

GSMS Awards

Department/Faculty Portal: Award Tenure Report



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

Purpose of this guide:

For Departments and Faculties – Search for students holding awards that are disbursed by GPS in the GSMS Awards Portal. If required, send a message to GPS requesting an award interruption/termination.

Sections:

Step 1: Login to the GSMS Portal

Step 2a: Award Tenure Report (*Department*)

Step 2b: Award Tenure Report (*Faculty*)

Step 3: Review Award Tenures and Sort/Filter/Export

Step 4: Send Message to FGSR (optional)

Step 1: Login to the GSMS Portal with your CCID and password. Click on the **Awards Admin** tab to access the GSMS Awards portal.

| MY AWARDS | | | | | | | | |
|-------------|--|---------------------------|----|--|------------------|----------|---------------|--------|
| | | | | \$ 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 | ▼ |

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

Step 2a: Award Tenure Report (Department)

AWARD TENURE REPORT

Search using at least one criteria to find a record of award results.
If you need assistance, please click on the link for Training Materials.

The screenshot shows a search form for Award Tenure Reports. The form includes the following fields and options:

- Year(s):** A dropdown menu with the selected value "2023/2024" and a close icon (x).
- Last Name:** A text input field.
- First Name:** A text input field.
- EMPLID:** A text input field.
- Department*:** A multi-select dropdown menu with two selected items: "Biological Sciences (Faculty of Science)" and "Chemistry (Faculty of Science)".
- Award Name:** A text input field.
- Mode:** Two radio button options: "Generate Links" (selected) and "Export Only".

At the bottom of the form, there are two buttons: a green "SEARCH" button and a grey "CLOSE" button.

1. Click on the **Award Tenure Report** link in the *Reports* section of the portal to search for award holders by department.
2. You can enter one or multiple parameters to fine-tune your search as needed. Search by any combination of Year, Names, EMPLID, **Department (mandatory)** and Award Name. Note: You must select at least one department for the Award Tenure Report. In the example above: the selected *Departments* are Chemistry and Biological Sciences for the 2023/2024 year.
3. The Search **Mode** allows you the following options:
 - **Generate Links:** View the listing of award recipients with the ability to export the report to a CSV file **and** Send a Message to GPS.
 - **Export Only:** View the listing of award recipients with the ability to export the report to a CSV file.
4. Click **Search** to proceed, or **Close** to exit the search page.

Step 2b: Award Tenure Report (Faculty)

Select the **Award Tenure Report (Faculty)** link in the *Reports* section of the portal to search for award holders by department and faculty.

The Faculty Award Tenure Report has similar functionality to the Department Award Tenure report outlined in Step 2a above.

Note: The **Faculty field selection is mandatory** in this search. If no Departments are selected, the results will include award tenures from all Departments in the Faculty.

AWARD TENURE REPORT (FACULTY)

Search using at least one criteria to find a record of award results.
If you need assistance, please click on the link for Training Materials.

| | |
|------------|--|
| Year(s) | 2023/2024 x |
| Last Name | |
| First Name | |
| EMPLID | |
| Department | Choose options |
| Faculty* | Faculty of Science x |
| Award Name | Travel |
| Mode | <input type="radio"/> Generate Links <input checked="" type="radio"/> Export Only |

Step 3: Review Award Tenures and Sort/Filter/Export

| Last | First | EMPLID | Award Name | Year | Department | Start Date | End Date | \$ Amount | Status | Honorary? | Action |
|--------|---------|--------|---------------------|-----------|------------|-------------|-------------|-----------|----------------|-----------|----------------------|
| NOFCPO | TRKTQCC | | UAT MA Test App-Nom | 2023/2024 | Chemistry | 01/Jul/2023 | 30/Jun/2024 | 26666.00 | Offer Accepted | No | Send Message to FGSR |

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

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

1. Click on the column name in the Search Results to sort in ascending/descending order.
2. Click **Export** to download the search results to a CSV (comma-separated values) file. The export does not use any currently selected filters or column sorting.
3. Use the **Filter** option to search for keywords in the results.
4. In the **Action** column (available when the *Generate Links* search mode was selected), you will have the option to **Send Message to FGSR** to notify GPS Awards of a change in status for the student holding an award (see Step 4 below).

Step 4: Send Message to FGSR (optional)

1. In the **Send Message** page, the **From / To / Subject** fields are auto-populated based on your role and the student selected.

Please **add the reason for sending the message** to the Subject line after *the EMPLID (Last name, First name)* entry (e.g., Leave of Absence (LOA), Thesis Approval/Program Completion Form (TAPC), etc.)

2. Enter the **Message** details:
 - Type of leave requested (Compassionate; Medical; Parental; Work/Internship; Other)
 - Date range, or when the form in question was received, etc.
3. Click **Send** to send your message to GPS Awards. The Awards team will review and follow up, if needed. Click **Cancel** to close the Send Message page.

SEND MESSAGE

Please notify FGSR Awards of a change in status for a student holding an award.
Please note the reason for the change in status (i.e. LOA) in the Subject line, and add the details and dates in the Message body. Thank you!
Please click on the link for [Program/Admissions Services Training Material](#), if you need assistance.

The screenshot shows the 'SEND MESSAGE' form with the following fields and callouts:

- 1** (red circle): Points to the 'From' field, which is a dropdown menu containing the text 'FTRKBTBFCQJRFOTT'.
- To**: An empty text input field.
- Subject**: A text input field containing 'RE: [REDACTED] (NOFCPO TRKTQCC)'. A small box with the number '226' is visible in the top right corner of this field.
- 2** (red circle): Points to the 'Message' field, which is a large empty text area.
- 3** (red circle): Points to the 'SEND' button, which is a dark green button with the text 'SEND' in white. To its right is a grey button with the text 'CANCEL'.