

### Purpose of this guide:

**For Departments and Faculties** – This guide provides a quick refresher, useful tips & tricks and frequently asked questions on navigating the GSMS Awards Portal, nominating students for department and faculty-level awards, reviewing your department or faculty awards, and more. See the [Awards Resources](#) page for all GSMS resources for Nominators.

### Sections:

#### 1. GETTING STARTED

- What can I do on the GSMS Awards Portal?
- How do I get access to GSMS as a Nominator?
- Can I access GSMS from my mobile device?
- Do I receive Awards messages via GSMS?
- What are the different award workflows?
- How do I learn about available awards?
- We have students in dual degree programs. How do awards work for them?
- I know an award exists, but I can't nominate a student for it!
- How do I set an internal deadline for a competition?
- What happens if we do not have a candidate to nominate?
- Who can I reach out to if I need more help with an award?

#### 2. NOMINATE STUDENTS

- I need help submitting nominations via GSMS.
- How many nominations can I submit for an award competition?
- Do I have to use the GPA/Rank fields in the Nomination Dashboard?
- I am done with my nomination form, but do not see a 'Complete Form' button in the Checklist page.
- I do not see an option to generate a Merged PDF pack of my nomination.
- I have nominated students for an award, but the *Sign Off* option is disabled in the dashboard.
- Does a Chair have to sign off on our nominations?
- Do students see their award nominations in the portal?

#### 3. REVIEW AWARDS

- What should I do after I have nominated candidates for an award?
- Will the Award Tenure Report show me the status of all my nominations?
- I am a Supervisor, do I need to login to GSMS to provide my supervisor authorization for award renewals?

## 1. GETTING STARTED

### What can I do on the GSMS Awards Portal?

Login to the [GSMS Portal](#) with your CCID and password. Click on the **Awards Admin** tab at the top of the page to go to the Awards portal. In the Awards Portal, you can:

- Review awards currently open to your Department or Faculty
- Receive award-related notifications (alerts also sent to your email inbox)
- Search for students and view their Applicant profiles
- Search for available awards by Name, Department, Program, etc.
- Use the Nomination Dashboard to prepare and submit award nominations to GPS
- Run Award Tenure reports to find students holding department or faculty-level awards disbursed by GPS.

### How do I get access to GSMS as a Nominator?

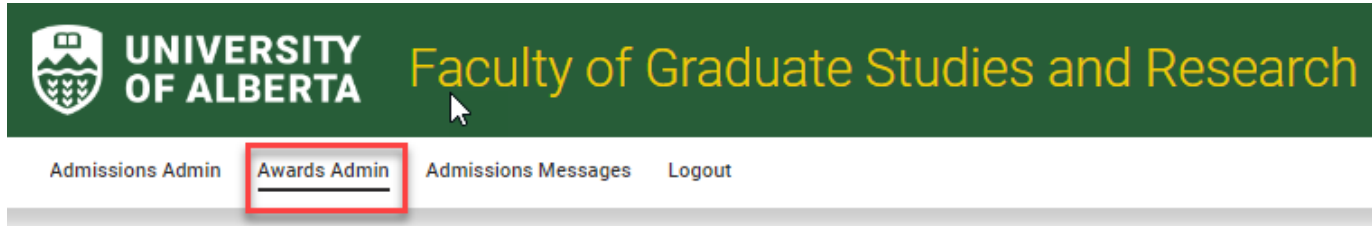
- Department and Faculty nominators require **Department/Faculty Signing Authority (DSA/FSA)** to be able to nominate students for awards to GPS
  - Every nominator's name should appear on a DSA/FSA as an Awards Nominator (and Awards contact) if they are authorized to nominate students to GPS.
  - Note: 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 this [ISTEA GSMS Access site](#) to review the *GSMS End User Roles* documents and download 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 no longer a nominator, but you are still receiving GSMS Awards notifications that should be going to another nominator**, your department or faculty must submit a request to IST (as outlined above), requesting that 1) your GSMS roles be deleted, and 2) appropriate GSMS roles be added to the new nominator.
- If you are encountering CCID and password issues, please [contact IST for support](#).

