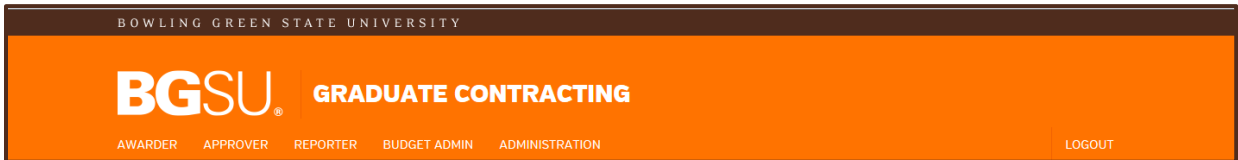


Graduate Contracting

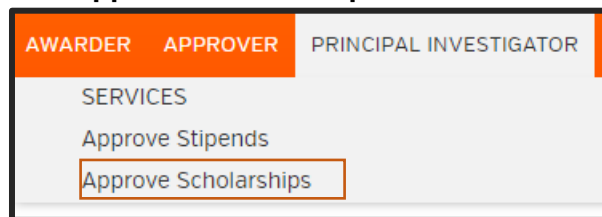
PI Approving a Grant Funded Graduate Scholarship

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**.

The screenshot shows a table titled "Enrollment Management / Approver / Approve Scholarship". The table has seven columns: "Scholarship #:", "Department:", "Fiscal Year:", "Student:", "First Name:", "Last Name:", and "Amount:". There are three rows of data. An orange arrow points to the first row.

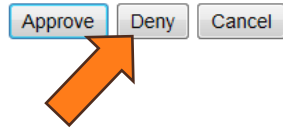
Scholarship #:	Department:	Fiscal Year:	Student:	First Name:	Last Name:	Amount:
8775	Chemistry Department	2015	0000	Sharon	Wiemken	\$8,918.00
8774	Chemistry Department	2015	00	Rachel	Wiemken	\$12,444.00
8773	Chemistry Department	2015	000	Chris	Wammes	\$150.00

7. Review the student's scholarship information within each field.
8. If no modifications are needed, click on **Approve**.



Graduate Contracting

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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