PI Approving a Grant Funded Graduate Scholarship

This process will occur concurrently to the Dean approval processes. This process must be completed in an approval status prior to contract submission to Student Financial Aid for disbursement.

1. Login to MyBGSU.
2. Click on the Employee tab.
3. In Left navigation pane under Misc. Services, click on GA Contracting.

4. Click on Principal Investigator.
5. Click on Approve Scholarship.

The information is sortable by clicking on any of the report headings.

6. Select the scholarship awaiting approval by clicking on the Scholarship number.

7. Review the student’s scholarship information within each field.
8. If no modifications are needed, click on Approve.
9. If modifications are necessary, indicate in the NOTES the concern or issue.
10. Click on “Deny”.
   ○ **Departments are not automatically notified if a scholarship has been denied**, so please be sure to notify the department so the scholarship can be reissued (if applicable).

For questions or issues, please contact:

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