GSMS Awards Search for Awards



Purpose of this guide:

For Students – Search for an award that is administered or disbursed by GPS via the GSMS Awards portal.

For postdoctoral funding opportunities, please refer to the <u>Postdoctoral Fellow Funding</u> section on the GPS website.

Sections:

Step 1: Login to the GSMS Portal

Step 2: Search for award(s)

Step 3: Review Award Search results

Step 4: Review Award Information

Step 1: Login to the GSMS Portal with your CCID and password. Click on the Awards tab at the top of the page to go to the Awards portal.

Step 2: Search for award(s)

1. Click on the **Search for Awards** link in the *Useful Links* 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 in your search.

Search by any combination of Award name, Department, Citizenship status, Program or Course/Thesis Based fields. In the example below:

- The selected Department is Art and Design
- Citizenship status: Permanent Resident
- Program: Doctoral

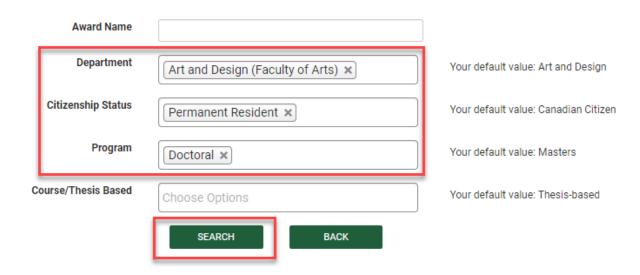
SEARCH FOR AWARD

This search will only show available and open, or recently closed, award opportunities. Please check back as awards are added throughout the year when funding is approved.

The Application Deadline lists the final FGSR deadline, by which all applications or nominations must arrive at FGSR. Departments may have earlier deadline requirements - please select your department on the award details page to view this date.

Please review the details of the award carefully to determine when and how to apply.

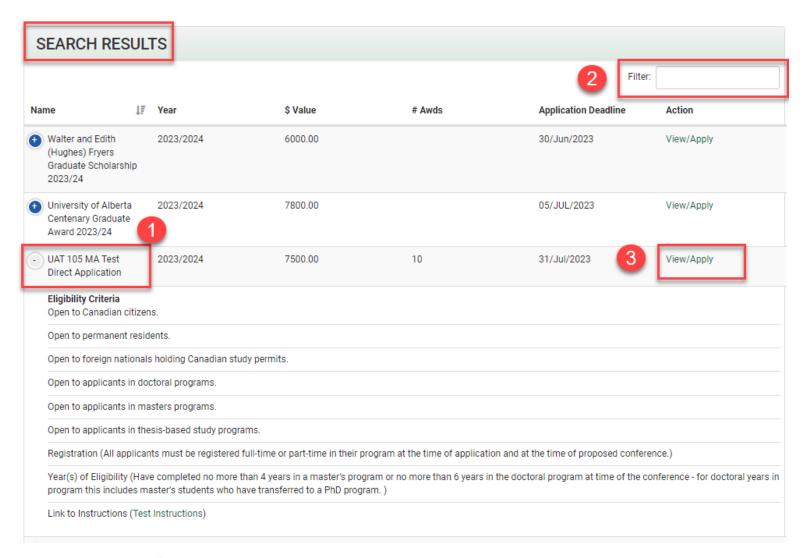
If you need help, click on the link for Training Material



