



The GSMS Awards database is used to nominate students for Department Specific and Multi-Department (formerly Inter-Department) competitions. Departments can search for awards within the GSMS system (review the [Search for Awards](#) Department Resource), and on the Faculty of Graduate Studies and Research's (FGSR) Awards Services' online [Departmental Awards](#) searchable database.

Nominating a Student Candidate

1. Department Specific Awards
 2. Multi-Department Competitions
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Nominating a Student Candidate

Refer to the [Scholarships and Awards Manual](#) for information on the procedures and regulations used by the FGSR for the management of graduate awards. Details of the following are included (but not limited to): award definitions ("award" vs "scholarship"), eligibility (registration statuses and ineligible student categories), changes in student's status affecting their award, and program completion.

Departments may use their own internal application and selection process to determine a candidate(s) to be nominated to FGSR. **All final decisions rest with the FGSR. Departments may inform their students they have been nominated to FGSR but are not to confirm or commit to the level of funding, nor inform them they are a recipient prior to FGSR's final notification.**

- Award tenures are September 1 - August 31 and students must be registered and working full time on their graduate program during this period (unless otherwise stated in the TOR)
- For result offers: FGSR informs the nominee and department of the award offer.
- For rejections/ineligibles: the nominee will not receive a notification from FGSR of the rejection. As these are direct Departmental nominations, Departments are responsible for informing their nominees of the outcome.

Each award category requires a specific set of mandatory questions and documents to be uploaded with the nomination. The questions and document upload section will be viewable once the Department/Faculty nominator selects the "Add Nomination" button. For more information, Departments are to review the following Department Resource documents on FGSR's website under [Award Resources](#): Assess and Submit Nomination Form(s) and Nomination Dashboard.

1. Department Specific Awards

Awards are designated to one department in which the Graduate Chair/Coordinator will nominate a student(s) to FGSR. Once the nomination is received at FGSR, the candidate does not compete among other university peers. FGSR reviews the nomination for eligibility and completeness. Faculty level nominations (i.e. Faculty selects a student(s) among their own eligible departments for nomination to FGSR) also fall under this category. There are certain limited number of Department Specific Awards shared with other departments (ex. departments alternate between odd/even years; two awards available and one given to two specific departments, etc.); these will show on the Department's dashboard for the eligible year.

Number of nominations that can be submitted: listed as “# Awds” or “Number of Awards” when the award information and eligibility criteria is viewed in GSMS. Refer to the Search for Awards and/or Nomination Dashboard training documents for full details.

Nomination Questions (500 characters each)

Confirm that this nominee/candidate's Area of Research meets that which is stated in the Terms of Reference*

- Provide a brief description/statement of the nominee’s current or proposed (for newly admitted) area of research. Thesis/capping project topic titles may be used.
- Area of Study criteria that includes specific areas of study be addressed (ex. study in civic government, cancer research, oil sands, agriculture, etc.)
- Descriptions of areas of research are provided to the award donor at the request by the university’s Donor Relations, External Relations

Please address how this nominee/candidate best meets the Eligibility Criteria for this award*

- Provide a brief description of **how** the student meets specific criteria. Examples:
 - Residency (ex. must be an Alberta Resident, must be studying in the NWT, etc.) – provide details
 - Community engagement/leadership - organizations involved in, volunteer activities, demonstrated leadership skills, etc.
 - Research potential –innovative research, promising scholar, publications under review, future research activities, etc.
 - Awarded to an outstanding nominee – what set the nominee apart from other applicants in the department?
 - Department travel awards - the name, dates, location of conferences/research locations are to be listed in this section.
- **Preference Criterion:** if the nominee/candidate does not meet the Preference Criterion as stated, the department must address they had no other candidates that met this Criterion

Required Documents – PDF only

Transcript 1	An up-to-date unofficial record of a student's academic work, showing both courses taken and grades obtained at the University of Alberta
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- **Current UofA students:** the transcript is to be the most up-to-date copy at the time of nomination, showing the most recent term grades available. All grades from the most recent preceding term must be posted
- **Newly admitted students:** transcripts from institutions other than the UofA are not required to be uploaded. Upload a current UofA transcript regardless of there being an academic record or not (i.e. if there is no prior or future term registration, upload the blank transcript annotating “no University of Alberta record”

2. Multi-Department Competitions

Awards are designated to multiple departments in which the Graduate Chair/Coordinator will nominate one student to FGSR. Once the nomination is received at FGSR, the candidate competes among peers from other university departments.

A competitive review and adjudication process takes place by FGSR's Graduate Scholarship Committee and only a certain recipient (or number of recipients based on the TOR) are selected to receive the award.

Number of nominations that can be submitted: each department may submit only one nominee per award competition. The "# Awd's" or "Number of Awards" when the award information and eligibility criteria is viewed in GSMS is for the full competition, not the number of nominations allowed per department. The # of total applications on the dashboard indicates the amount of applications submitted through all departments.

Nomination Questions (500 characters each)

Confirm that this nominee/candidate's Area of Research meets that which is stated in the Terms of Reference*

- Departments may indicate "Yes, this nominee/candidate's Area of Research meets the criteria"
- The nominee's Outline of Proposed Research/Capstone Project on the Interdepartmental Award Application form will be used in the review and to determine eligibility for the specified award

Please address how this nominee/candidate best meets the Eligibility Criteria for this award*

- Provide a brief description of **how** the student meets specific criteria; describe their fit, what sets them apart from other applicants, innovative research, rationale for nominating them, information that would not be included in the students Interdepartmental Award Application form
- **Preference Criterion:** the nominee should meet the Preference Criterion as stated. Those who do not meet the Preference Criterion may not be considered in adjudication compared to those who meet all criteria

Required Documents – PDF only

External
Application

[Interdepartmental Award Application](#)

- This form must be used and not be replaced with a department's internal application form
- The questions and content within this form was designed by the Graduate Scholarship Committee to ensure an equitable and streamlined review process
- Students should use Adobe software to complete the form. For formatting issues, use the Form Field Text Properties box (CTRL _ E) in the PDF

Transcript 1

An up-to-date unofficial record of a student's academic work, showing both courses taken and grades obtained at the University of Alberta

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