

GSMS Awards: Renew My Award



Follow these instructions to renew a multi-year award that is administered or disbursed by FGSR. The GSMS renewal process replaces the old paper-based renewal process.

After completion of the Renewal request process – including a complete authorization from your supervisor or equivalent – submit your request. FGSR Awards Advisors will review your request and confirm if you are eligible to renew the award. You will receive confirmation when the decision is made as to whether it has been successfully renewed, or if it was unsuccessful.

You must maintain eligibility and be making satisfactory progress in your program in order to renew an award.

Review the [Scholarship and Awards Manual](#) on the FGSR site for more details and the student Helpsheet for hints.

Steps (details below):

Step 1: Login to the [GSMS Awards Portal](#)

Step 2: Open the Renewal Form – Review

Step 3: Enter Supervisor Sign-off information & Save

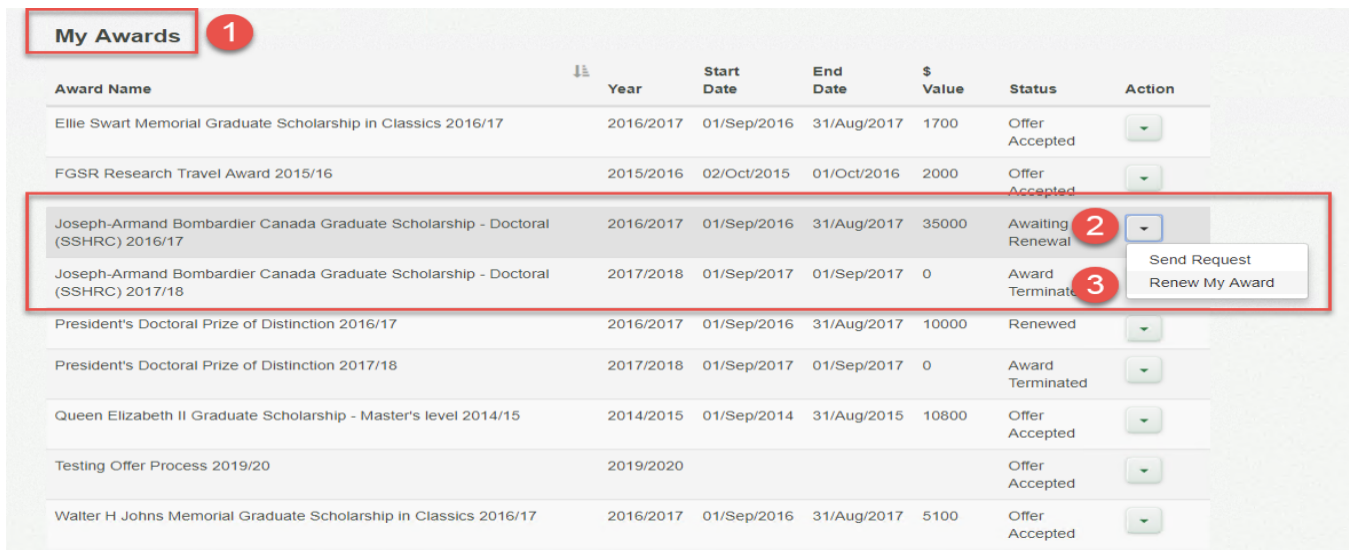
Step 4: Send Supervisor Sign-off Request & Close

Step 5: (optional): Remind or Cancel Supervisor Sign-off

Step 6: Re-Open the Renewal Form – Add Comments and Additional Documents

Step 7: Review Form and Submit

Step 1: Login to the Awards Portal. Use your ccid and password.



Award Name	Year	Start Date	End Date	\$ Value	Status	Action
Ellie Swart Memorial Graduate Scholarship in Classics 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	1700	Offer Accepted	
FGSR Research Travel Award 2015/16	2015/2016	02/Oct/2015	01/Oct/2016	2000	Offer Accepted	
Joseph-Armand Bombardier Canada Graduate Scholarship - Doctoral (SSHRC) 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	35000	Awaiting Renewal	2
Joseph-Armand Bombardier Canada Graduate Scholarship - Doctoral (SSHRC) 2017/18	2017/2018	01/Sep/2017	01/Sep/2017	0	Award Terminated	3
President's Doctoral Prize of Distinction 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	10000	Renewed	
President's Doctoral Prize of Distinction 2017/18	2017/2018	01/Sep/2017	01/Sep/2017	0	Award Terminated	
Queen Elizabeth II Graduate Scholarship - Master's level 2014/15	2014/2015	01/Sep/2014	31/Aug/2015	10800	Offer Accepted	
Testing Offer Process 2019/20	2019/2020				Offer Accepted	
Walter H Johns Memorial Graduate Scholarship in Classics 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	5100	Offer Accepted	

1. Login. On the main page, scroll to My Awards section
2. The award status will indicate **Awaiting Renewal**
3. Click on the *Action* tab and then click on **Renew My Award** link.

