GSMS Awards
Department/Faculty Portal: Prepare GSMS Nomination

UNIVERSITY OF ALBERTA

Faculty of Graduate & Postdoctoral Studies (GPS)

Purpose of this guide:

For Departments and Faculties – Prepare nominations to GPS through the GSMS Awards portal – search for students, add nominations, answer required questions, upload supporting documentation, and more.

Be sure to review the following nomination resources along with this guide (available on the Awards Resources site):

- Department-specific and Interdepartmental Awards Overview - For details on nominating students for departmental awards, nomination requirements and more.
- Submit GSMS Nomination guide – For next steps after completing your nomination as described below.

Sections:

Step 1: Login to the GSMS Portal

Step 2: Nomination Dashboard

Step 3: Student Search

Step 4a: Nomination Form – View Application

Step 4b: Nomination Form – Questions

Step 4c: Nomination Form – Supporting Documents

Step 4d: Nomination Form – Checklist

Step 5: Nomination Form Checklist – Complete Form

Step 1: Login to the GSMS Portal with your CCID and password.

Admissions Admin   Awards Admin   Admissions Messages   Logout

1

Awards Admin

MY AWARDS **2**

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	Economics	14	45000.00		1	Institutional	View **3** No Nominee Add deadline
15 Feb 2024	Izaak Walton Killam Memorial Scholarship	Linguistics	14	45000.00		1	Institutional	

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).

3. Select the award to review, click the **Action** dropdown and **View** option to open the *Nomination Dashboard* page in a new browser tab.

Step 2: Nomination Dashboard

(1) No matching records found

No record(s) could be found on the system for the given criteria.

NOMINATION DASHBOARD FOR UAT MA TEST NOMINATION MEDAL

On the nomination dashboard, you can manage a particular award:
- Select or Add a Nominee
- Rank or export Applicant list
- Share with your Chair for approval, if needed
- Send your final choices to FGSR
  Training Material is available.

Name	UAT MA Test Nomination Medal	Application Deadline	N/A
Eligibility Criteria	• 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.	**Nomination Deadline**	22/Aug/2023
		Number of Awards	5
		Award Value ($)	3200.00

1. If there are no nominations for the selected award, this *"No matching records found"* message is displayed at the top of the Dashboard.

2. Review the **Award Information**: Award Name, Eligibility Criteria, Deadlines (set by GPS or internal deadline, if present), the Department/Faculty Name, Number of Awards (maximum applicants for the entire competition), and the Award Value (amount to be disbursed per award).

Applicant Guidance

This award is also subject to all eligibility requirements and restrictions listed in the FGSR Scholarships and Awards Manual.

The two mandatory nominating questions that departments must answer are:

1) Please address how this nominee/candidate best meets the Eligibility Criteria for this award

2) Confirm that this nominee/candidate's Area of Research meets that which is stated in the Terms of Reference

(3)

Nominations Guidance

Departments/Faculties are required to answer all mandatory questions and attach necessary supporting documents. The Graduate Scholarship Committee will make the final decision.

This award is also subject to all eligibility requirements and restrictions listed in the FGSR Scholarships and Awards Manual.

3. The **Applicant Guidance** and **Nominations Guidance** sections of the Dashboard outline additional instructions and guidelines to inform the award nomination process.

(4) REFRESH

(5) Last	First	Sort Name	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Form Complete?	Action
											View

(6) | UPDATE | STUDENT SEARCH | NOTIFY CHAIR | BULK REJECT | EXPORT | CLOSE TAB |

(7) Please note that it is your responsibility to properly store and dispose of any data downloaded, in accordance with the FOIP Act and any relevant University of Alberta policies and procedures.

4. Click **Refresh** to reload/refresh the Nomination Dashboard page at any time.

5. This table holds details on the award nominees (Names, EMPLID, GPA, Rank, Nomination status, if the nomination form is complete and signed off, etc.)

6. Select from the following options:
   a. **Update**: Save your changes to the Dashboard fields (GPA fields, Rank, Status and Sign-off)

   b. **Student Search**: Launch a search for a nominee (see Step 3 below)

   c. **Notify Chair**: Send a message to the Graduate Chair that a nomination is ready for their sign-off (where applicable)

      Note: This option is only available in the *Department* Nomination Dashboard (and not in the Faculty Dashboard)

   d. **Bulk Reject**: Allows you the option to reject multiple applications that will not be nominated to GPS

   e. **Export**: Export the nominations list to a comma-separated values (CSV) file

   f. **Close Tab**: Close the Nomination Dashboard.

7. *FOIP Responsibility*: *Please note that it is your responsibility to properly store and dispose of any data downloaded, in accordance with the FOIP Act and any relevant University of Alberta policies and procedures.*

Step 3: Student Search

1. Click on the **Student Search** button in the Nomination Dashboard to launch a search for a nominee.

2. You can search using one or multiple parameters to narrow down your search as needed.
   a. Search for all or part of the student's Last Name, First Name or EMPLID

   b. Search by any combination of Department, Citizenship, Program or Thesis/Course Based fields (multiple selections are allowed for these fields).