### Can I access GSMS from my mobile device?

It is recommended that you access the GSMS Awards portal **from a desktop** as the GSMS web portal is not fully mobile compatible. On small-screen mobile devices, the menu options/tabs at the top of the Portal page (*Admissions Admin, Awards Admin, Admissions Messages, etc.*) may not be displayed.

Please **default to desktop use**, and click the **Awards Admin** tab to access the Awards portal.

When logging in from a desktop, please ensure that the browser window is wide enough so that the menu bar at the top of the portal page is displayed (see below):



### Do I receive Awards messages via GSMS?

- In the Awards Portal, you can review messages from GPS Awards (or other nominators, where applicable) regarding your department or faculty nominations.
- In the **Awards Admin** page, your GSMS messages will appear below the list of open department or faculty awards.
- Please check your messages ahead of any award deadlines to ensure there is no action required of you (in cases where nominations are incomplete or ineligible).

### What are the different award workflows?

All awards in GSMS currently fall under three categories: Nominations, Direct Applications and External Applications.

- *Direct Application:* Students apply directly to GPS; departments are not involved in the application process until they are notified via GSMS if the application is successful.
- *Nomination:* Department and Faculty nominators select nominees using documented internal and approval processes. Nominators are responsible for adding the department or faculty nomination to GSMS and signing off the nomination to GPS before the nomination deadline. Students are not involved in the nomination process until they are notified via GSMS of an award offer.
- *External Application:* Students review the application process, eligibility requirements set by the external agency and submit their application directly via the external agency's online portal. GPS Award Services reviews submitted applications for eligibility and completeness. The Graduate Scholarship Committee (GSC) reviews and adjudicates eligible applications, and when applicable, selects nominees to be forwarded to the agency for review at the national level. Applicants are notified of results via the external agency's portal.

### How do I learn about available awards?

- In the GSMS Awards Portal:
  - Review the **My Awards** list (*Department access*) or **My Faculty Awards** list (*Faculty access*) for awards currently open to your department or faculty.
  - Run the **Award Search** to see available award opportunities
- Bookmark the [Awards and Funding](#) page, and be sure to browse through the awards in the [Scholarships and Awards](#) section.
- Search for department competitions in the [Awards searchable database](#).
- Keep an eye out for *Awards and Funding* opportunities posted in the weekly UAlberta Graduate Staff and Contacts Digest.

### **We have students in dual degree programs. How do awards work for them?**

Interdisciplinary students might be eligible for awards in two departments.

- When applying for an award, a student in a dual degree program must select a 'home' department that supports their application. This may or may not be the 'default' department displayed in the GSMS Portal.
- When nominating an interdisciplinary student for an award, **only one home department** must submit/sign-off on the nomination.

### **I know an award exists, but I can't nominate a student for it!**

The *My Awards* and *My Faculty Awards* section in the GSMS Awards Portal lists the awards currently open to your department or faculty. If you do not see an award in the list:

- The award may not be open yet, or the deadline may have passed.
- Your department or faculty may not be a nominating organisation for the award.
- The award application process may require students to apply directly to GPS.
- Contact GPS Awards for further assistance if the above points do not apply.

### **How do I set an internal deadline for a competition?**

For steps on how to set an internal deadline for your department or faculty award, please review the [Add Deadline](#) nominator guide on the [Awards Resources](#) page.

### **What happens if we do not have a candidate to nominate?**

You can notify GPS that you do not have a nominee for a department or faculty award. Please refer to the [No Nominee](#) nominator guide on the [Awards Resources](#) page.

### **Who can I reach out to if I need more help with an award?**

- Visit the [Scholarships and Awards](#) for competition details, procedures, deadlines, etc.
- GSMS guides for nominators are available on the [Awards Resources](#) page.
- If you have questions about award details, terms of reference, eligibility, etc., please contact GPS Awards.
- If you are encountering technical difficulties with the GSMS web portal, submit a FreshService ticket.

