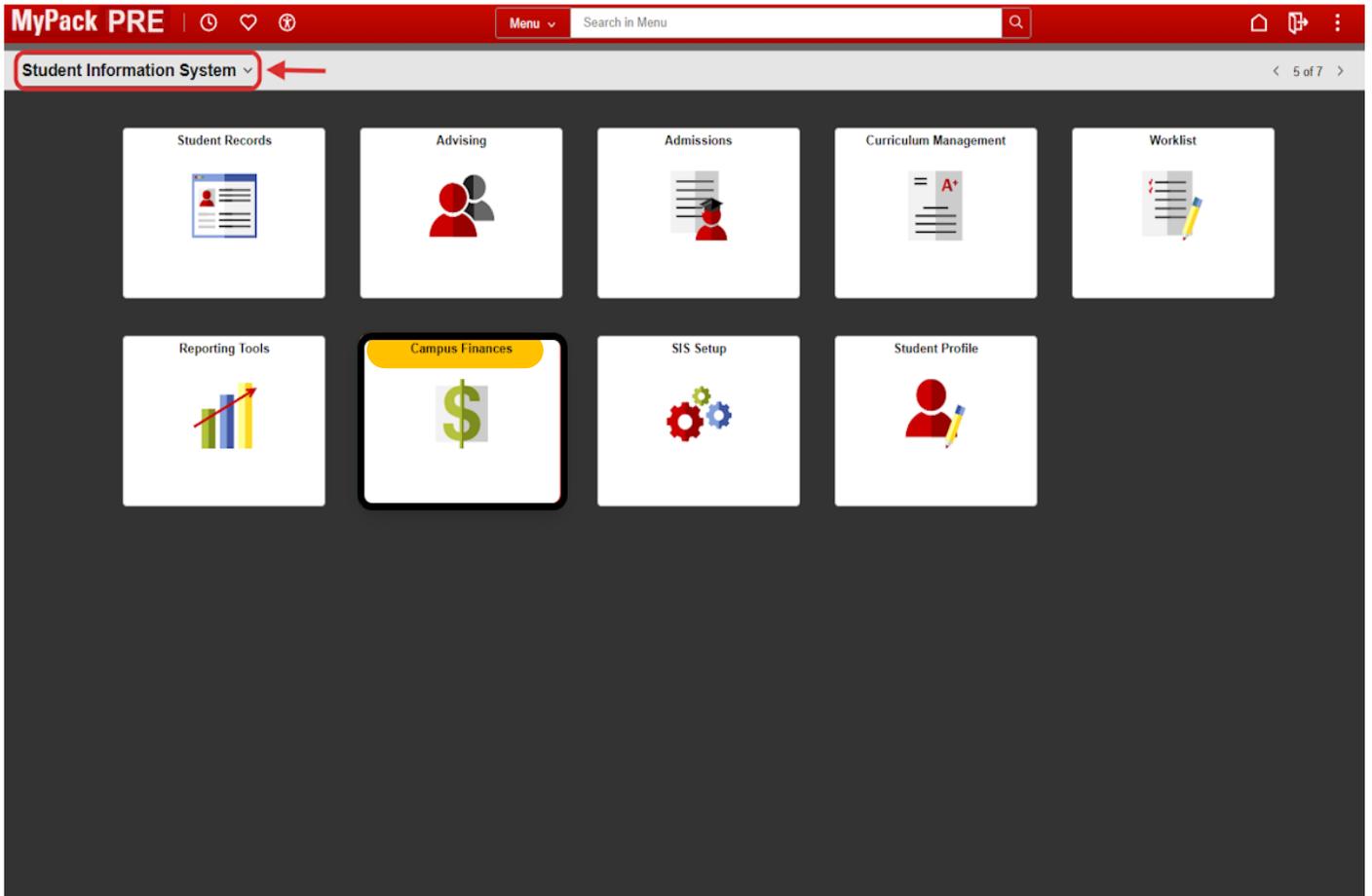
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Required Information/Documents needed before copying an existing Fellowship Award:

1. Student ID
2. Prior Fellowship Award Information -

## 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 link on the left hand menu

← | 🕒 ❤️

### Campus Finances

- 📘 Welcome
- 🏠 Fellowships / Grad Support** ▾
- 👤 Professional Experience Pgm ▾
- 📖 Work-Study ▾
- 📄 Service Indicators ▾

**Welcome to the Campus Finances Page!**  
Please contact Enrollment Services if you need access to additional SIS Fin

### Step 3

Click on Fellowship Forms

← | 🕒 ❤️

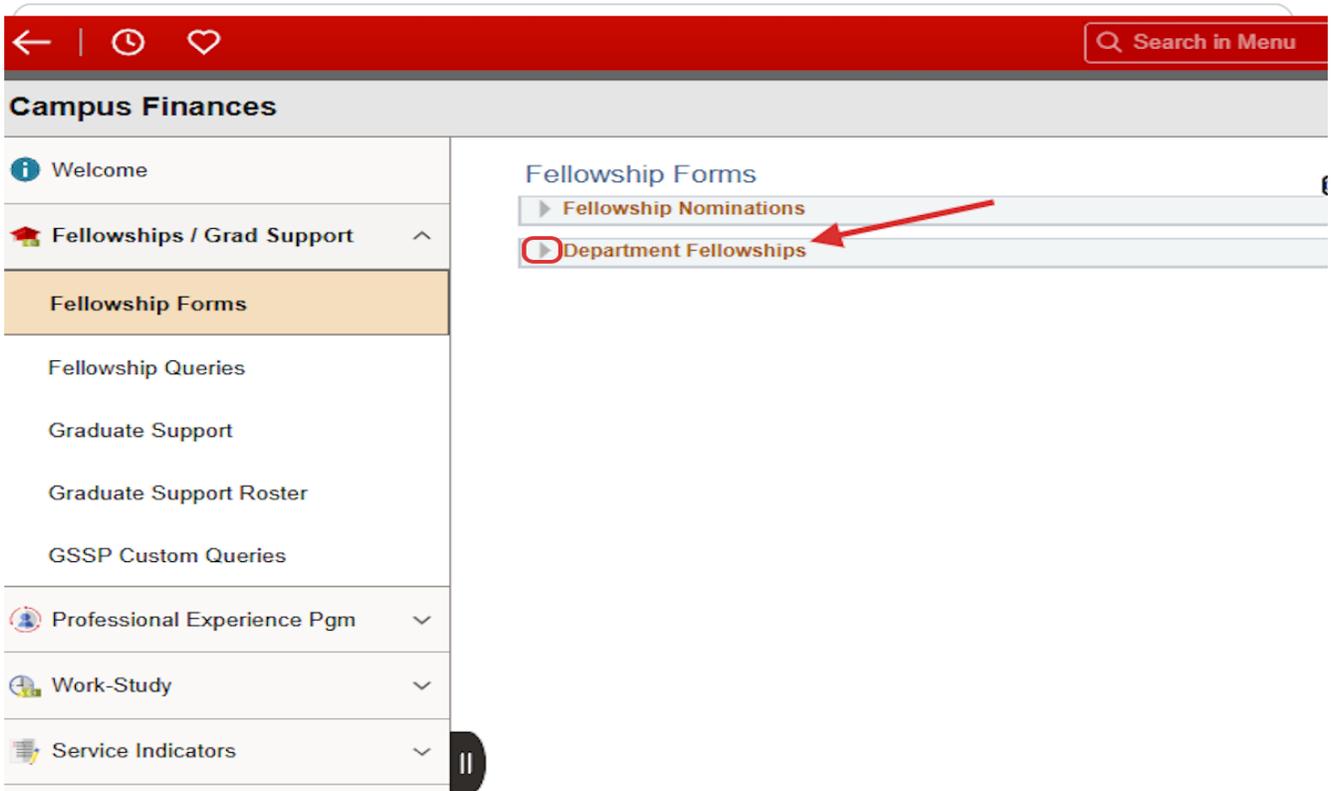
## Campus Finances

- Welcome
- Fellowships / Grad Support ^
- Fellowship Forms**
- Fellowship Queries
- Graduate Support
- Graduate Support Roster
- GSSP Custom Queries
- Professional Experience Pgm v