      In the example below: The selected *Departments* are: Biochemistry and Biological Sciences, *Citizenship status*: Permanent Resident and *Program*: Masters, Thesis-based.

   Click **Search** to proceed, or **Close Tab** to quit the search.

3. Review the search results by Last/First Name, EMPLID, Department, Citizenship, etc.

4. **Export**: You have the option to export the search results to a CSV file

5. Use the **Filter** option to search for keywords in the student search results.

6. In the **Action** column, the following options may be available to select for the award:

    a. **View**: Displays the student's Applicant Profile and their Award List
    b. **Add Nomination**: Launches a Nomination Form for the selected student (see Step 4 below).

Step 4a: Nomination Form – View Application

After selecting the **Add Nomination** option for a student (Step 3 above), a nomination form is launched for the selected student.

The Nomination form may contain multiple tabs where your input is required: **View Application** tab, **Questions** tab, **Supporting Documents** tab and a **Checklist** tab.

In the **View Application** tab, review the following:

1. **Award Information**: Award Name, Eligibility Criteria, Nomination Deadline (set by GPS or internal deadline, if present), Number of Awards (maximum applicants for the entire competition), and the Award Value (amount disbursed per award).

2. **Applicant Information**: Student details including Names, EMPLID, Department, Program, etc.

3. **Merged PDF Application Pack**: This section holds a merged PDF package of the nomination form (after it is generated), and includes supporting documentation uploaded to the nomination form.

View Application

① Award Information

Name	UAT MA Test Nomination Medal	**Nomination Deadline**	22 Aug 2023
Eligibility Criteria		**Number of Awards**	5
		Award Value ($)	3200.00
			A medal is awarded

Eligibility Criteria
- 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.

② Applicant Information

|			
Last Name	CCJPPTFKULTPVTRT	**Citizenship**	Permanent Resident
First Name	NRCCTTCT	**Degree Program**	Masters (Thes)
EMPLID		**Course/Thesis**	Thesis
Department	Biological Sciences	**Latest Registration Status**	Spring 2022/23, Full Time

③ Merged PDF Application Pack

No merged application PDF exists yet

4. **Internal Comments**: If populated, internal comments about a specific nomination appear on the Nomination Dashboard and are visible to other nominators in the department or faculty.

5. **Comments for FGSR**: If you are a nominator who does not have signing authority to submit nominations in GSMS, please add a note in this comment box indicating the name of the Chair on whose behalf you are nominating the candidate.

6. **Update Comments**: If you entered any comments above, you must click the *Update Comments* button to save your comments.

7. Select from the following buttons/options:
    a. **Next**: Proceed to the next tab in the nomination form
    b. **Delete**: Delete the nomination form
    c. **Refresh**: Refresh/Reload the page
    d. **Close Tab**: Closes the tab **but retains the nomination** for the student (which can then be resumed at a later time).

Step 4b: Nomination Form – Questions

The **Questions** tab contains a questionnaire to be completed by the nominator as fully as possible.

(Detailed information on nomination requirements can be reviewed in the <u>Department-specific and Interdepartmental Awards Overview</u> on the <u>Awards Resources</u> page).
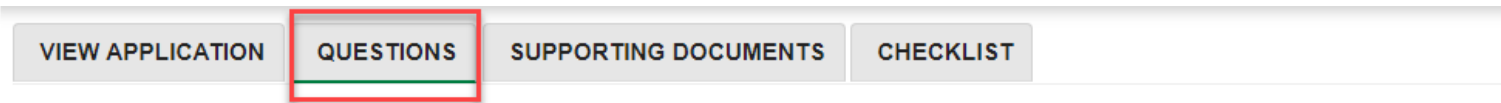
1. Provide answers to the listed nomination questions (mandatory questions are marked with an asterisk).

2. Click **Save** to save your answers, or click **Save & Next** to save your answers and proceed to the next tab in the nomination form.

Step 4c: Nomination Form – Supporting Documents

All required documentation for the nomination must be uploaded in the **Supporting Documents** tab.

(Detailed information on nomination requirements can be reviewed in the <u>Department-specific and Interdepartmental Awards Overview</u> guide on the <u>Awards Resources</u> page).

1. Please **upload only ONE PDF document per File Uploader section** (if needed, combine multiple documents in one PDF before uploading).

2. Review the details of the required document.

3. In each **File Uploader** section:

- Click **Browse My Computer** to select a document saved on your computer, or click **My Documents** to choose from documents you have previously uploaded to GSMS.
- Select **Upload** to attach the document to the application. A file status of *Successfully Uploaded* is displayed if the document upload was successful.
- If a document is uploaded erroneously, select **Delete** to remove it.
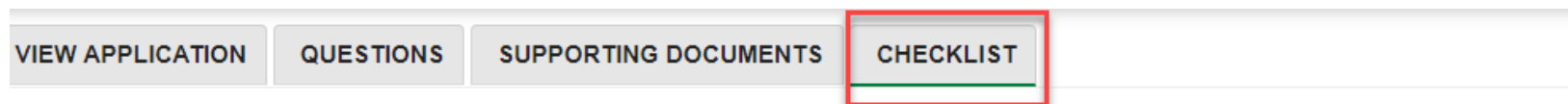
   Note:

   - The *Awaiting Upload* status in the File Uploader section indicates <u>the file is not yet uploaded.</u> Click **Upload** to proceed.
   - All uploads must be unprotected and unencrypted PDF documents.
   - **<u>Only one document must be uploaded</u> to each *File Uploader* section**.

