

GSMS Awards: Assess and Submit Nominations



Once the online Nomination Form is complete, a Faculty user will be able to use the Nomination Dashboard to:

- Review nominations from your departments or create a nomination
- 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: Sign-Off the Nominations (mandatory)

Step 4: Bulk Reject (optional)

Step 5: No Nominee (optional)

See Page 6 for Steps “At a Glance”

Step 1: Nomination Dashboard

The nomination dashboard allows you to track, rank and export the list of nominees that was sent to you by departments *or* to send your nominee(s) that was selected offline to FGSR*.

All nomination from departments should be in a status of “Nominated” for you to review them.

If the Faculty was receiving direct applications from students, you would see them here.

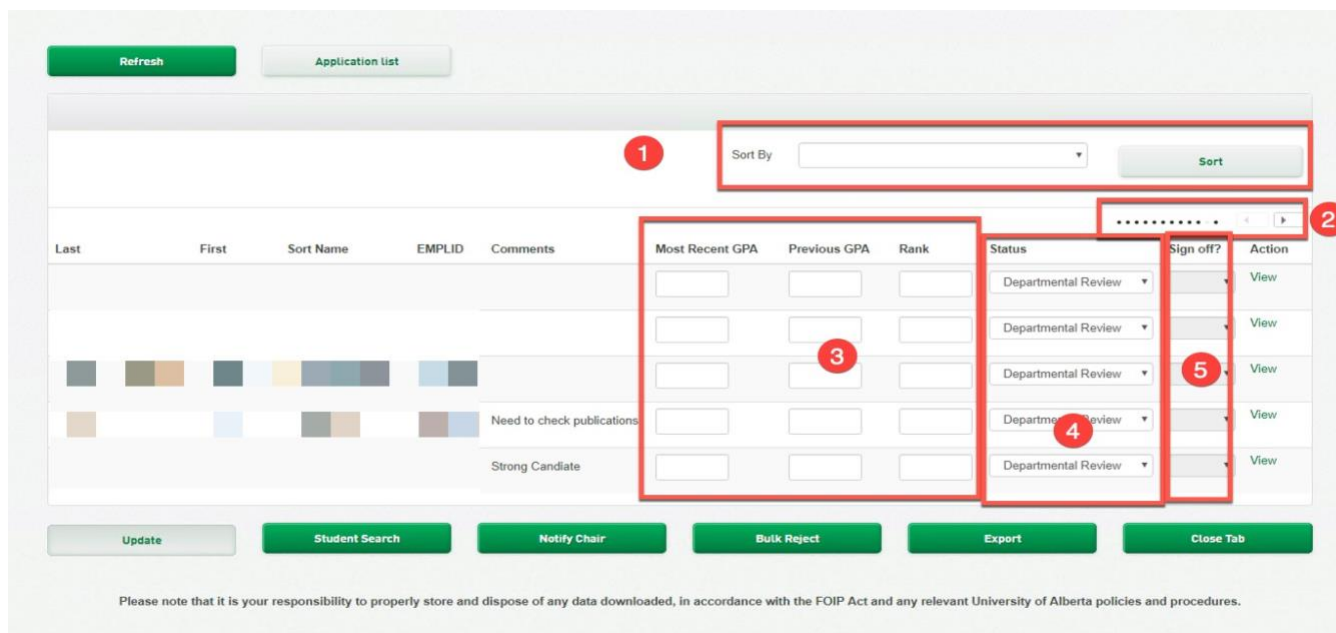
For Faculty-administered awards, there are two ways to receive nominees from departments:

1. *DEFAULT OPTION: The current workflow for faculty awards is unchanged. Faculty awards will appear on the GSMS system once they are open to awards administrators. Direct applications from students and nominations from departments are not being gathered.

Before the nomination deadline, Faculties must:

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

- Future option: In the future, FGSR will reach out to faculties to see if they wish to change the default workflow of their awards to allow for departments to nominate students directly to the Faculty. You would then select your winner and send that nominee to FGSR.



- 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 faculty signing authority.

