Purpose of this guide:

For Departments and Faculties – Search for an award that is administered or disbursed by GPS through the GSMS Awards portal.

Sections:

Step 1: Login to the GSMS Portal
Step 2: Search for award(s)
Step 3: Review Award Search results

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

Click on the Awards Admin tab at the top of the page to access the Awards portal.
Step 2: Search for award(s)

1. Click on the Award Search link in the Reports section of the portal.

2. You can search using one or multiple parameters to narrow down your search as needed. If you know the award name, we recommend using a keyword from the name to search (e.g., Killam, Travel, etc.)

Search by any combination of Award name, Department, Citizenship status, Program or Thesis/Course Based fields.
In the example below: The selected Departments are Chemistry and Biological Sciences, Citizenship status: Permanent Resident and Study Permit, and the Program: Masters.

3. Click Search to find awards open for the selected parameters, or Exit to quit the search.
Step 3: Review Award Search results

1. Click on the plus sign to the left of the award name to display eligibility criteria and review the requirements for the award.

2. Use the Filter option to search for keywords in the award results.

3. In the Action column, the following options may be available to select, depending on the award – Award Information, Nomination Dashboard and Applicant List:

   - **Award Information:**
     - You will see this option if your department or faculty is not a nominating organisation for the award, or if the application process requires students to submit applications directly to GPS.
     - The Award Information section provides detailed information on the award profile, eligibility criteria, application process and any additional application guidance.

   - **Nomination Dashboard:**
     - You will see this option if your department or faculty is a nominating organisation for the award, and the nomination deadline has not passed.
     - Select the link to launch the Nomination Dashboard for the award.
• **Applicant List:**
  - You will see this option if your department or faculty nominated at least one candidate for the award, and the nomination deadline has passed (but the award is still visible in the Award Search).
  - Select this *Applicant List* link to launch a view-only version of the Nomination Dashboard with the list of applicants for the award.