

GSMS Awards: Assess and Submit Nominations



Once the online Nomination Form is complete, you will be able to use the Nomination Dashboard to:

- Notify the Graduate Chair that the Nominations are ready for their sign-off (optional)
- Sign Off & Send the results to FGSR (mandatory)
- Bulk Reject unsuccessful Nominations or Applications (optional)

Procedure Sections:

Step 1: Nomination Dashboard

Step 2: Updating Statuses

Step 3: Notify Chair (optional) and/or Sign-Off the Nominations (mandatory)

Step 4: Bulk Reject (optional)

Step 5: No Nominee (new)

See Page 7 for Steps “At a Glance”

CURRENT state: The current workflow for nomination awards is unchanged. Available awards will appear on the GSMS system once they are open to awards administrators. Direct applications from students are not being gathered by departments.

Before the nomination deadline, Departments must:

- a. Publicize and gather nominations from students outside of the system and/or
- b. Select the final nominee(s) and send the nomination to FGSR within GSMS.

FUTURE state: In the future, FGSR plans to reach out to departments to see if they wish to change the default workflow of their awards to allow for students to apply directly to the department. You would then select your winner and send that nominee to FGSR.

Step 1: Nomination Dashboard

The nomination dashboard allows you to track, rank and export your list of nominees. You also use this dashboard to select your nominees and alternates, and “sign off” on your choices to FGSR.

The screenshot shows a web application interface for managing nominations. At the top, there are 'Refresh' and 'Application List' buttons. Below is a table with columns: Last, First, Sort Name, EMPLID, Comments, Most Recent GPA, Previous GPA, Rank, Status, Sign off?, and Action. The table contains several rows of data, with some cells containing colored bars or text like 'Need to check publications' and 'Strong Candidate'. At the bottom, there are buttons for 'Update', 'Student Search', 'Notify Chair', 'Bulk Reject', 'Export', and 'Close Tab'. A disclaimer at the bottom states: 'Please note that it is your responsibility to properly store and dispose of any data downloaded, in accordance with the FOIP Act and any relevant University of Alberta policies and procedures.'

1. **SORT** by selecting the field you would like to sort the list by and click on Sort button
2. **SCROLL**: The list is dynamic and will expand based on student names and comment length, so you may have to scroll over using the arrows at the top of the page
3. **RANK**: Placeholders for your calculation of GPAs and Internal Rankings
4. **STATUS**: Use this field to trigger action for FGSR and/or students
5. **SIGN OFF?** When your decisions are final, indicate "Yes" in the Final Sign-off to send your decisions to FGSR. **Note who signed off in the Comments for FGSR.** FGSR requires that the person who approves all nomination be a departmental or faculty signing authority.

