

GSMS Awards

Department/Faculty Portal: Add Deadline



UNIVERSITY OF ALBERTA
Faculty of Graduate & Postdoctoral Studies (GPS)

Purpose of this guide:

For Departments and Faculties – Add an internal deadline to a department-level or faculty-level award (set before the GPS Deadline).

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

Admissions Admin Admissions Review **Awards Admin** Admissions Messages Logout

Awards Admin

MY AWARDS										
Nomination Deadline	Name	Department	No. Awards Available	\$ Amt. (default award value)	App. Deadline	No. Apps	No. Nominations	Status	Workflow	Action
31 Aug 2023	UAT MA Test Nomination Medal	Psychology	5	3200.00		0 / 3	0	In Progress	Nomination	View No Nominee Add deadline
31 Aug 2023	UAT MA Test Nomination Medal	Earth and Atmospheric Sciences	5	3200.00		0 / 3	0	In Progress	Nomination	

1. Click on the **Awards Admin** tab to access the GSMS Awards Portal.
2. Select the award to update, click the **Action** dropdown and select **Add Deadline**.


ADD APPLICATION DEADLINE FOR UAT MA TEST NOMINATION MEDAL

1

You may choose to advertise an internal department application deadline.

Name	UAT MA Test Nomination Medal	Application Deadline	
Eligibility Criteria	<ul style="list-style-type: none">• Open to Canadian citizens.• Open to permanent residents.• Open to foreign nationals holding Canadian study permits.• Open to applicants in course-based study programs.• Open to applicants in thesis-based study programs.• Open to applicants in masters programs.• Open to Graduate Certificate students.• Academic Requirements: Grade point average of 3.5 or greater on the University of Alberta grading scale• Additional Information: Students must have a Canadian bank account to be eligible to receive the award• Preference Criterion: Preference given to students with Study Permits	Nomination Deadline	31/Aug/2023
		Number of Awards	5
		Award Value (\$)	3200.00

2

Application Deadline 

* The deadline cannot exceed 31/Aug/2023

3

UPDATE CLOSE TAB

3. Click the date picker icon and select an internal deadline before the GPS deadline date.
4. Click **Update** to save the selected date, or **Close Tab** to exit the page.
5. Confirm that the **App. Deadline** field in the *My Awards* or *My Faculty Awards* sections of your *Awards Admin* page displays the deadline you selected.