## 2. NOMINATE STUDENTS

### I need help submitting nominations via GSMS.

Please review individual competition details on the [Scholarships and Awards](#) page, and refer to these guides for detailed instructions (see [Awards Resources](#)):

- Department-specific and Interdepartmental Awards Overview
- Prepare GSMS Nomination
- Submit GSMS Nomination

### How many nominations can I submit for an award competition?

When searching for an award in GSMS or when reviewing the award information and eligibility, be sure to check the **# Awards** or **Number of Awards** fields, respectively, as they indicate the number of awards for the entire competition.

For departmental awards, please refer to the [Department-specific and Interdepartmental Awards Overview](#) nominator guide on the [Awards Resources](#) page for detailed nomination requirements.

For awards with specific allocations per department, please see the procedures specific to each competition on GPS's [Scholarships and Awards](#) page.

### Do I have to use the GPA/Rank fields in the Nomination Dashboard?

The GPA and Rank fields are optional unless explicitly requested by GPS for adjudication purposes.

### I am done with my nomination form, but do not see a 'Complete Form' button in the Checklist page.

The *Complete Form* button is only displayed in the Nomination form Checklist page when all mandatory requirements for the nomination have been provided.

### If you do not see the *Complete Form* button:

- Check that you have answered all the mandatory questions in the *Questionnaire* tab.
- Check that you have uploaded all the required documents in the *Supporting Documents* tab.
- Ensure that you have uploaded **only one PDF document in each File Uploader section** in the *Supporting Documents* tab.

### I do not see an option to generate a Merged PDF pack of my nomination.

- If your nomination form is still editable (before nomination sign off), you can select the *Generate Application Pack* button from the Nomination form **Checklist** page to create a merged PDF package of the nomination form that includes uploaded supporting documentation. After it is generated, the merged PDF document is attached to the *View Application* tab of the nomination form.
- **The option to generate the merged PDF document is not available after the nomination form is completed and the nomination sign-off is done.** If you need the merged PDF for your records, be sure to generate it before signing-off on the nomination.

#### **I have nominated students for an award, but the *Sign Off* option is disabled in the dashboard.**

- The Sign off dropdown in the Nomination dashboard is only editable when the Status is set to *Nominated, Department Alternate, or Department Rejected*.
- You will not be able to sign off on a nomination with a status of *Departmental Review*.
- **Note:** When a Faculty and any of its Departments are set up as nominating organisations for the same award (i.e., the Department nominates candidates to the Faculty), the Department will be able to view and add nominations for the award from their Department Nomination Dashboard, but **they will not have the ability to sign off on the nomination**. The nomination sign off must be done at the Faculty level.

#### **Does a Chair have to sign off on our nominations?**

GPS requires nominators who sign off to have departmental or faculty signing authority (DSA/FSA).

- *Faculty nominations:* Chair sign off does not apply for faculty-level awards.
- *Department nominations:* Depending on your internal department process, a Chair or delegate may sign off on all nominations in the GSMS portal. A Graduate Administrator may have delegated signing authority as an awards contact and can therefore Sign Off on nominations in GSMS. Departments are encouraged to maintain records of their processes and the Chair or delegate's approval for nominations.

#### **Do students see their award nominations in the portal?**

When a student is nominated for an award, it is visible in their GSMS Award portal only after they are offered the award; otherwise, the award nomination is not visible to the student.

### **3. REVIEW AWARDS**

### **What should I do after I have nominated candidates for an award?**

- If needed for your records, download the Merged PDF Application Pack you generated during the nomination process. This PDF document includes the nomination form and supporting documentation uploaded to the nomination.
- Students are not involved in the nomination process until they receive a GSMS notification of an award offer from GPS. Department contacts are copied on the GSMS notification sent out for departmental and interdepartmental award offers.
- You can search for a student and review their Applicant Profile and Award List.
- You can run/export an Award Tenure Report to search for students holding awards in your department or faculty.

### **Will the Award Tenure Report show me the status of all my nominations?**

- 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.

### **I am a Supervisor, do I need to login to GSMS to provide my supervisor authorization for award renewals?**

- If you are a **supervisor/authorizer** for an award requiring renewal, or you are named as a supervisor in an award application, you will be emailed a GSMS notification requesting your Supervisor Authorization. Please follow the instructions provided in the email to provide your reference.
- You do not need to login to the GSMS Awards portal to complete and submit your authorization.