Step 2: Open the Renewal Form – My Information and Offer Information

Award Renewal Form 1

Please note that the award information displayed is last year's value, which may be different from this year's value. Upon receipt on your renewal request, FGSR Awards must review and adjust, if necessary, all award values and tenures before your renewal is authorized. You will receive confirmation of your renewal.
To request a renewal of your award, please review the information below and send a request to your supervisor to authorize the renewal via email. Once you see that this action is complete, you can submit to send your request to FGSR for review. For help, please see the [Training Material](#).

2 **My Information**

Last Name	Citizenship	Permanent Resident
First Name	Program	
EMPLID	Course/Thesis	
Department	Reg. Status	Full Time Registration
Agricultural, Food & Nutritional Science		

3 **Offer Information**

Name	President's Doctoral Prize of Distinction 2015/16	Start Date	1/May/2015
End Date	30/Apr/2016	Years Remaining	2
Award Amount	\$10000		
Offer Letter			

1. The Award Renewal Form page opens with information to review –
 - a. **Please note that the award information displayed is last year's value, which may be different from this year's value.** Upon receipt on your renewal request, FGSR Awards must review and adjust, if necessary, all award values and tenures before your renewal is authorized. You will receive confirmation of your renewal.
 - b. **Please note that if you have a main award and a linked top-up award, (i.e. a Tri-Council award and a FGSR top-up like President's Doctoral Prize or Walter H John's award), you only need to submit a renewal request for the main award.** The top-up will be processed alongside the main award. Please ask if you are unsure!
2. Review My Information
3. Review Offer Information

Step 3: Enter Supervisor Sign-off Information and FGSR Awards

1 **Supervisor Sign-off**

2 **My Awards**

Award Name	Year	Start Date	End Date	\$ Value	Status
Pending Renewal					
Joseph-Armand Bombardier Canada Graduate Scholarship - Doctoral (SSHRC) 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	35000	Pending
Previously Accepted or Renewed					
Testing Offer Process 2019/20					
Joseph-Armand Bombardier Canada Graduate Scholarship - Doctoral (SSHRC) 2017/18	2017/2018	01/Sep/2017	01/Sep/2017	0	Award Revised/Terminated
President's Doctoral Prize of Distinction 2017/18	2017/2018	01/Sep/2017	01/Sep/2017	0	Award Revised/Terminated
Walter H Johns Memorial Graduate Scholarship in Classics 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	5100	Offer Accepted
Ellie Swart Memorial Graduate Scholarship in Classics 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	1700	Offer Accepted
President's Doctoral Prize of Distinction 2016/17	2016/2017	01/Sep/2016	31/Aug/2017	10000	Renewed
FGSR Research Travel Award 2015/16	2015/2016	02/Oct/2015	01/Oct/2016	2000	Offer Accepted
Queen Elizabeth II Graduate Scholarship - Master's level 2014/15	2014/2015	01/Sep/2014	31/Aug/2015	10800	Offer Accepted

1. The Supervisor Sign-off section allows you to ask for electronic authorization of your renewal from your supervisor. See step 4. This replaces the paper forms that were used in the past.
2. My Awards lists all the known awards administered or disbursed by FGSR and the status of the award (ex. Pending renewal, Offer Accepted, Renewed, etc.).

Step 4: Send Supervisor Sign-off Request & Close the form

The screenshot shows the 'Supervisor Sign-off' form. A red box labeled '4' highlights the 'Update' button. Another red box labeled '1' highlights the 'Name' field. A red box labeled '2' highlights the 'Email' field. A red box labeled '3' highlights the 'Due Date' field. The 'Status' and 'Action' fields are also visible.