3. Click **Search** to find open awards for the selected parameters.

Step 3: Review Award Search results

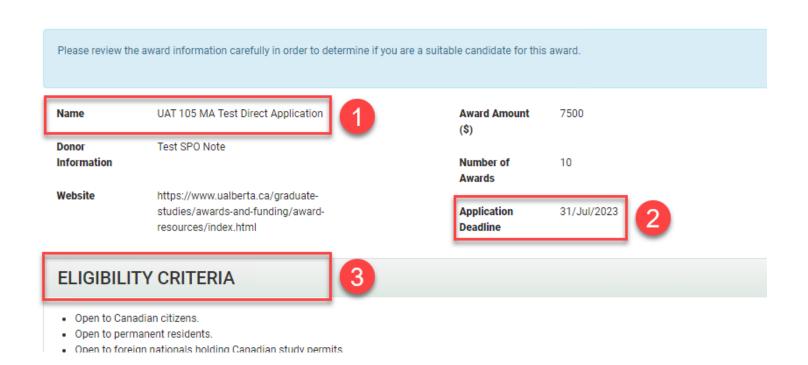
- 1. Click on the plus sign to the left of the award name to display eligibility criteria and to review the requirements of the award.
- 2. Use the **Filter** option to search for keywords in the results.
- 3. Select the **View/Apply** Action to open the **Award Information** page. This section provides more detailed information on the award eligibility criteria, guidance on the application (or nomination) process, the option to select your department and the **Apply** button for this award (if applicable).



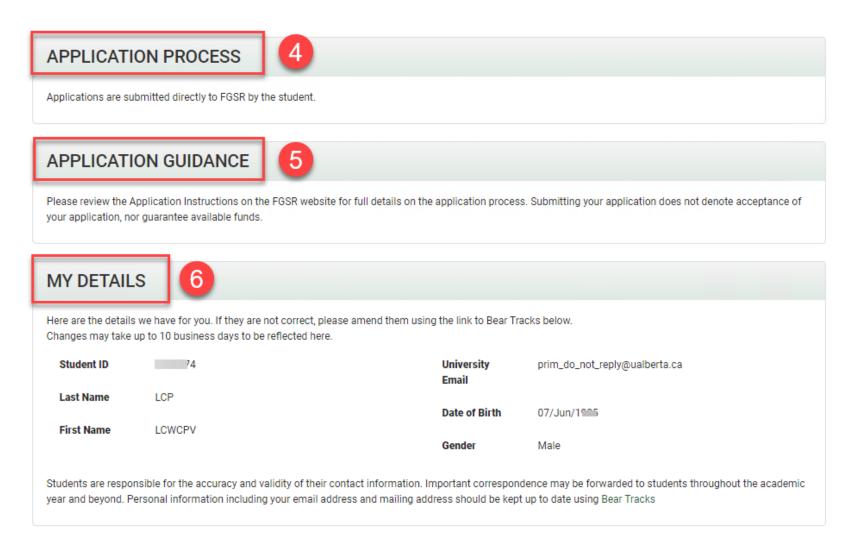
Step 4: Review Award Information

After clicking on the View/Apply link above, the Award Information screen is displayed in a new browser tab.

Award Information



- 1. **Name:** Confirm that this is the Award you would like to review or apply for.
- 2. **Application Deadline**: This date is the final GPS deadline, but departments have the ability to add their own (earlier) deadlines to certain awards. If you will be applying for the award, after selecting your Department, the department deadline may override the GPS application deadline. Make note of the listed deadline when preparing your application.
- 3. Eligibility Criteria: Review to determine whether you are eligible to apply for the award.



- 4. **Application Process**: Instructions about the general application process are included here (if any).
- 5. **Application Guidance**: Special instructions about filling out the application form are included here (if any). For example, this section may include links to separate fillable PDF forms that must be downloaded, completed and attached to the award application.
- 6. **My Details**: Details in GSMS about you any updates to your default personal details should be done/requested through Bear Tracks (linked at the end of the section).

NOTES:

- When reviewing the Award Information page in GSMS, if you do not see an **Apply** button:
 - The award may not allow for direct application by the student, or the award deadline may have passed.
 - Alternatively, the award may require nomination by a department/faculty or an external application. Please review the detailed award information, or contact GPS Awards if you are unsure.
- To learn about new awards/funding opportunities as they become available:
 - Search for awards in GSMS frequently to find open awards
 - Browse through all GPS-administered awards in the <u>Scholarships and Awards</u> section on our website.
 - Browse through department-specific and multi-department awards in the <u>Awards searchable database</u> on our website.
 - Keep an eye out for Awards and Funding opportunities posted in the weekly UAlberta Graduate Students Digest.