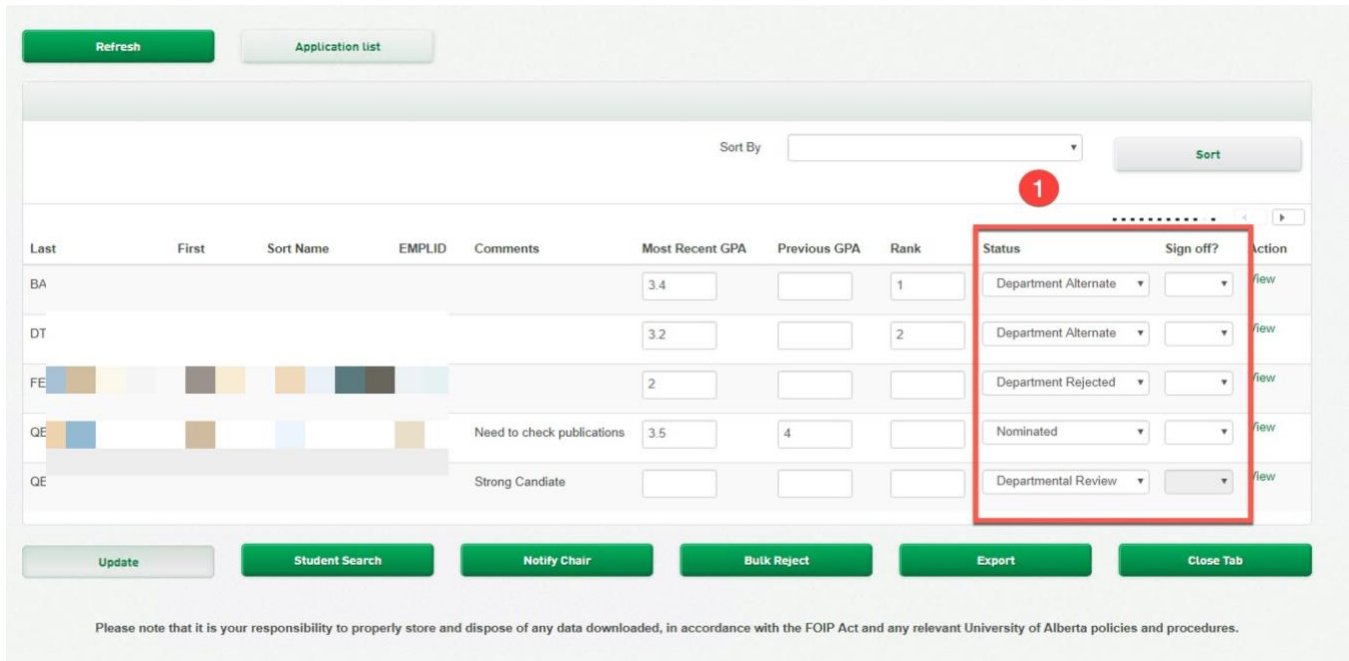
Step 2: Updating Statuses

You use the nomination dashboard to select your nominees and alternates, and “sign off” on your choices to FGSR.

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

A status of “Departmental Review” or “Department Rejected” is not reviewed by FGSR. It is equivalent to “faculty review or rejected”.

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



Last	First	Sort Name	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Action
BA					3.4		1	Department Alternate		view
DT					3.2		2	Department Alternate		view
FE					2			Department Rejected		view
QE				Need to check publications	3.5	4		Nominated		view
QE				Strong Candidate				Departmental Review		view

- 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.

