

# eGradFel User Manual

[eGradFel.msu.edu](http://eGradFel.msu.edu)

Office of Financial Aid  
Student Services Building  
556 E. Circle Drive, Room 252  
East Lansing, MI 48824

Updated 6/11/2025

# TABLE OF CONTENTS

Access .....2

Logging In .....2

Creating an Award .....4

Creating a Monthly Stipend .....5

Completing a Fellowship Form .....7

Amending a Fellowship.....9

Cancelling a Fellowship .....12

Tracking Fellowships.....10

# Access

To give an employee access to eGradFel to **create** and **view** fellowships, their supervisor must email the Office of Financial Aid with the employee's MSU Net ID and name to the [ES.DL.OFA.GradFellowship](mailto:ES.DL.OFA.GradFellowship) email group.

Contact people are:

**Cheryl Whitman** 353-5991  
[whitman@msu.edu](mailto:whitman@msu.edu)

**John Garcia** 432-6425  
[garcia11@msu.edu](mailto:garcia11@msu.edu)

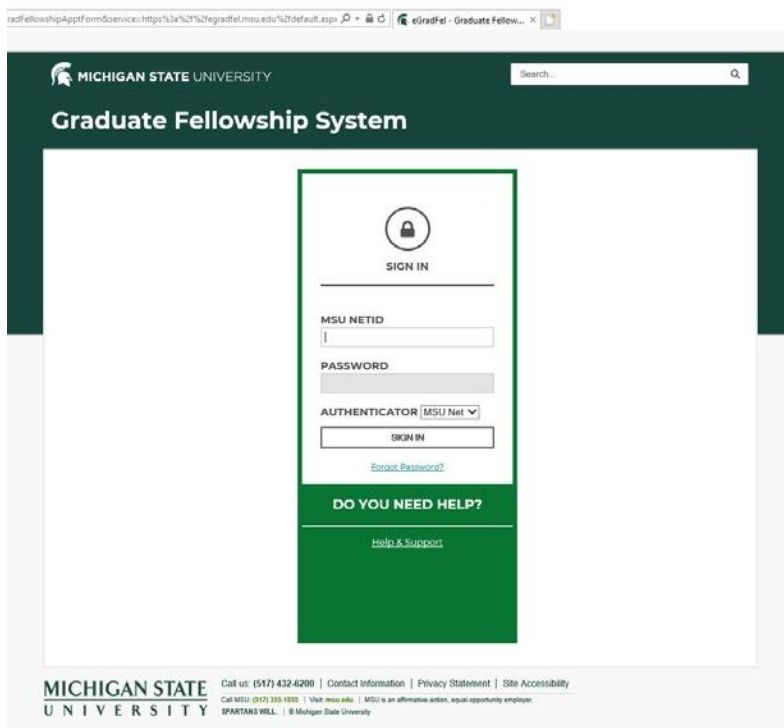
If you have any questions about how to complete a slip, please contact Cheryl or John.

To make an employee an **approver** of fellowships in eGradFel, their supervisor must fill out the form at the eARM, found here:

<https://aissecuritycontact.ais.msu.edu/ARMs/eGradFelApprover.pdf>

# Logging In

Once you have access to eGradFel, you can access the website at [eGradFel.msu.edu](https://eGradFel.msu.edu) and log in with your MSU NetID and Password.



The screenshot shows the login interface for the Michigan State University Graduate Fellowship System. The page has a dark green header with the MSU logo and a search bar. Below the header, the title "Graduate Fellowship System" is displayed. The main content area features a white box with a green border containing the login form. The form includes a "SIGN IN" button with a lock icon, followed by input fields for "MSU NETID" and "PASSWORD". Below these is a dropdown menu for "AUTHENTICATOR" set to "MSU Net". A "SIGN IN" button is at the bottom of the form, with a "Forgot Password?" link underneath. A green box at the bottom of the form asks "DO YOU NEED HELP?" with a "Help & Support" link. The footer of the page contains the MSU logo, contact information, and a statement about MSU being an affirmative action, equal opportunity employer.

