As you use GSMS, here is a quick refresher on the top questions we have received since launching. The biggest upcoming action in GSMS will be renewing your eligible awards through the system, and responding to new offers. You are also encouraged to check out the Covid19-related updates that are posted throughout the FGSR website.

**Training and Resources:** [https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources](https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources)

**Drop-In GSMS (tech help) Session request:** [https://forms.gle/M5ohzqhZrgW6XKtL6](https://forms.gle/M5ohzqhZrgW6XKtL6)

For awards questions & eligibility concerns, please contact [grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca) via email!

**Supervisor Authorizations or References:**
- All authorizations (for renewals and select apps) and references are done on GSMS through the References/Authorizations feature.
- You must fill out the name, email and due date for your supervisor/reference and hit **Save**. Then, you must hit **Send** to email the request.
- Your application/request is *not* complete until your authorization/reference is complete. You have to logout to allow them to complete the form.
- Log back in to check on your authorization/reference and complete your app (you won't get a message when the form is complete, but we are looking into adding this feature).
- If a reference declines to provide an authorization or reference, you can Cancel and Replace them with another person. Ask us who might be an acceptable replacement. You will need to follow all of the steps to replace and resend a new contact.

**Renewals (Spring renewals are available in March & Fall renewals are available in July):**
- Requests for Renewals can be made on GSMS. All renewable awards are reviewed by FGSR before they are approved. Values and dates may change from last year.
- On your dashboard page, you will see awards in a status of “Awaiting Renewal”, if you have eligible renewals to request.
- You must have your supervisor (or designate) authorize your renewal request. You *must* close your request to renew to allow the authorization to be completed.
- Once the authorization is complete, you can attach any needed document (i.e progress report, if required) and submit your renewal request to FGSR for approval.
• **If you receive a “top-up” award** (i.e. the President’s Doctoral Prize of Distinction or the Walter H John’s award) or a fees award, you *DO NOT* have to request renewal for that top-up award. Please complete the renewal request process for the main award, only. This will be processed along with the main award.

**What is Required in my Application?**

- You can always see what questions, documents, references etc. are required by reviewing the tabs at the top of the application, or by viewing the Checklist (this will also show you if something is mandatory, optional, or incomplete).
- If the questionnaire tab is empty or absent (there are no questions), you can still submit.

**Have I submitted?**

- If your application says it is “In Progress” you have *not* submitted it to FGSR.
- Your authorization/reference being “complete” does *not* mean that you have submitted your application. Once the authorization/reference is complete, you must log in and click the Declaration and Submit on the Checklist page.
- The Submit button will not be visible until all mandatory areas are complete.
- Your application Status will change to “In FGSR Review” and your application will be read-only when you have submitted successfully.

**Messages from FGSR Awards:**

- Make sure to read all messages sent from FGSR Awards to you - there may be action required of you.
- Awards may “send back” the application to you for reasons of ineligibility or incompleteness - make sure to check on your application and read your messages before any deadline to make sure there isn’t more work for you to do!