3. Click **Save** to save your changes to the application and stay on the same page. Click **Next** to move on to the next tab of the nomination form.

Step 4d: Nomination Form – Checklist

The last tab in the nomination form is the **Checklist** tab, where you can review the nomination requirements and see what may be outstanding.

<u>Note</u>: **You will not be able to submit the nomination until all mandatory questions and documents have been completed.**

| VIEW APPLICATION | QUESTIONS | SUPPORTING DOCUMENTS | CHECKLIST |

Nomination Form Checklist

1 **Award Information**

Name	UAT MA Test Nomination Medal	Nomination Deadline	22 Aug 2023
Eligibility Criteria	• Open to Canadian citizens.	Number of Awards	5
	• Open to permanent residents.	Award Value ($)	3200.00
	• Open to foreign nationals holding Canadian study permits.		A medal is awarded

② Applicant Information

Last Name	LU	**Citizenship**	Permanent Resident
First Name	GJI	**Degree Program**	Doctoral (PhD)
EMPLID		**Course/Thesis**	
Department	Art and Design	**Latest Registration Status**	Fall 2023/24, Full Time

③ Questions

Question	Response	④ Status
Please address how this nominee/candidate best meets the Eligibility Criteria for this award*		Mandatory - please complete
Confirm that this nominee/candidate's Area of Research meets that which is stated in the Terms of Reference*		Mandatory - please complete
Please indicate who, with delegated signing authority, is authorizing the submission of this nominee.		Mandatory - please complete

⑤ Documents

Document	Notes	⑥ Status
Transcript 1	An up-to-date official record of a student's academic work, showing both courses taken and grades obtained at the University of Alberta	Error - Upload only one PDF per File Uploader section.
Reference	A general appraisal indicating why applicant/student should be considered for this award	Complete
CV	FOR ALTERNATES ONLY - A current overview of student's education, publications and other achievements.	Optional

⑦ **COMPLETE FORM**   BACK   PRINT   GENERATE APPLICATION PACK   CLOSE TAB

1. Review the **Award Information** summary.

2. Review the nominee's details in the **Applicant Information** section.

3. Check the answers you provided to the questions in the *Questionnaire* tab.

4. <u>All mandatory questions must be answered</u> in order to be able to submit the nomination.

5. Review the list of required documents.

6. <u>All required documents must be uploaded</u> in order to be able to submit the nomination. Ensure that only ONE PDF document is uploaded per File Uploader section.

7. Select from the following options at the bottom of the *Checklist* page:

   a. **Complete Form**:

      - The *Complete Form* button is only displayed in the Checklist page when all mandatory requirements for the nomination have been provided as described above (details in Step 5 below).

      - Completing the form does not submit your nomination to GPS (refer to the <u>Submit GSMS Nomination</u> guide on the <u>Awards Resources</u> page for next steps).

   b. **Back**: Returns to the first tab in the nomination form.

   c. **Print**: Allows the option to print the Checklist page.

   d. **Generate Application Pack**:

      - Creates a merged PDF package of the nomination form that includes supporting documentation uploaded to the nomination form.

      - After it is generated, the merged PDF document is attached to the **View Application** tab in the *Merged PDF Application Pack* section.

      <u>Note</u>: **The option to generate the merged PDF document is not available after the nomination form is completed <u>and</u> 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.

   e. **Close Tab**: Closes the tab **but retains the nomination** for the student.

Step 5: Nomination Form Checklist – Complete Form

The *Complete Form* button is only displayed in the Checklist page when all mandatory requirements for the nomination have been provided as described in the steps above.

Note: **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.

After clicking the *Complete Form* button:

1. The page will be updated with a message that the form has been submitted. Close the tab and refresh your Nomination Dashboard for the selected award.

2. The Nomination Dashboard nominee list will be updated (note the *Form Complete?* Status below has been set to Yes).

   To update the nomination form after it has been completed (but before nomination sign-off), click on the **View** link in the **Action** column to return to the Nomination form.

NOTES:

- If you need the **Merged PDF Application Pack** for your records, remember to generate it _before_ signing-off on the nomination.

- Unsure of how many nominations you can submit for an award? Please review:
  - The Department-specific and Interdepartmental Awards Overview on the Awards Resources page for detailed nomination requirements for Departmental Awards, and
  - Procedures specific to each competition on the Scholarships and Awards page.

  Contact GPS Awards if you require more information.

- **Completing the nomination form does not submit your nomination to GPS.** Please refer to the Submit GSMS Nomination guide on the Awards Resources page for next steps.