After logging in, you will be taken to the Main Menu of eGradFel. *Pay attention to any System Alerts that are posted.*

MICHIGAN STATE UNIVERSITY | eGraduate Fellowship  
Office of the Controller


[Home](#) | [Manage Records](#) | [Contact Us](#) | [About](#) | [FTU Dashboard](#) | [Log Out](#)

## Main Menu

Welcome to the eGraduateFellowship Application

[Create or Amend Record](#)

[Manage Records](#)



### System Alerts

4/19/2023 - If you are adding 20 or more awards at a time then please email [ES.DL.OFA.GradFellowship@esp.msu.edu](mailto:ES.DL.OFA.GradFellowship@esp.msu.edu) so the Office of Financial Aid has some notice and can assign additional staff when possible to process fellowships. Thank you.

8/11/2022 - A fellowship form processing a stipend is not for a "one-time" award. It is meant to be utilized as a multiple month process, similar to a payroll. In order for a monthly stipend to be included in the process for any given month, the fellowship form MUST be at the Controller's Office level by the first day of that month.

6/1/2023 - IMPORTANT INFORMATION REGARDING FELLOWSHIP MONTHLY STIPENDS: Effective June 1, 2023 all fellowship monthly stipend forms must be submitted by academic year (September - August). If you have a student that will receive funding across academic years, you will need to submit multiple forms.

# Creating an Award

To initiate a fellowship, click on the **Create or Amend Record** button on the Main Menu. Next you are given the option to Create a New Record, Continue an Incomplete Record, Amend a Record, or Resubmit a Disapproved Record. Select **Create a New Record**, then click **Next**.

If you are creating **20 or more** awards, please send an email to [ES.DL.OFA.GradFellowship@esp.msu.edu](mailto:ES.DL.OFA.GradFellowship@esp.msu.edu).

The screenshot shows a web application interface for creating or amending a record. At the top is a navigation bar with links: Home, Manage Records, Contact Us, About, FTU Dashboard, and Log Out. Below this is the title 'Create or Amend Record' and a subtitle 'Record Type Selection'. A 'NEXT' button is located to the right of the subtitle. The main content area has a section 'Select a Record Type' with three radio button options: 'Create a New Record' (which is selected), 'Continue an Incomplete Record', and 'Amend a Record'. Below each option is a text input field. At the bottom of the form are 'HELP', 'CANCEL', and 'NEXT' buttons. The footer contains the Michigan State University logo and copyright information: '© 2011 Michigan State University Board of Trustees, East Lansing, MI 48824. MSU is an affirmative-action, equal-opportunity employer. | Contact Us | About |'.

Once you enter a student's EmplID the remaining fields will auto-populate with the Name, Citizenship, Tuition Residency, College, and Department.

In Step 1, you will enter the Award(s) that you are giving a student. Start by selecting the Semester and entering the Year when the award is being given. Next, select the Type of award.

Once you enter the Account, the Name and Organization are completed. You are also required to enter a Purpose. Please note that the Purpose is not added to the student's bill or student account. Once you have entered the award(s) you want to give, click **Next**.

*Note: If you are using GOF funds, enter your college's Aid ID, otherwise Aid ID can be left blank. In addition, the Aid ID is the same as Fund Code. If you do not know the Aid ID/Fund Code, the Office of Financial Aid will either use the Account Crosswalk tool to find it or create one. **It could be several days before the Fund Code can be created and used to add the award to the student's financial aid package.***

## Step 1 of 4

Type: New - [REDACTED]

Awards

BACK NEXT

Semester:  Year:   
 Type:  Amount:   
 Chart:  Account:   
 Dept. Ref.:  Aid ID:   
 Account Name:   
 Organization:   
 Purpose:

ADD

Semester	Total
2023 Spring Fixed Dollar	\$1,000.00
Fixed Total:	\$1,000.00

Current Awards (+/-)

Edit	Delete	Semester	Year	Type	Amount	COA	Account	Dept. Ref.	Aid ID	Enroll Req	Purpose
		Spring	2023	Fixed Dollar	\$1,000.00	MS	[REDACTED]		[REDACTED]	Yes	Outstanding student fellowship

## Creating a Monthly Stipend

On Step 1, you can add Monthly Stipends.

Enter the calendar year when the stipend will be paid, then select the first month you want to pay the student. Enter the account number and monthly stipend amount, then click **Add**.

