LATE FALL GSMS HELPSHEET #4

We remain working remotely, but are truly happy to help you with technical issues, any questions or unforeseen events - please reach out ASAP in these cases. Training & memos are on our website.

Hints & Common Issues that disadvantage students

1. Please do not combine multiple PDFs into a single upload & please do not upload the same document in multiple fields - every mandatory document must be uploaded singly.
2. Ensure that “summary” documents that are requested are truly summaries & are not longer than 3 pages (unless otherwise instructed).
3. Reminder that FGSR has requested the use of scanned images of ink signatures, signatures signed directly onto a form from your laptop or tablet, or “e-signatures”, which are images of signatures.
4. Transcripts provided must be valid, up-to-date and completely scanned. Do not upload marksheets or course information. External agencies will reject these.

New Searchable Departmental Award Database

1. Our new database allows you to search through a list of departmental or faculty-specific awards by value, audience, name, keyword, area of study or donor.
2. If you want to share a list of the awards open to your department, select your criteria from the left-hand navigation & the results can be shared by copying and sharing the URL.
3. Please remember this is a list of all awards approved by FGSR and does not represent a commitment that each award is funded and available. All final values, numbers of deadlines for awards are found in GSMS. Please contact the Team with questions.

New Fall Awards & Winter 2021 Renewals

1. Note that the multi-departmental awards (i.e. Alberta Innovates) can be slow to load the first time you add an application. If you receive a time-out error, the application is usually available for you to retrieve from the Nomination Dashboard. Clearing your internet cache and trying at a “slow” time of day might also help. Reach out if you have concerns!
2. It is planned that students can begin to request renewals through GSMS mid-November.

Access Changes

1. A reminder to please keep your access to GSMS up-to-date (including removing anyone who may have moved out of your area). NB: Chair roles (GCAWD) do not receive messaging (“Nominators/GNAWD” do).

Training

1. Online sessions are scheduled: the shorter covering the nomination process only & and the longer is a full orientation. Please sign up for your preferred Google Meet session or email for an informal Q&A. Training & Tips are always available on the Resources page.