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 FGSR-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 FGSR
  
  Every nominator’s name should appear on a DSA/FSA as an Awards Nominator if they are authorized to nominate students to FGSR.
  
  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.
    
    o Request Add Role for GSMS - For members of the Department/Faculty who require specific access to the GSMS Awards portal
    
    o 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:

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 FGSR
   - 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 award deadline set by the department or faculty (a date prior to the FGSR Nomination Deadline for the department or faculty-level award).
- **In Department view:** The **No. Apps** value represents the number of nominations from the department against the total number of nominations for the competition. Example: No. Apps set to **2 / 4** means that 2 of the 4 total nominations for the award are for nominees from that department.
- **In Faculty view:** The **No. Apps** value represents the number of nominations from all departments within the faculty against the total number of nominations for the competition. Example: No. Apps set to **6 / 10** means that 6 of the 10 total nominations for the award are for nominees from one or more departments within the faculty.
- The **No. Nominations** count indicates the total number of candidates who have been **nominated** for the entire competition (where the nomination status is set to Nominated).
- The **Status** will be listed as **Not Started** or **In Progress**.
  a. **Not Started:** There are currently no nominations from **any** department or faculty
  b. **In Progress:** There is at least 1 nomination from **any** department or faculty
- The **Workflow** outlines how the award is administered: **Nomination** (only department/faculty nomination directly to FGSR) or **Application/Nomination** (student application to department, then department nomination to FGSR).
- 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 FGSR 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 FGSR 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 students holding department-level awards disbursed by FGSR
   - **Award Tenure Report (Faculty):** Search for students holding faculty-level awards disbursed by FGSR

   **Note:** Only awards with the following statuses are included in Award Tenure Reports:
   Offer Accepted, Authorized Renewal, Renewed, Paid/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.

   ![Message Table]
   
<table>
<thead>
<tr>
<th>Status</th>
<th>From</th>
<th>Date</th>
<th>Subject</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>📩</td>
<td>Mvsrbtgtrqs</td>
<td>15/Jun/2023</td>
<td>Action required for your application to Hugh McCall Graduate Award</td>
<td>Read</td>
</tr>
<tr>
<td>📩</td>
<td>Mvsrbtgtrqs</td>
<td>15/Jun/2023</td>
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<td>Read</td>
</tr>
<tr>
<td>📩</td>
<td>Mvsrbtgtrqs</td>
<td>15/Jun/2023</td>
<td>Test 3: Action required for your application to Hugh McCall Graduate Award</td>
<td>Read</td>
</tr>
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