Purpose of this guide:

For Departments and Faculties – Refer to this guide for next steps after you have completed your nomination form in the GSMS Awards portal (as outlined in the Prepare GSMS Nomination guide on the Awards Resources page).

Learn how to send a notification to the Graduate Chair that nominations are ready for their sign-off (where applicable), Bulk Reject applications that will not be forwarded to GPS, sign-off and submit your nominations.

Sections:

Step 1: Nomination Dashboard
Step 2: Update the Nomination Status
Step 3: Notify Chair (optional)
Step 4: Sign Off the Nomination
Step 5: Bulk Reject (optional)

Step 1: Nomination Dashboard

- Login to the GSMS Awards portal with your CCID and password. Click on the Awards Admin tab to access the GSMS Awards Portal.
- The My Awards section (Department view) or My Faculty Awards section (Faculty view) lists all of the award competitions currently open to your department or faculty.
Select the award to review, click the **Action** dropdown and **View** option to open the **Nomination Dashboard** page in a new browser tab. The nomination dashboard provides the ability to track, rank and export your list of nominees, select nominees and alternates, and sign-off on your nominations to GPS.

1. Sort the nominee list by selecting a field in the **Sort By** dropdown, then click **Sort**.

2. Enter the GPA fields and your department or faculty rank for the nominee, and then click **Update** to save your entries.

3. Nomination **Status** options include: Departmental Review, Department Alternate, Department Rejected and Nominated. The default nomination status is **Departmental Review**.

4. **Sign Off**: When your nomination is ready, you can select Yes from the **Sign Off** dropdown to send your nomination to GPS. Note:
   - The **Sign off dropdown 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.
   - GPS requires nominators who sign off to have departmental or faculty signing authority (DSA/FSA).

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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.
• Departments do not have the ability to nominate students for faculty-level awards, except 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). In that case, 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.

5. The **Form Complete** status is set to Yes when the form has been successfully completed.

6. Select the **View** link in the **Action** column to review the nomination form:
   - If the nomination is not signed off, review the nomination form and make changes, if needed.
   - If the nomination is signed off, review the nomination summary without the option to make any changes to the form.

### Step 2: Update the Nomination Status

There are four nomination **Status** options: **Nominated**, **Departmental Review**, **Department Alternate**, and **Department Rejected**. The table below outlines when to use the different statuses and what award status will be visible to GPS or the student.

<table>
<thead>
<tr>
<th>Status</th>
<th>When to choose this Status</th>
<th>Status visible to GPS</th>
<th>Status visible to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominated</td>
<td>You want to nominate the candidate to GPS</td>
<td>Nominated</td>
<td>Not visible until GPS makes the award offer</td>
</tr>
<tr>
<td>Departmental Review</td>
<td>Use it when the application is still in progress at the Department or Faculty level. This is the default nomination status.</td>
<td>Departmental Review</td>
<td>Not visible</td>
</tr>
<tr>
<td>Department Alternate</td>
<td>You want GPS to consider this candidate as an alternate, should the top choice(s) not accept the offer of the award.</td>
<td>Department Alternate</td>
<td>Not visible until GPS makes the award offer</td>
</tr>
</tbody>
</table>
### Updating the Nomination Status:

1. Select the nomination status from the **Status** dropdown.
2. Click **Update** to save the status change.

**Note:** GPS will only process nominations with Statuses of *Department Alternate* and *Nominated* that have been signed off and submitted by the nomination deadline.

| Department Rejected | The candidate has been rejected by the Department/Faculty and will not be nominated to GPS. | Department Rejected | Not visible |
Step 3: Notify Chair (optional)

**Faculty view:**
- The Notify Chair button is not included in the Faculty Nomination Dashboard. Proceed to Step 4 (Nomination Signoff).

**Department view:**
- 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’s or delegate’s approval for nominations.

**Note:** The Notify Chair button may be disabled if you do not have a “Chair” role set up in your department. Contact GPS Awards if you have any questions about signing authority or the Chair’s role in your unit.

When the nomination has been assigned the appropriate status: (Complete one of the steps below)

1. **If the CHAIR must authorize nominations in your department:**
   - Click Notify Chair – a Send Message page will be displayed. Add a message for the Chair and click Send. The Chair will receive an email request to login to the GSMS portal to review the message.
2. **If the Chair has a Delegate**, such as a Grad Awards contact with designated signing authority, skip the Notify Chair step and sign off on the nomination directly (see Step 4).

**Step 4: Sign Off the Nomination**

Departments and Faculties are encouraged to maintain records of their internal approval processes for nominations.

**Faculty view:**

- After selecting the appropriate Nomination Status, be sure to click **Update** to save it.
- Click the dropdown in the **Sign off** column and select **Yes**.
- Click **Update** again to send the nomination to GPS.

**Department view:** (Complete one of the steps below)

- **If the CHAIR must authorize nominations in your department:**
  - When the Chair reviews the nomination in their Dashboard, if they are ready to proceed with the nomination, they can then set the **Sign-off** field to **Yes**, and click **Update** to send the nomination to GPS.

- **If the Chair has a Delegate**, such as a Graduate Administrator with designated signing authority:
  - Set the nomination **Sign-off** field to **Yes**, and click **Update** to send the nomination to GPS.

**NOTE:**

- **When the Sign Off field is set to Yes, the nomination is sent to GPS and can no longer be edited.**
  - Only sign off on a nomination when the decision is final and the nomination is ready to be submitted.
  - The GPS Awards team may begin processing signed off nominations before the nomination deadline.

- **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.

- The Faculty Nomination Dashboard for the award will list the nominations from all the departments within the faculty.

- When reviewing a nomination from a department in the Faculty Dashboard (before sign off), the Faculty nominator has the ability to send a note or request to the department by clicking the Send Message to Department button in the nomination form View Application tab.

Step 5: Bulk Reject (optional)

You have the option to reject multiple nominations at once by using the Bulk Reject feature.
1. In the Nomination Dashboard, for each nomination to reject: Select the *Departmental Review or Department Rejected* status from the **Status** dropdown.

2. Click **Update** to save the status changes.

3. Click **Bulk Reject** to launch the tool.

4. All nominations with a status of *Departmental Review or Department Rejected* appear in a consolidated list. **Please review these nominations carefully before proceeding as the Bulk Reject can not be undone.**

5. **Optional**: Sign off on the rejected nominations.

6. Click **Reject All** to reject all the nominations in the list. Click **Cancel** to return to the Nomination Dashboard for further review.