Purpose of this guide:

For Students – View submitted applications for awards administered or disbursed by GPS.

Sections:
Step 1a: Awards Portal – My Award Applications
Step 1b: Awards Portal – My Awards
Step 2: View Application

Step 1a: Awards Portal – My Award Applications
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.
1. In the My Award Applications section, select the award and click on the drop-down menu in the Action column of the report
2. Click on the View Application link (available when the award allows for Direct Application from students). Go to Step 2.
Step 1b: Awards Portal – My Awards

1. In the **My Awards** section, select the award and click on the drop-down menu in the **Action** column of the report.

2. Click on the **View Application** link (available when the award allows for *Direct Application* from students).

![MY AWARDS Table]

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>$ Value</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Travel Award</td>
<td>2023/24</td>
<td>01/Apr/2023</td>
<td>31/Jul/2024</td>
<td>1500.00</td>
<td>Offer Accepted</td>
</tr>
<tr>
<td>Travel Award</td>
<td>2023/24</td>
<td>01/Apr/2023</td>
<td>31/Mar/2024</td>
<td>0.00</td>
<td>Award Terminated</td>
</tr>
<tr>
<td>UAT MA Test App-Nom</td>
<td>2023/24</td>
<td>01/Jul/2023</td>
<td>30/Jul/2024</td>
<td>26666.00</td>
<td>Offer Accepted</td>
</tr>
</tbody>
</table>
Step 2: View Application

After clicking on the View Application link in the sections above, the View Application page launches in a new browser tab.

1. Award Information: Includes the award details (Award name and value, eligibility criteria, application deadline, number of awards available)

2. My Information: Displays the applicant’s personal details (EMPLID, names, home department, citizenship status, degree program, registration status).
3. **Application Information**: Lists the application questions with the provided answers and any documents uploaded to the application.

4. **References/Authorizations**: Where applicable, this section lists the references/supervisor authorizations that were requested for the application along with their statuses.

5. Click **Print** to print the View Application page, or **Close** to return to the main Awards Portal.