*Note: Stipend payday is always on the 15<sup>th</sup> of the month, unless the date is a holiday or weekend.*

Home	Manage Records	Contact Us	About	FTU Dashboard	Log Out
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### Step 1 of 4

Type: New - [REDACTED]

Stipends

BACK NEXT

Year:  Month:   
 Chart:  Account:   
 Dept. Ref.:  Aid ID:   
 Account Name:   
 Organization:   
 Amount:  Comment:

ADD

Account	Total
[REDACTED]	\$3,000.00
Grand Total:	\$3,000.00

Current Stipends (+/-)

Edit	Delete	Year	Month	Amount	COA	Account	Dept. Ref.	Aid ID	Comment
		2023	April 15	\$1,000.00	MS	[REDACTED]		0000	
		2023	May 15	\$1,000.00	MS	[REDACTED]		0000	
		2023	June 15	\$1,000.00	MS	[REDACTED]		0000	

Once you click Add, your first stipend will show under Current Stipends, and you can continue adding months you wish to pay a stipend to the student enter the next month you want to pay

the student. In Step Two, add optional comments.

[Home](#) | [Manage Records](#) | [Contact Us](#) | [About](#) | [FTU Dashboard](#) | [Log Out](#)

Step 2 of 4

Type: New - [REDACTED]

Comments - For Departmental Use Only

BACKNEXT

(Optional)

In step three, ensure you add routing for others who may need to review or approve the slip. After you have entered every month to pay the student and confirmed that everything looks correct, click **Next**.

[Home](#) | [Manage Records](#) | [Contact Us](#) | [About](#) | [FTU Dashboard](#) | [Log Out](#)

Step 3 of 4

Type: New - [REDACTED]

Additional Routing

BACKNEXT

Add Additional Routing

MSU Net ID: [REDACTED] 

VERIFY?

First Name: [REDACTED]

Last Name: [REDACTED]

☒ Add Individual to Route as Email Viewer

☐ Add Individual to Route as Approver

ADD

Current Additional Routing

	MSUNetID	Name	Type
Delete	[REDACTED]	[REDACTED]	Email Viewer

In step four, review your stipend information for accuracy and click **Submit**.

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

## Step 4 of 4

Final Review

[BACK](#)
[SUBMIT](#)

### GENERAL

Number: N/A      Routing Slip: 0000000  
 Type: New      Status: Editing  
 Created: N/A      Initiator:

### RECIPIENT

PID:      Name:  
 Citizenship: United States      May Be Subject to International Tax:  
 Tuition Residency: Domestic Out-of-State      Post Doc: ☐  
 College: College of Social Science  
 Department:

### AWARDS

This record has no awards.

### STIPENDS

Year	Month	Type	COA	Account	Dept. Ref.	Aid ID	Amount
2023	April 15	Fixed Dollar	MS			0000	\$1,000.00
		Comment					
2023	May 15	Fixed Dollar	MS			0000	\$1,000.00
		Comment					
2023	June 15	Fixed Dollar	MS			0000	\$1,000.00
		Comment					

### ADDITIONAL COMMENTS

This record has no additional comments.

### ADDITIONAL ROUTING

This record has no additional routing.

[HELP](#)
[CANCEL](#)

[BACK](#)
[SUBMIT](#)

## Completing a Fellowship Form

In Step 2, you can enter any special instructions for the Department, or you can select **Next** to go to the next page. Departments should provide details about the award, such as whether it is an increase of a prior award, a replacement for a prior award, or a cancellation of a prior award. In addition, if the student has multiple enrollment levels it is important for departments to specify under which program the award is being given.

In Step 3, you can enter any additional people that you would like to approve the form, or to be notified when the form has been initiated. An Email Viewer will receive a copy of the form emailed to them. An Approver can also be added here if you would like more routing than the existing levels of approval. Once you enter a Net ID and click **Verify**, the name will populate so you can ensure that you are adding the correct user before clicking Add. Once you have added any additional routing, click **Next**.

