

## Student Helpsheet – Summer 2022

Welcome to Summer in sunny Edmonton!

Here is a quick refresher and some hints on using GSMS, FGSR's awards database. The biggest upcoming action in GSMS for summer will be to renew any eligible Fall Term awards you may hold through the system and to respond to offers. If you have a problem, please make an IST ticket mentioning GSMS Awards or email <[grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca)>.

**IMPORTANT: There will be a full outage of GSMS from July 15-18, 2022 for an upgrade.**

### Links to Training and Resources:

<https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources>

### Awards in GSMS:

- You can use GSMS to respond to offers, manage your existing awards and apply directly for some awards to FGSR. Awards display in GSMS once they are funded and open.
- A lot of awards you'll see in GSMS and on the [searchable database](#) are ones that departments nominate for, so your first stop should be with your department office, to see what their internal process is on finding nominees. Application instructions are visible in GSMS and on the FGSR website. The forms required are available on our [forms](#) cabinet, if the link doesn't work for you!

### 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!).
- There is a new combined application [form](#) that will be required for most FGSR-run interdepartmental awards, which you can update & use for multiple applications.
- 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.

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- Your application Status will change to “In FGSR Review” and your application will be read-only when you have submitted successfully.

### **Supervisor Authorizations or References:**

- All authorizations (for renewals and select apps) and references are done online through the References/Authorizations tab of an application.
- You must fill out the name, email and due date for your supervisor/reference and hit Save. Then, you must Send the request.
- Your application 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.
- The request email will come from <[grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca)>.

### **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!