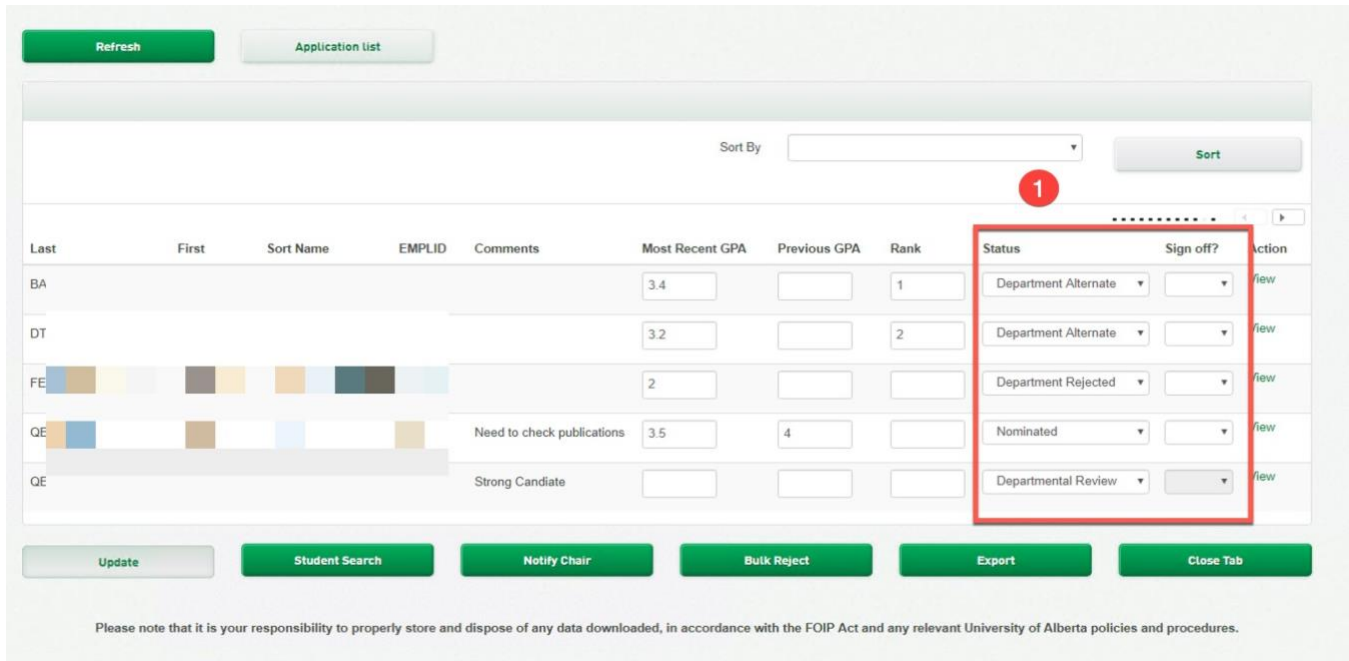
Step 2: Updating Statuses

For nomination-only awards, there is *no* visibility for the student of your list or your status choices.

For application-nomination awards, the student applicant would have visibility to several statuses.

A status of "Departmental Review" or "Department Rejected" is not reviewed by FGSR.

A signed-off status of "Nominated" or "Department Alternate" will be reviewed by FGSR.



- 1. Status:** There are 4 Statuses that will trigger different views to different users. Please see the chart below. To nominate a student to FGSR, select the status of “NOMINATED”.
- 2. Update:** Click Update to save your choices after changing the status. This will make the status visible to FGSR and, potentially, to students. The chart below outlines what a student would see in the future state of an Application/Nomination award, and what they do see now, in the current state of a Nomination award.

Status	Nomination Award (Dept to FGSR or Dept to Fac)		Application/Nomination Award	
	FGSR will see a status of	Student will see a status of	FGSR will see a status of	Student will see a status of
Department Review	Department Review	No Visibility	Department Review	Under Review (Department)
Department Rejected	Department Rejected	No Visibility	Department Rejected	Unsuccessful (Department)
Department Alternate	Department Alternate	No Visibility-until FGSR Offers	Department Alternate	Under Review (Department)
Nominated	Nominated	No Visibility-until FGSR Offers	Nominated	Under Review (FGSR)

NOTE: FGSR will only process Applications with Statuses (Department Alternate and Nominated) that have been Signed Off and Sent to FGSR by the deadline.

Step 3: Notify Chair (optional) and/or Sign-Off the Nominations (mandatory)

Depending on your internal process, a Chair or delegate may sign off on all nominations in the GSMS system. This sign off could also be done offline. Please maintain your internal processes and keep records, as required, of approvals.

Continue with step 1a if your Chair wishes to login to GSMS Sign Off on the nomination.

If a delegate has the authority to complete this process, please continue to step 1b.

For example, an administrator may have delegated signing authority as an awards contact, and will Sign Off on the nomination in the GSMS system. So long as the department or faculty maintains an email, online or paper record of their Chair’s or delegate’s approval for nominations, that process is acceptable to FGSR.

The Notify Chair button will appear grey & unclickable if you do not have a “Chair” role set up in your unit.

Contact FGSR Awards if you have any questions about signing authority or a Chair’s role.

The screenshot shows the 'Application list' interface. At the top, there are 'Refresh' and 'Application list' buttons. Below is a 'Sort By' dropdown and a 'Sort' button. The main area is a table with columns: Last, First, Sort Name, EMPLID, Comments, Most Recent GPA, Previous GPA, Rank, Status, Sign off?, and Action. The 'Status' and 'Sign off?' columns are highlighted with a red box and a '2'. Below the table, there are several buttons: 'Update' (highlighted with a red box and '3'), 'Student Search', 'Notify Chair' (highlighted with a red box and '1'), 'Bulk Reject', 'Export', and 'Close Tab'.

