

# GSMS Awards: Dept & Faculty Add Deadline



You have the ability to enforce an internal deadline date for Students or Departments  
Internal Deadline Dates will be displayed on either the Students Portal (Application/Nomination Awards) or the Departments Portal (Faculty Nomination Awards).

After the date has passed the following describes the impact:

1. Specific Department Award Deadlines stop the Students ability to apply
2. Specific Faculty Award Deadlines impact the Department ability to Nominate a Student to Faculty awards. The Award is removed from the Departments Portal

## Step 1: Portal Opens

Nomination Deadline	Name	Faculty	No. Awards Available	\$ Amt. (default award value)	App. Deadline	No. Apps	No. Nominations	Status	Workflow	Action
31 Jul 2019	DR Faculty Eng Only Award	Faculty of Agricultural, Life and Environmental Sc	10	11000.00		0 / 4	1	In Progress	Nomination	<a href="#">View</a> <a href="#">Add deadline</a> <b>1</b>

1. Click **Add Deadline** link

## Step 2: Add Application Deadline

You may choose to advertise an internal department application deadline.

Name	DR Faculty Eng Only Award	Application Deadline
Eligibility Criteria	<ul style="list-style-type: none"><li>• Open to Canadian citizens.</li><li>• Open to applicants in course-based study programs.</li><li>• Open to applicants in thesis-based study programs.</li><li>• Open to applicants in doctoral programs.</li><li>• Open to applicants in masters programs.</li><li>• Open to Graduate Certificate students.</li></ul>	<p>Nomination Deadline 31/Jul/2019</p> <p>Number of Awards 10</p> <p>Award Value (\$) 11000.00</p>

Application Deadline  **1**

\* The deadline cannot exceed 31/Jul/2019

**2**  **3**

1. Select the **Date Picker** icon and select a date. It must be on or before FGSR's deadline date.
2. Click **Update** to save the date selected
3. Click **Close Tab** to go back to the Faculty Portal and not save the changes