

GAP Graduate
Appointment
Portal

Graduate Appointment Portal



Project Objective

Redesign the graduate appointment system (Web Grad Aid) to remove pain points, increase efficiencies, improve data accuracy, and simplify business processes.

Graduate Appointments

- Volume (past twelve months) – **15,397**
- Authorized administrators – **308**
- Administrators creating or modifying appointments – **76**
- Departments creating appointments – **33**

Steering Committee

- Keiko Tanaka – ODGE
- Mark Waters – SFS
- Pamela Schickling Buckley – VPF
- Leslie Wright – VPF
- Darren Scartissi – HR Payroll
- Sucharita Ghosh – MechE
- Rebecca Chamberlain – Biology
- Eamon Kearns – IS&T

User Group

- **49** Participants in **33** departments:
 - **40** department admins
 - **5** financial officers
 - **4** labs



Graduate Appointment User Group



Participant	Department	Twelve month volume
Kathy McCoy, Bill Tilden, Lisa Bella, Janet Fischer, Jarina Shrestha	Electrical Engineering and Computer Science	2,256
Josh DeMaio, Kevin O'Brien	Sloan/Organizational Research	1,536
Janice McCarthy	Mechanical Engineering	1,474
Bonnielee Whang, Jacquie Carota, Kristen Brace, Alison Salie	Biology, Microbiology, Computational and Systems Biology	1,173
Macall Coombs Zimmerman Jay Matthews, Rebecca Teixeira	Chemistry	853
Rosaleah Brown, Kari Thande	Physics	822
Suzanne Ronkin	Chemical Engineering	747
Carol Niemi	Aeronautics and Astronautics	601
Angelita Mireles	Materials Science and Engineering	544
Dalia Fares	Biological Engineering	544
Michele Gallarelli	Mathematics	483
Nancy Cook, Sarah Smith	Civil and Environmental Engineering	475
Doug Le Vie	Architecture	464
Laurie Ward	Health Sciences and Technology	415
Stacy McDaid	Media Arts and Sciences	372
Karen Yegian	Urban Studies and Planning	368

Participant	Department	Twelve month volume
Heather Barry	Nuclear Science and Engineering	352
Roberta Allard	Earth, Atmospheric, and Planetary Sciences	330
Meredith Canode	Brain and Cognitive Sciences	327
Erica Bates, Flavia Cardarelli	Institute for Data, Systems, and Society/Engineering Systems	308
Eva Konomi	Economics	217
Susan Twarog	Political Science	211
Chrissy Graham, Mary Grenham	Linguistics and Philosophy	166
Triet Nguyen, Amal Elelam	System Design and Management	92
Carolyn Carlson	Science, Technology, and Society	85
Mary Mahoney	Supply Chain Management	61
Shannon Larkin	Humanities	48
Cheryl Gillespie	Real Estate Development	40
Kate Nelson	Computation for Design and Optimization	33
Katja Trizlova	Leaders for Global Operations	
Kris Kipp	Woods Hole	
Kim Peebles, Kyle Bettencourt	Computer Science and Artificial Intelligence Lab	
Jack Cimino	Koch Institute	

New Features

- Real time integration with eSDS, SFS, and MITSIS
- Assessments from SFS
- Summation of existing appointments
- Checks for overfunding
- Copy functionality
- Reporting functionality
- Default values
- Reasonable compensation calculations
- Cost object validation
- Partial distributions by date
- Approval workflow
- Audit trail/change log
- Message to student
- Internal comments
- Advisor/Supervisor control
- I-9 and IPIA status
- Attachments
- Secondary course authorization
- Level of effort calculation
- Email notification control
- Student life fee component
- External appointments
- Weekly out-of-balance report



Graduate Appointment Portal

Roles

Create New Appointment

Actions

Appointment Details

TYPE Fellowship	COURSE 6 - Electrical Engineering and Comput...	AID YEAR 2017	TERM FA
START DATE 09/01/2016		END DATE 01/15/2017	

[Edit](#)

MITSIS

EECS

Student Information

NAME Tom Brady	MIT ID 12121212	DEPT EMAIL grapdata@eecs.mit.edu	SUPERVISOR Bill Belichick
OFFICE 32-G628	UNIT CSAIL	UNIT EMAIL raforms@csail.mit.edu	

[Edit](#)

Appointment History [hide](#)

APPT #	TYPE	AID YR/TERM	COURSE #	EFFORT	SALARY/STIPEND	TUITION	INSURANCE	ST. LIFE FEE	STATUS
4000005518	RA	2017FA*	6	100%	\$2,975.00	\$10,000.00	\$1,165.00	\$0.00	Active

* partial appointment

SAP

Monthly Salary Rate

\$ 3300.00 (\$14,850.00 per term)

Level of Effort 39.91% [edit](#)

Banner

Appointment Data Summary (2017FA)