**Welcome to the Campus Finances Page!**  
Please contact Enrollment Services if you need access to additional SIS I

## Step 4

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



The screenshot shows a web application interface with a red header bar. On the left is a navigation menu with the following items: "Welcome", "Fellowships / Grad Support" (with an upward arrow), "Fellowship Forms" (highlighted in orange), "Fellowship Queries", "Graduate Support", "Graduate Support Roster", "GSSP Custom Queries", "Professional Experience Pgm" (with a downward arrow), "Work-Study" (with a downward arrow), and "Service Indicators" (with a downward arrow). On the right, under the heading "Fellowship Forms", there are two items: "Fellowship Nominations" and "Department Fellowships". The "Department Fellowships" item has a red circle around its right-pointing arrow, and a red arrow points to this circle from the right.

## Step 5

The Submitter can use the Search section to find an existing fellowship award that they wish to copy.

### Department Fellowships

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	Submit payment form
<p>Enter your selections and click Search. Leave fields blank for a list of all forms.</p> <p>Academic Year <input type="text" value="&gt;="/> <input type="text" value="2025-2026"/></p> <p>Fellowship Code = <input type="text"/> <input type="button" value="🔍"/></p> <p>Fellowship Name contains <input type="text"/></p> <p>Student ID = <input type="text"/> <input type="button" value="🔍"/></p> <p>Form Status = <input type="text"/></p> <p>Include Withdrawn/Deleted: <input type="checkbox"/></p> <p>Form Action = <input type="text"/></p> <p>College = <input type="text"/> <input type="button" value="🔍"/></p> <p>Program = <input type="text"/> <input type="button" value="🔍"/></p> <p>Approver Unity = <input type="text"/> <input type="button" value="🔍"/></p> <p>Contact Unity = <input type="text"/> <input type="button" value="🔍"/></p> <p>Project/Grant = <input type="text"/> <input type="button" value="🔍"/></p> <p>Deptid/OUC = <input type="text"/> <input type="button" value="🔍"/></p> <p><input type="button" value="Clear Search"/> <input type="button" value="Search"/></p>	<p><input type="button" value="Start Form"/></p>

## Step 6

In this example, the Submitter selected an existing fellowship in "Draft, Not Submitted" status, using the drop-down "Form Status" field. Submitters can search for existing forms in any status to copy.

### Fellowship Forms

[Other Graduate School Forms](#)

▶ Fellowship Nominations

▼ Department Fellowships

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 =

College =

Program =

Approver Unity =

Contact Unity =  Kara Peters

Project/Grant =

Deptid/OUC =

#### Submit payment form

## Step 8

Click "View" next to the fellowship in your search results that you wish to copy. In this example, the Submitter has selected the NIEHS Bioinformatics Training award.

Search Results - Payment Forms							Find	View All	First	1-2 of 2	Last
Status	Program	Proj/Grant	Contact/Appr	Form							
<a href="#">View</a>	Fellowship		Action	Student Name	Student ID	Acad Year	Form Status				
<a href="#">View</a>	NIEHS Bioinformatics Training		New			2025	Draft				
<a href="#">View</a>	Nuclear Nonproliferation Award		New			2025	Draft				

## Step 9

This will display the selected fellowship form with the student's name, email address, academic and award information.