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

## Step 3 of 4

Additional Routing

[BACK](#)
[NEXT](#)

Type: New

Add Additional Routing

MSU Net ID:  [VERIFY](#) [?](#) [?](#)

First Name:

Last Name:

☒ Add Individual to Route as Email Viewer  
☐ Add Individual to Route as Approver

[▶▶▶](#)
[ADD](#)

Current Additional Routing

	MSUNetID	Name	Type
Delete			Email Viewer



Step 4 is the Final Review. Review the form and ensure all of the information you wish to provide has been entered. Click **Submit**.

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

## Step 4 of 4

Final Review

[BACK](#)
[SUBMIT](#)

### GENERAL

Number: N/A      Routing Slip: 0000000  
 Type: New      Status: Editing  
 Created: N/A      Initiator: [REDACTED]

### RECIPIENT

PID: [REDACTED]      Name: [REDACTED]  
 Citizenship: United States      May Be Subject to International Tax:  
 Tuition Residency: Domestic Out-of-State      Post Doc: ☐  
 College: College of Social Science  
 Department: [REDACTED]

### AWARDS

Year	Month	Type	COA	Account	Dept. Ref.	Aid ID	Amount	Enrollment Required
2023	Spring	Fixed Dollar	MS	[REDACTED]		[REDACTED]	\$1,000.00	Yes

Purpose Outstanding student fellowship

### STIPENDS

This record has no stipends.

### ADDITIONAL COMMENTS

Comments  
Outstanding student fellowship

### ADDITIONAL ROUTING

MSUNetId	Name	Type
[REDACTED]		Email Viewer

[HELP](#)
[CANCEL](#)

[BACK](#)
[SUBMIT](#)

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[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

## Finished

The eGraduate Fellowship Has Been Submitted

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### Please Note

- The record has been submitted and is now routing.
- Be sure to retain any supporting documentation associated with the record.
- The record may be viewed at any time by using the [Record Manager](#).

# Amending a Fellowship

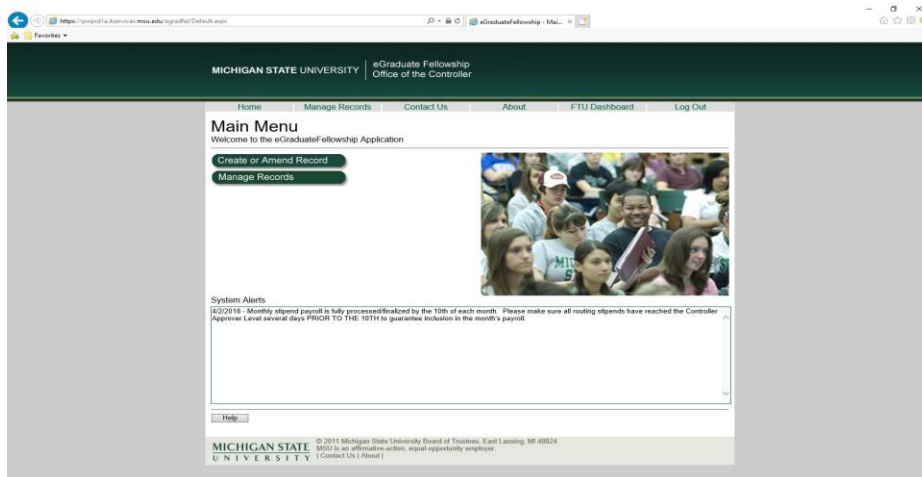
If you decide to make a change after a fellowship form has been fully approved, the form can be Amended. If you have completed the form within the last month, it will show up when you click on the Create or Amend Record button on the Main Menu. If you do not find it there, click **Manage Records** in the Main Menu.

- **Note: If you are changing the account number for an award already submitted/processed, please see Example 2 below for suggested wording to use in the Additional Instructions and/or Comments section.**
- **If you are adding more funding to a prior award, please see Example 3 for suggested wording to use in the Additional Comment section. Departments should list only the award being revised**

Example 1: changing the semester for an award already submitted/processed:  
*Funding of \$1400 being moved from summer 24 to spring 24; not new funding.*

Example 2: changing the account number for an award already submitted/processed:  
*This is not new money, just a change in account for the amount. If possible, please use subaccount XXX.*

Example 3: increasing or reducing a prior award:  
*This \$1,350 fellowship is in addition to any previous awards from this account.*



From the Record Manager page, you can search for the form that you need to amend. Change the Search Type and Start Date as needed and enter your Search Text.