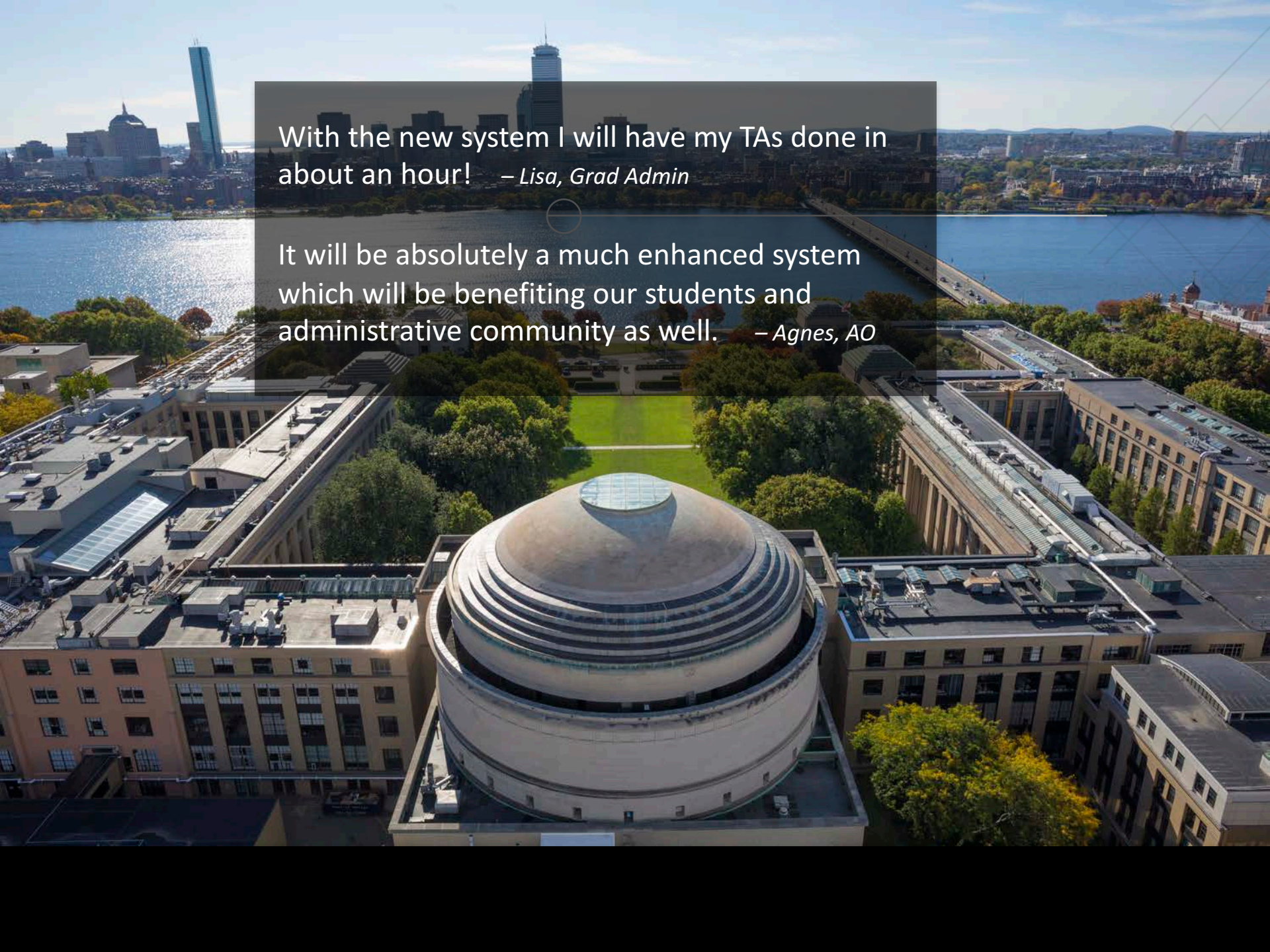
	SALARY/STIPEND	TUITION	INSURANCE	STUDENT LIFE FEE
Assessment value	\$14,850.00 (est.)	\$24,070.00	\$1,165.00	\$156.00
Amount already awarded to student	\$13,387.50	\$10,000.00	\$1,165.00	\$156.00
Result (max award for this term)	\$1,462.50 (est.)	\$14,070.00	\$0.00	\$0.00
Appointment amount (for term)	\$ 1,462.50	\$ 14,070.00	\$	\$
Provost subsidy		\$	\$	
Total for this appointment	\$1,462.50	\$14,070.00	\$0.00	\$0.00

SAP

Distributions

COST OBJECT	DISTRIBUTION	START DATE	END DATE	TOTAL
SALARY/STIPEND \$325.00 (monthly)	2740669 AKAMAI PRESIDENTIAL... 100.00 %	09/01/2016	01/15/2017	\$1,462.50
+ Add distribution line				\$1,462.50
TUITION \$14,070.00	2291100 NDSEG FELLOWSHIP P... 100.00 %			\$14,070.00
Cost object only valid from 09/01/1999 until 08/31/2013. Use departmental suspense account: 1134272				\$14,070.00

SAP

An aerial photograph of a university campus. In the foreground, a large, circular, multi-story building with a prominent dome and a central glass skylight is the focal point. The building is surrounded by other multi-story academic buildings with flat roofs and numerous windows. A large green lawn is visible between the buildings. In the background, a wide river flows through the city, with a bridge crossing it. The city skyline, including a tall skyscraper, is visible under a clear blue sky.

With the new system I will have my TAs done in about an hour! – Lisa, Grad Admin

It will be absolutely a much enhanced system which will be benefiting our students and administrative community as well. – Agnes, AO