SUMMER 2021 GSMS HELPSHEET #5

We are 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.

A system update is planned to go into effect in early July. You should not be impacted by these changes, but speed will hopefully improve. Thank you for your continued hard work!

Hints & Common Issues that disadvantage students

1. Please do not combine multiple PDFs & please do not upload the same document in multiple fields when nominating - upload every mandatory document singly.
2. Ensure that “summary” documents that are requested are truly summaries & are not longer than 3 pages (unless otherwise instructed).
3. Reminder: 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 on forms that require them.

New Fall Awards & Fall Renewals

1. Note that larger awards can be slow to load when you add nominations. If you receive a time-out error, the application is typically available for you to retrieve from the Nomination Dashboard if you refresh the page. We're working on this with Tribal consultants. Reach out if you have concerns!
2. Students can begin to request renewals through GSMS in mid-July for Fall 2021.
3. Most donor awards and interdepartmental awards are now open in GSMS. Fall tenured awards may be processed in summer, but will generally be paid in Fall.
4. You can download a list of your nominations, once they’re complete (exported from your Nomination Dashboard or from the Application List), if you require a record. The list is only available to you until your nominations go to adjudication.

Searchable Departmental Award Database

1. This 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 criteria from the left-hand navigation & copy and share the URL to share the list.
3. Please remember this is a list of all awards approved by FGSR and does not represent a commitment that each award is currently funded and available. All final values, numbers of deadlines for awards are found in GSMS. Please contact the Team with questions.

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) with IST. NB: Chair roles (GCAWD) do not receive messaging (“Nominators/GNAWD” roles do).
2. New DSA requests are going out shortly - please ensure you are added as an Awards Nominator on those, too!

**Training**

1. Online sessions are being scheduled for late summer: the shorter covering the nomination process only & and the longer is a full orientation; they’ll be posted online.
2. Please email for an informal Q&A if you would like one! Training & Tips are always available on the [Resources](#) page.