A screenshot of the 'Record Manager' search interface. It features a navigation bar with links: Home, Manage Records, Contact Us, About, FTU Dashboard, and Log Out. Below the navigation bar, the title 'Record Manager' is followed by the subtitle 'View Previously Created Records'. The 'Search Criteria' section contains four input fields: 'Search Type' (set to 'Routing Slip ID'), 'Search Text' (set to '487442'), 'Record Status' (set to 'All'), and 'Start Date' (set to '6/19/2011'). There is also an 'End Date' field set to '6/18/2018'. A 'SEARCH' button with a magnifying glass icon is located at the bottom right of the search criteria section. Below the search criteria, there is a section labeled 'Search Results'.

Once you find the record that you wanted, click on **Amend**.

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

Type: Amend

## Step 1 of 5

Awards

Semester:
Type:
Chart:
Dept. Ref.:
Account Name:
Organization:
Purpose:

Year:
Amount:
Account:
Aid ID:

ADD

Semester	Total
2022 Fall Fixed Dollar	\$11,250.00
2023 Spring Fixed Dollar	\$11,250.00
Fixed Total:	\$22,500.00

Original Awards (+/-)

Semester	Year	AwardType	Amount	COA	Account	Dept. Ref.	Aid ID	Cr Min	Cr Max	Purpose
Fall	2022	Fixed Dollar	\$11,250.00	MS				1	99	
Spring	2023	Fixed Dollar	\$11,250.00	MS				1	99	

Current Awards (+/-)

	Semester	Year	Type	Amount	COA	Account	Dept. Ref.	Aid ID	Enroll Req	Purpose
Edit	Fall	2022	Fixed Dollar	\$11,250.00	MS				Yes	
Edit	Spring	2023	Fixed Dollar	\$11,250.00	MS				Yes	

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

Type: Amend -

## Step 2 of 5

Comments - For Departmental Use Only

BACK
NEXT

(Optional)

Under Current Awards, click **Edit** to make changes. After making changes, you will be required to enter a purpose, such as "Increased Award" before clicking **Update**.

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

Type: Amend -

## Step 3 of 5

Amended Form Information

BACK
NEXT


Please enter relevant information regarding amended form
Fellowship amount increased

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

Step 4 of 5
Type: Amend - ██████████

Additional Routing
BACK NEXT

Add Additional Routing  
MSU Net ID:  VERIFY ? ⓘ  
First Name:   
Last Name:   
☒ Add Individual to Route as Email Viewer  
☐ Add Individual to Route as Approver  
▶▶▶ ADD

Current Additional Routing  
 **This record currently has no additional routing.**  
To add additional routing to this record fill in the required information under 'Add Additional Routing'.  
Click the 'Add' button to add the additional routing to the record.

Review the form and ensure all of the information you wish to provide has been entered. Click **Submit**.

[Home](#)
[Manage Records](#)
[Contact Us](#)
[About](#)
[FTU Dashboard](#)
[Log Out](#)

Step 5 of 5

Final Review
BACK SUBMIT

**GENERAL**  
Number: N/A Routing Slip: 0000000  
Type: Amend Status: ██████████  
Created: N/A Initiator: ██████████  
**RECIPIENT**  
PID: ██████████ Name: ██████████  
Citizenship: United States May Be Subject to International Tax: ☐  
Tuition Residency: In-State Post Doc: ☐  
College: ██████████  
Department: ██████████  
**AWARDS**  

Year	Month	Type	COA	Account	Dept. Ref.	Aid ID	Amount	Enrollment Required
2022	Fall	Fixed Dollar	MS	██████████	██████████	██████████	\$11,250.00	Yes
		Purpose	██████████	██████████	██████████	██████████		
2023	Spring	Fixed Dollar	MS	██████████	██████████	██████████	\$11,250.00	Yes
		Purpose	██████████	██████████	██████████	██████████		

  
**STIPENDS**  
This record has no stipends.  
**ADDITIONAL COMMENTS**  
This record has no additional comments.  
**AMENDED COMMENTS**  
Instructions  
Fellowship amount increased  
**ADDITIONAL ROUTING**  
This record has no additional routing.