### 2025-2026 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.

#### Form - Student and Fellowship

For Academic Year 2025-2026 Form Nbr FD00000022 [Cancel this form](#)  
 Form Status Draft, not submitted [History](#)  
 Student  ID   
 Current Email nobody@ncsu.edu  
 Fellowship NIEHS Bioinformatics Training Code EHSB Fshp #   
 Form Action New Fellowship Payment

#### Student Academic Program

Select	College	Prog	Academic Plan	Status	Admit Term
<input checked="" type="checkbox"/>	COE	ME	Mechanical Engineering-PHD	Active	

#### 2025-2026 NIEHS Bioinformatics Training - ADD

\*Project/Grant   Dept ID (OUC)   
 Agroforestry Trainings for Nat  
 \*Award Amount   
 \*Paid in Terms - Fall:  Spring:  Summer 1:  Summer 2:   
 \*Payment Schedule

## Step 10

Scroll down to the bottom of the form to the "Approval" section. Here, you will find the "Copy This Award" button among among the other options. Click the button to create a copy of the selected fellowship.

**Approval**

[Change Approver Information](#)  
Approver Katherine Saul  
Email ksaul@ncsu.edu

## Step 11

A new window will appear with instructions on how to copy the existing fellowship award to a different student.

You have elected to copy the fellowship award information on an existing form to a different student.

Please select the student by entering their student ID or by clicking on the magnifying glass to search by name. Then click 'Continue'.

Student ID

Acad Year

Add Award for Fellowship Code EHSB

Fellowship Name NIEHS Bioinformatics Training

## Step 12

Enter the student ID# and the academic year for the fellowship award.

1. You can copy an existing fellowship award to create an award for a different student in the same academic year or a subsequent year. Click Continue.
2. You also have the option to click "Cancel Copy" to return to the existing fellowship form.

The screenshot shows a mobile application interface for 'Campus Finances'. The top navigation bar is red with a search icon and the text 'Search in Menu'. Below the navigation bar is a grey header with the text 'Campus Finances'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a 'Welcome' message, a 'Fellowships / Grad Support' section with a red house icon, and a list of menu items: 'Fellowship Forms' (highlighted in orange), 'Fellowship Queries', 'Graduate Support', 'Graduate Support Roster', 'GSSP Custom Queries', and 'Professional Experience Pgm'. The main panel displays a message: 'You have elected to copy the fellowship award information on an existing form to a different student. Please select the student by entering their student ID or by clicking on the magnifying glass to search by name. Then click 'Continue''. Below this message are two input fields: 'Student ID' with a magnifying glass icon and a search bar, and 'Acad Year' with a dropdown menu showing '2024-2025'. A red box highlights the '2024-2025' dropdown, and a red arrow points from it to the 'Continue' button. Below these fields are the labels 'Add Award for Fellowship Code EHSB' and 'Fellowship Name NIEHS Bioinformatics Training'. At the bottom of the main panel is a 'Cancel Copy' button.

## Step 14

The system will copy the fellowship information from the existing fellowship award to the new student. The submitter should verify the Fellowship information. They can update the award payment information via the open fields and upload the award letter. From here, you can follow the steps to submit the fellowship award (See [Submit a New Fellowship Award](#) Instructions on the [Graduate School's Fellowship Website](#)).

### Form - Student and Fellowship

For Academic Year **2024-2025** Form Nbr \*NEW\* Cancel this form  
Student ID :   
Current Email nobody@ncsu.edu  
Fellowship NIEHS Bioinformatics Training Code EHSB  
Form Action New Fellowship Payment

### Student Academic Program

Select the student's academic program for this fellowship.

Select	College	Prog	Academic Plan	Status	Admit Term
<input checked="" type="checkbox"/>	COE	AE	Aerospace Engr-PHD	Active	
<input type="checkbox"/>	COE	ME	Mechanical Engineering-MS	Active	

### 2024-2025 NIEHS Bioinformatics Training - ADD

\*Project/Grant  Dept ID (OUC)  
Agroforestry Trainings for Nat  
\*Award Amount   
\*Paid in Terms - Fall:  Spring:  Summer 1:  Summer 2:   
\*Payment Schedule

### Award Letter