

# SUMMER 2022 GSMS HELPSHEET #7

*Training & memos are on our website!*

## System Outage of GSMS (All Users)

1. GSMS will be fully inaccessible during the upgrade, currently scheduled for Jul 15-18.

## Hints & Common Issues that disadvantage students

1. Please do not combine multiple PDFs, please **upload every mandatory document singly**.
2. Ensure that “summary” documents that are requested are truly summaries written by the student & are not longer than 3 pages (unless otherwise instructed).
3. Please ensure that all letters of reference reflect UA graduate work and not admissions letters, as these help adjudicators the most.
4. 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.
5. Nomination forms required are available in the FGSR [forms](#) cabinet, if the link doesn't work for you or your student (links to nominator-facing forms, like the [Interdepartmental Awards](#) form, will not load for some students users. This is being addressed.)

## New Awards & Fall Renewals

1. Students will receive renewal reminders in summer for Fall 2022/23 renewals.
2. Upcoming major deadlines are available [here](#) - new awards are announced for staff and for students in the FGSR newsletters, please ensure you are subscribed.
3. Donor-funded endowment earnings were confirmed by financial services after the year-end and departmental awards were opened early again for 2022/23.
4. If you receive a time-out error when nominating, you can usually retrieve your work from the Nomination Dashboard if you refresh the page. We're working on this with the vendor. Reach out if you have concerns!

## 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. 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). New [DSAs](#) are required by Admissions, too.