HELP CANCEL
BACK SUBMIT

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Once you have made your changes, be sure to make a note of the changes that were made in Step 1. When the changes are verified as correct, submit the amended form.

### Submitting a New Slip After an Award Is Approved:

If you are unable to amend a slip and are submitting a new slip, please ensure you provide specific directions for the Office of Financial Aid. For example, if an award is being moved from one account to another, please list the prior award and account number on the new slip with an amount of "0" as well as the new account number.

## Cancelling a Fellowship

If a fellowship form has been submitted but not yet approved, it can be cancelled by clicking the **Cancel** button in Records Manager any time before it is approved. If the fellowship is not approved (status says Routing), just click **Cancel**, and the fellowship will be canceled. (A pop up will ask if you want to cancel the fellowship. Click **Okay** and the fellowship will be canceled.)

View	Route	Cancel	Amend
------	-------	--------	-------

Once a form has been approved, it must be amended to cancel it. Click on the **Amend** button. To remove the award, you need to Edit the Current Awards.

### Current Awards (+/-)

	Semester	Year	Type
Edit	Summer	2018	Fixed Dollar

To completely cancel an approved fellowship, change the Amount/Percent to **0**, and enter a Purpose before clicking **Update**. Then click **Next**.

Be sure to specify that you are cancelling the funds in the Additional Instructions on Step 3.

Home	Manage Records	Contact Us	About	FTU Dashboard	Log Out
------	----------------	------------	-------	---------------	---------

Step 3 of 5

Type: Amend - [REDACTED]

Amended Form Information

BACKNEXT

Please enter relevant information regarding amended form

Amending fellowship to 0 as student no longer qualifies for these funds.

## Tracking a Fellowship

You can track the routing of a fellowship by searching for it in Records Manager. Once you click on the Manage Records Button on the Main Menu, you can enter the fellowship information and search for your record. Once you see it, you can click on the Route button to view where it is at, and who still needs to approve it. Please note that final approval doesn't mean funds have been disbursed or funds should be in the student's account.

View	Route	Cancel	Amend
------	-------	--------	-------

**Example:** Increase in prior award

**Additional Instructions:** Student indicated that they are not enrolling in the summer.

**Amended Comments:**

### Recipient

**PID:**

**Citizenship:** United States

**College:** College of Natural Science

**Department:** Natural Science Dean

**Name:**

**Non-Resident Alien:** False

### Awards

Year	Semester	Type	Charter of Account	Account Number	Department Reference	Aid ID	Amount	Min Credits	Max Credits	Comment	Processing Code



**Example:** Funds moving from one account to another

**Additional Instructions:** [REDACTED]

Please apply to SPRING 2025.

**Amended Comments:** 6/12/25 ACCOUNT CHANGING  
FROM COBB (RT083086) TO MUS GOF \$. NOTHING  
SHOULD EFFECT STUDENT FUNDING OR THEIR ACCOUNT.

**Recipient**

**PID:** [REDACTED] **Name:** [REDACTED]  
**Citizenship:** Canada **Non-Resident Alien:** False  
**College:** College of Music  
**Department:** Music

**Awards**

Year	Semester	Type	Charter of Account	Account Number	Department Reference	Aid ID	Amount	Min Credits	Max Credits	Comment	Processing Code
[REDACTED]											

**Example:** Only additional funding listed under “Awards” but instructions clarify what department wants to do.

**General**

**Number:** [REDACTED] **Routing Slip ID:** [REDACTED]  
**Record Type:** New **Status:** Routing  
**CreatedDate:** 9/28/2023 7:59:07 AM **Initiator:** [REDACTED]  
**Additional Instructions:** [REDACTED]

**Recipient**

**PID:** [REDACTED] **Name:** [REDACTED]  
**Citizenship:** Pakistan **Non-Resident Alien:** True  
**College:** College of Natural Science  
**Department:** Earth and Environmental Sciences

**Awards**

Year	Semester	Type	Charter of Account	Account Number	Department Reference	Aid ID	Amount	Min Credits	Max Credits	Comment	Processing Code
2	[REDACTED]										