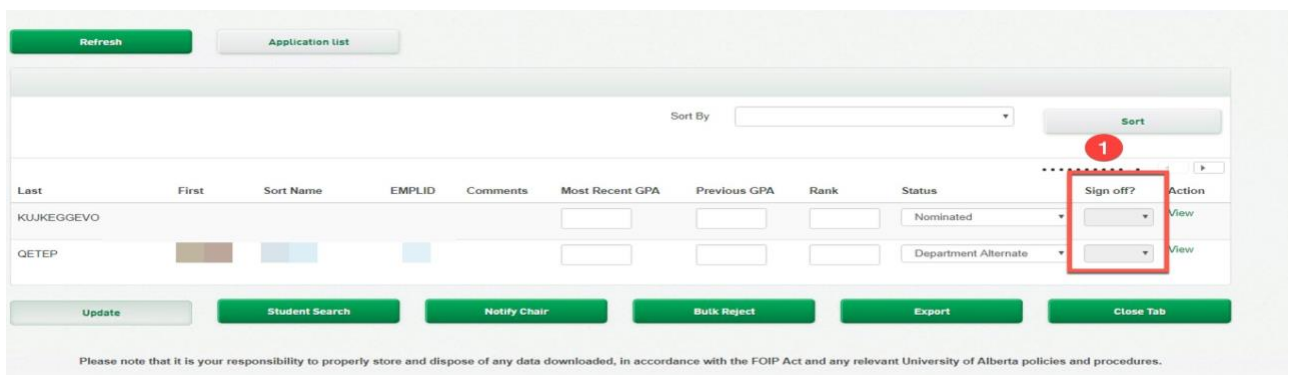
Last	First	Sort Name	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Action
E					3.4		1	Department Alternate	Yes	View
D					3.2		2	Department Alternate	Yes	View
C								Department Rejected		View
F					2			Department Rejected		View
C				Need to check publications	3.5	4		Nominated		View
C				Strong Candidate				Departmental Review		View

1. Once the Status have been set you can send your nominee(s) to FGSR:
 - a. **If the CHAIR must authorize nominations:**
 - i. Click on **Notify Chair** – a message screen will appear. Add a message for the Chair and send it to them.
 - ii. The Chair will receive an email asking them to sign into the portal to see the intray message that you have sent.
 - iii. The Chair can log in and, if they agree with the nomination results, they can change the **Sign-off** field to **Yes** and Click **Update** to save the entries. This sends the *final* department results to FGSR.
 - b. **If the Chair has a DELEGATE** (i.e. a grad awards contact with designated signing authority) the online approval can be completed by that delegate:
 - i. Export the list and have the Chair sign and date (if required)
 - ii. **Note who signed off in the Comments for FGSR box.**
 - iii. Set the **Sign-off** to **Yes** and Click **Update**. This sends the *final* department results to FGSR.

Only **one** of the two options above needs to be completed.

NOTE:

- Once the Sign-off is set to YES you cannot change the nomination.
- The Department will not be able to use the Sign-off function if the Award if a Department is nominating to a Faculty for a Faculty Award. The Faculty representative will do that step and will be able to view the department's choices of Nominee and Alternate.



Last	First	Sort Name	EEMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Action
KUJKEGGEVO								Nominated	▼	View
QETEP								Department Alternate	▼	View

Update Student Search Notify Chair Bulk Reject Export Close Tab

Please note that it is your responsibility to properly store and dispose of any data downloaded, in accordance with the FOIP Act and any relevant University of Alberta policies and procedures.

If you do not want to send any results to FGSR (i.e. no student fits the eligibility), you can:

- Change the status of **Sign-off** to **No** & click **Update**. Please send an email saying that you have “No nominee” for that award to grad.awards@ualberta.ca
- Leave all applications in Rejected or In Departmental Review status
- Reject all applications via Bulk Reject (described below – optional)

Step 4: Bulk Reject (optional)

- If you wish to reject many nominations/applications at once, set those as in a status of Department Rejected or Department Review & click on **Bulk Reject**.

Last	First	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off & Send to FGSR?	Action
DTIJVUQ							Department Rejected		View
QETEP							Departmental Review		View
FETEW0 KUMKWETO				2			Department Rejected		View

Sign Off and Send to FGSR? Yes

Reject All Cancel

- All Applications with a status of Department Review and Department Rejected will appear on the consolidated list. Please review this carefully – this choice is not reversible.
- Determine if you want to **Sign-off** and Send the FGSR the Rejected Nominations (optional – you do not have to send these unsuccessful results to FGSR).
- Click on **Reject ALL** to reject the selected applications or **Cancel** to review.

Step 5: No Nominee (optional)

- If you wish to notify FGSR that you have no nominee for a certain award, you can use this the **No Nominee** action to do so. FGSR must follow up on all non-respondents for department awards.
- From the Open Awards main page, find the award you want to update. Click Action > No Nominee.
- A messaging panel will appear, pre-populated with the address, recipient and award information. Include a message, if you wish (optional).
- Click **Send** to send to FGSR. Cancel will return you to the previous screen.
- The award will disappear from your Open Awards page. If you did this in error, you can still find (and process) the award through Award Search function.

“At a Glance” Steps

Search and Review

- Click Action "View" to open the nomination dashboard.
- Search for your student.

Nomination Documents

- Click "Add Nomination" to create the form.
- Fill out required fields and docs.
- Note who approved the nomination off in the "Comments for FGSR".

Nominate and Sign Off

- Click "Complete the Form" on Checklist and close.
- "Refresh" the Nomination Dashboard and set student status to "Nominated". Click Update.
- Select "YES" from "Sign-Off " drop-down and click Update again.
- This sends FGSR the nomination.