

# GSMS Awards

## Department/Faculty Portal



Faculty of Graduate &  
Postdoctoral Studies (GPS)

### Purpose of this guide:

**For Departments and Faculties** – The GSMS Department/Faculty Awards Portal allows nominators the ability to view, nominate, and receive decisions about nominations for GPS-administered awards.

### GSMS Access for Nominators

- **Department and Faculty nominators require Department/Faculty Signing Authority (DSA/FSA) to be able to nominate students for awards to GPS**
  - Every nominator's name should appear on a DSA/FSA as an Awards Nominator if they are authorized to nominate students to GPS.  
Note: DSA/FSA status does not automatically grant nominators access to the GSMS Awards portal.
- **Access to GSMS is managed by the [IST Enterprise Applications](#) team**
  - The Department/Faculty must complete and submit a GSMS security access form to request GSMS user roles be added or removed for specific individuals.
  - Please visit the [GSMS Access site](#) to review the [GSMS End User Roles](#) document and download/complete the [GSMS Access Form](#).
    - Request **Add Role** for GSMS - For members of the Department/Faculty who require specific access to the GSMS Awards portal
    - Request **Delete Role** for GSMS - For any members of the Department/Faculty who no longer need nominator access in GSMS.
- If you are encountering CCID and password issues, please [contact IST for support](#).

Login to the [GSMS Portal](#) with your CCID and password:

Admissions Admin **Awards Admin** Applications Messages Logout

# Awards Admin

## MY AWARDS

Nomination Deadline	Name	Department	No. Awards Available	\$ Amt. (default award value)	App. Deadline	No. Apps	Category	Action
15 Feb 2024	Izaak Walton Killam Memorial Scholarship	Biomedical Engineering	14	45000.00		1	Institutional	▼
15 Feb 2024	Izaak Walton Killam Memorial Scholarship	Civil and Environmental Engineering	14	45000.00		2	Institutional	▼

## MY FACULTY AWARDS

Nomination Deadline	Name	Faculty	No. Awards Available	\$ Amt. (default award value)	App. Deadline	No. Apps	Category	Action
29 Feb 2024	Test Faculty Nomination Scholarship	Faculty of Engineering	20	11111.00		5	Provincial	▼

### Reports

- Student Search
- Award Tenure Report
- Award Tenure Report (Faculty)
- Award Search

1. Click on the **Awards Admin** tab to access the GSMS Awards Portal.
2. **My Awards** (*Department access*) or **My Faculty Awards** (*Faculty access*):

This section lists all of the award competitions currently open to your department or faculty.

**Note:** Departments can not submit nominations for faculty-level nomination awards. In those cases, departments are to contact their Faculty nominator for the Faculty's internal deadline, application, and selection process (if applicable).

- **Nomination Deadline** – Deadline for nominations set by GPS
- The **Name** of the award competition
- **Department or Faculty** lists your department or faculty (depending on your GSMS access)
- The **No. Awards Available** indicates the maximum number of awards for the competition
- The **\$ Amt (default award value)** is the amount to be disbursed per award
- The **App. Deadline** displays the internal deadline set by the department or faculty (a date prior to the GPS Nomination Deadline for the department or faculty-level award).
- *In Department view:* The **No. Apps** value represents the number of nominations from the department for the award.  
*In Faculty view:* The **No. Apps** value represents the number of nominations from all departments within the faculty.
- The **Category** lists the Award Category, such as National, Provincial, Institutional, Interdepartmental, Departmental, etc.
- The **Action** dropdown allows you the following options:
  - a. **View:** Open the *Nomination Dashboard* page in a new browser tab
  - b. **No Nominee:** Send a message to GPS stating that your department/faculty does not have nominees for this iteration of the competition.
  - c. **Add Deadline:** Enter a department or faculty deadline for the award (before the GPS deadline). This new deadline is displayed in the **App. Deadline** field described above.

### 3. Reports:



- **Student Search:** Search for students by name, EMPLID, department, program, etc.
- **Award Tenure Report (Department access):** Search for award holders from the selected department(s)
- **Award Tenure Report (Faculty):** Search for award holders from departments in the selected faculty

Note: Only awards with the following statuses are included in Award Tenure Reports:

*Offer Accepted, Authorized Renewal, Renewed, Paid or Unpaid Interruption, Interruption Pending, and Award Revised/Terminated.*

- **Award Search:** Search for available awards by name, department, program, etc.

### 4. Messages: Review messages pertaining to your department/faculty applications and nominations.

Status	From	Date	Subject	Action
	Mvsrbtgrqs	15/Jun/2023	Action required for your application to Hugh McCall Graduate Award	Read
	Mvsrbtgrqs	15/Jun/2023	Action required for your application to Hugh McCall Graduate Award	Read
	Mvsrbtgrqs	15/Jun/2023	Test 3: Action required for your application to Hugh McCall Graduate Award	Read