Welcome to Spring in Edmonton!

Here are some hints on using GSMS, the graduate awards database that FGSR uses. In spring, most people are using GSMS to renew eligible awards starting in May and responding to offers. You are also encouraged to check out the Covid19-related updates and supports that are posted on the FGSR website. Stay safe!

Training and Resources:
https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources

Awards questions, supervisor questions & eligibility concerns: please contact grad.awards@ualberta.ca via email.

Technical/login assistance: please log an IST ticket mentioning GSMS Awards.

Awards in GSMS:

- Students use GSMS to respond to offers, manage existing awards and apply directly for some awards to FGSR. Awards display in GSMS once they are funded and open.
- You can browse all of the donor-funded awards on the searchable database and for more awards & deadlines on our website.

What is Required in my Application?

- You use GSMS to apply for awards that are received directly by FGSR, called “Direct” applications. For “Nomination” awards, please contact your department, they complete the selection of a nominee.
- There is a combined application form that is required for most FGSR-run competitive awards, which you can update & use for multiple applications.
- You can see what questions, documents, references etc. are required by viewing the tabs at the top of the application, or by viewing the Checklist (this will show you if something is mandatory, optional, or incomplete).
- The “Submit” button will be missing from the Checklist page if your application is incomplete.
- If the questionnaire tab is empty or absent (there are no mandatory questions), you can submit.

**Have I submitted?**

- If your application says it is “In Progress” you have *not* submitted it.
- 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 is not 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.

**Renewals (Spring renewals are available in March & Fall renewals are available in July):**

- Requests for Renewals can be sent to FGSR from GSMS. All requests are reviewed by FGSR before they are approved. Values and dates may change.
- On your dashboard, you'll see awards in a status of “Awaiting Renewal”, if you have eligible renewals. FGSR also emails reminders to renew.
- You must have your supervisor authorize your renewal request.
- Once the authorization is complete, you can attach needed documents (i.e progress report, if required) and submit your renewal request 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 a separate renewal for that top-up award. Please complete the renewal request process for the main award, only.
**Supervisor Authorizations or References:**

- All authorization (for renewals) and reference requests (for applications) are sent from 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. Please logout and give them enough time to complete the reference before the deadline & if you have issues, please reach out!
- Your application/request is *not* complete until your authorization/reference reads “Complete”.
- 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, you can **Cancel** and **Replace** them with another person. Ask us who might be an acceptable replacement if you are unsure. You will need to follow all of the steps to replace and resend a new contact.

**Messages from FGSR Awards:**

- Make sure to read all messages sent from FGSR Awards to you - there may be action required of you that could impact your award. Check your emails and GSMS regularly.
- 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.