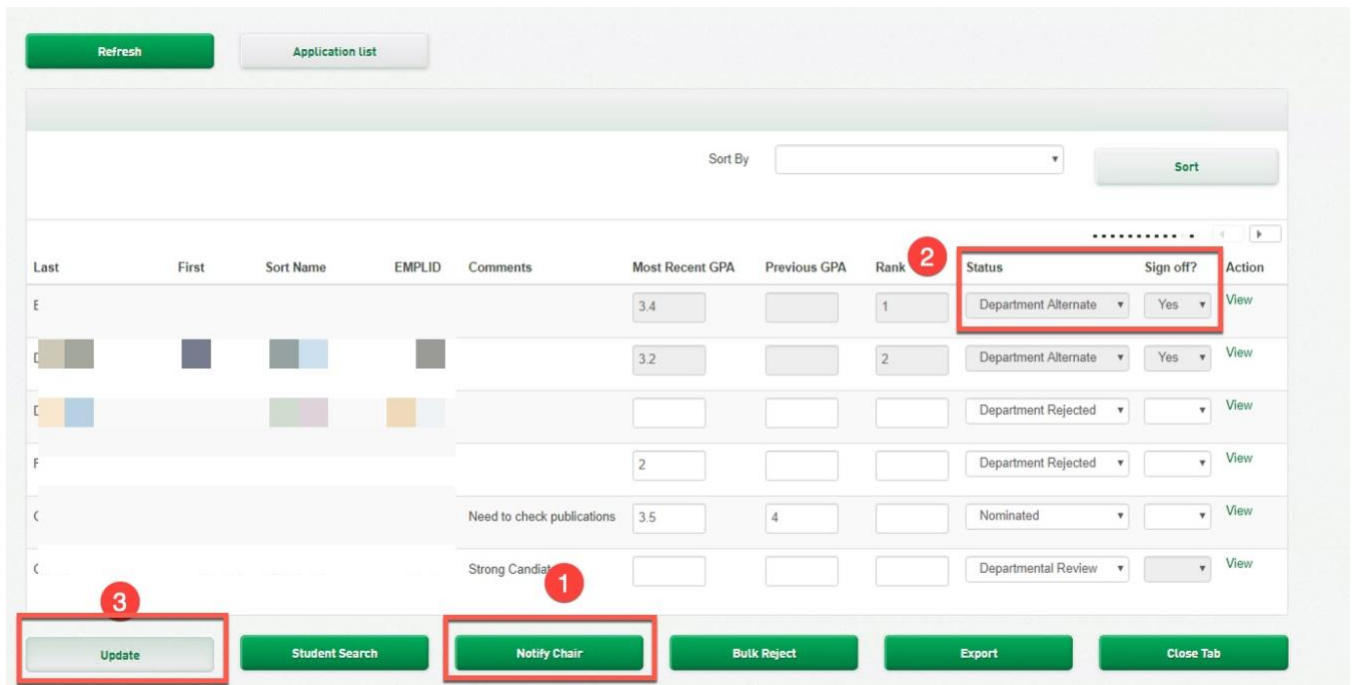
NOTE: FGSR will only process Applications with Statuses (Department Alternate and Nominated) that have been Signed Off and Sent to FGSR by the deadline.

Step 3: Sign-Off the Nominations (mandatory)

Please maintain your internal processes and keep records, as required, of approvals. As the Faculty approver, you are responsible for signing off the final nominee(s) and alternate(s), if required, to FGSR.

The Notify Chair button will appear grey & unclickable if you are a Faculty user.

Please contact FGSR Awards if you have any questions about signing authority or your role.



Once the Status have been set you can send your nominee(s) to FGSR:

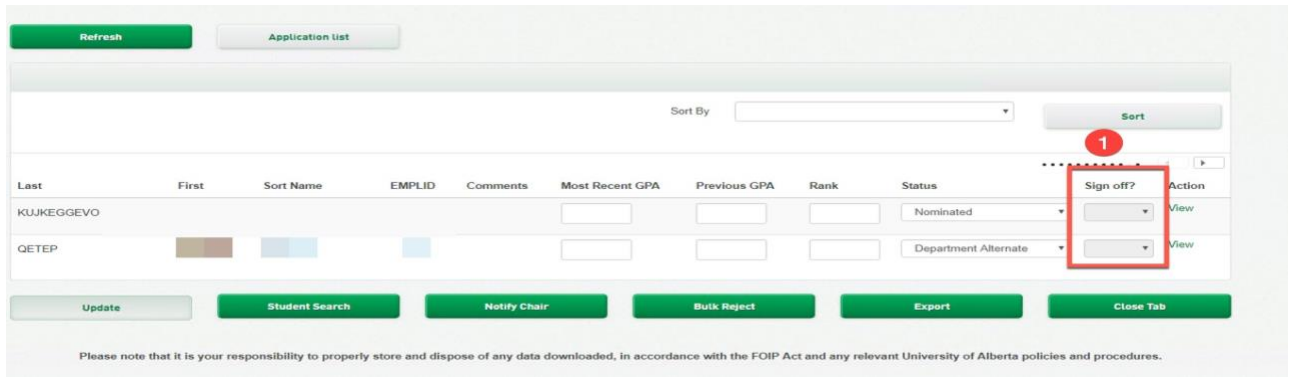
1. **Notify Chair = not applicable for Faculty users.**
2. **Status:** Ensure the status is in “Nominated” for a nominee, or “Alternate” for an alternate nominee.
3. **Update:** Click Update to save the status.
4. **Sign Off:** Use the dropdown to change the **Sign-off** field to **Yes** and Click **Update** to save the entries. This sends the *final* department results to FGSR.

Once reviewed, an offer will be made to the student, and the student’s nominating (home) department will be copied on the results.

All results are available to a Faculty user through the Award Tenure Report at the point of offer. [Training](#) is available. As a Faculty user, you can view results from your Faculty awards and also results from the departments within your faculty. You must select the department you wish to search for.

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.

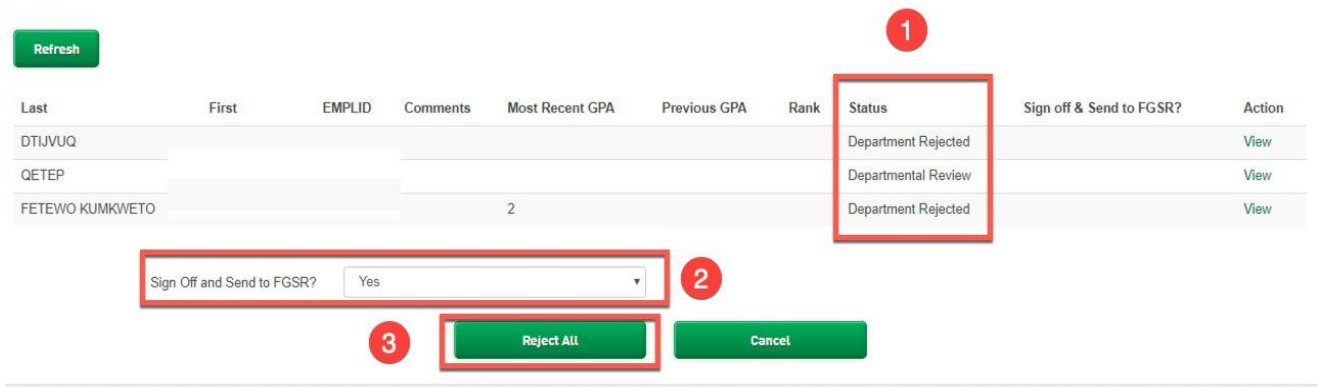


If you do not want to send any results to FGSR (i.e. no student fits the eligibility), you can:

- a. 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
- b. Leave all applications in Rejected or In Departmental Review status
- c. Reject all applications via Bulk Reject (described below – optional)

Step 4: Bulk Reject (optional)

1. 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**.



2. 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.
3. 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).
4. Click on **Reject ALL** to reject the selected applications or **Cancel** to review.

Step 5: No Nominee (optional)

1. 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.
2. From the Open Awards main page, find the award you want to update. Click Action > No Nominee.
3. A messaging panel will appear, pre-populated with the address, recipient and award information. Include a message, if you wish (optional).
4. Click **Send** to send to FGSR. Cancel will return you to the previous screen.
5. 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.
- Click "View" next to a student's nomination, if they are present.
- If you are adding a nomination, search for your student and follow the steps below.

Add a Nomination

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

Nominate and Sign Off

- "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 from your faculty.