1. **Name of Reference/Supervisor.** The signoff must be made by your supervisor, or another recognized signing authority. If you are unsure of whom to contact, ask FGSR Awards for guidance.
2. **Email address** of Reference/Supervisor. The supervisor will receive an email asking them to complete the authorization, once you have sent the request. Be sure to spell it correctly.
3. **Due Date:** Choose a due date for your supervisor. Use the date picker tool provided (mini-calendar icon).
4. **Action** – This action will be blank until you click on **Update** to save your reference/supervisor information.

The screenshot shows the 'Supervisor Sign-off' form with the 'Update' button. The 'Name' field contains 'Harry Potter', 'Email' is 'harry@mailinator.com', and 'Due Date' is '12/Jun/2019'. The 'Status' is 'Not Sent'. A red box labeled '1' highlights the 'Action' dropdown menu, which has 'Send' selected.

5. **SEND and Update: You *must* click Sent and Update** to initiate the email request.
 - a. ***Close the form and allow the authorization to be completed.***
 - b. The Status will update once the Supervisor has completed the form.

NOTE: Supervisor response must have a **“Complete”** status in order to submit your Renewal.

Step 5: Remind or Cancel Supervisor Sign-off (optional)

The screenshot shows the 'Supervisor Sign-off' form with the 'Update' button. The 'Name' field contains 'Harry Potter', 'Email' is 'harry@mailinator.com', and 'Due Date' is '12/Jun/2019'. The 'Status' is 'Sent, Not Opened'. A red box labeled '1' highlights the 'Action' dropdown menu, which has 'Remind' and 'Cancel' options visible.

1. Click in **Remind and Update** to initiate a Reminder email.
2. Click on **Cancel and Confirm Cancellation** to initiate a Cancel email.

Name	Email	Due Date	Status	Action
Harry Potters	harrys@mailinator.com	12/Jun/2019	Cancelled	

1. The Status has changed to **Cancellation**. Your authorizer will receive a cancellation email.
2. **Repeat Step 4** : You must replace the cancelled authorizer with a new supervisor.

Step 6: Re-Open the Renewal Form

To request a renewal of your award, please review the information below and send a request to your supervisor to authorize the renewal. Once complete, you can click "Submit" to send your request to FGSR for review. For help, please see the Training Materials.

Comments

If there are any supporting documents that FGSR requires, i.e. an external agency letter, please upload them below.

Additional Documents

Use the **Browse My Computer** button to select files and then the **Upload** button to attach them

Browse My Computer **Upload**

Selected and uploaded files appear here

File Name	File Status	Progress	Action
PDF 1 sample.pdf (70 kb)	Successfully Uploaded	100%	Delete

1. **Re-Open the renewal form and confirm that your supervisor has completed the authorization. Once complete, you can submit your form.** List any new or additional awards held, including potential renewal conflicts, in the Comments box.
2. **Browse My Computer:** If you need to upload documents (i.e. progress report that is required to be submitted with your renewal request), click browse to find and upload supporting PDFs relevant to your request. These must not be encrypted or have a password attached.
3. **Upload:** Select the document and click Upload to attach the PDF to your form.
4. **View** – allows you to download the PDF.
5. **File Status** indicates the state of the upload.
6. **Delete** button removes the PDF from your submission.

NOTE: Do not add documents until you are ready to submit & your supervisor's authorization has been completed. If you close this panel, your uploaded document will not be retained (and you will have to re-upload it when you open the form next). You can find out what documents you are required to upload by reading the Scholarship & Awards Manual, your offer letter, your award's Handbook, reviewing the FGSR website, or asking Grad Awards.

Step 7: Review Form and Submit

Additional Documents

Use the **Browse My Computer** button to select files and then the **Upload** button to attach them

Browse My Computer **Upload**

Selected and uploaded files appear here

File Name	File Status	Progress	Actions
PDF 1 sample.pdf (70 kb)	Successfully Uploaded	100%	Delete

Declaration

I agree to conform to the policies and procedures outlined in the FGSR Scholarships and Awards Manual

Accept **Cancel**

1. **Declaration:** After you have reviewed and the information is complete and correct – **Toggle on the Declaration.** Read the Scholarship and Awards Manual.
2. **Submit:** If you are ready to send request, click submit. You will receive confirmation of your successful submission. The Supervisor must have responded in order to submit.
3. **Cancel:** Click cancel to clear the form and cancel submission – no data or documents will be saved. The Supervisor will be notified when the Supervisor attempts to complete the request.