Purpose of this guide:

For Applicants – A quick refresher, frequently asked questions, and useful tips & tricks on navigating the GSMS Awards Portal, applying for awards, receiving and managing your awards.

Please see the GPS Awards Resources page for all GSMS resources for students.

Sections:

1. GSMS PORTAL

2. APPLY for AWARDS

2. RECEIVE AWARDS

3. MANAGE AWARDS

1. GSMS PORTAL

How do I login to the GSMS Awards Portal?

- [Login to GSMS](#) with your Campus Computing ID (CCID) and password to access the Awards Portal. In the *Username* field, be sure to <u>enter your CCID only; do not include the *"@ualberta.ca"* suffix</u>.
- If you encounter CCID and password issues, click the support links provided on the GSMS login page to contact IST for support.
- *Detailed guide:* GSMS Applicant Portal ([Awards Resources](#))

What can I do in GSMS?

Login to the [GSMS Portal](#) with your CCID and password. Click on the **Awards** tab at the top of the page to go to the Awards portal.
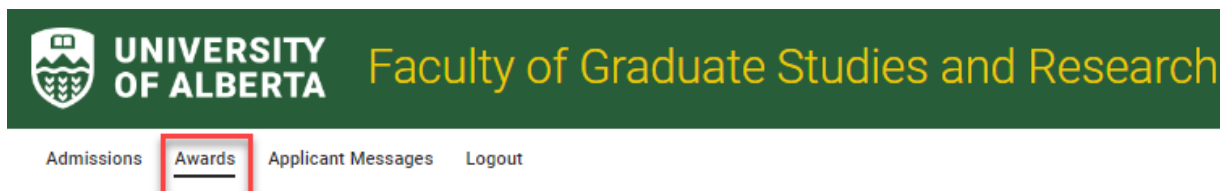
In the Awards Portal, you can:

- Search for and apply for new awards
- Review decisions about applications or nominations for GPS-administered awards, track your application status and view old applications
- Renew a multi-year award that is disbursed by GPS
- Receive award-related notifications from GPS (alerts also sent to your email inbox)
- Send a message to GPS about awards you currently hold
- Download a record of your current and past awards held during the last seven years.

Can I access GSMS from my mobile device?

It is recommended that you access the GSMS Awards portal **from a desktop** as the GSMS web portal is not fully mobile compatible. On small-screen mobile devices, the menu options/tabs (*Admissions, Awards, Applicant Messages, Logout, etc*.) at the top of the Portal page may not be displayed.

Please **default to desktop use**, and click the **Awards** tab to access the Awards portal.

When logging in from a desktop, please ensure that the browser window is wide enough so that the menu at the top of the portal page is displayed (see below):

Do I receive Awards messages via GSMS?

- In the Awards Portal (*My Messages* section), you can review messages from GPS Awards regarding your applications or active awards.

- The Awards team may 'send back' an application to a student for reasons of ineligibility or incompleteness. Please review your messages (and application status) ahead of any award deadlines to ensure there is no action required of you.

2. APPLY for AWARDS

How do I learn about awards that have been opened?

- In the GSMS Awards Portal, search for awards frequently to find open awards (search by award name, department, program, etc.)
- Browse through departmental or faculty-specific awards in the [Awards searchable database](#) on our [Awards Resources](#) site.
- Keep an eye out for *Awards and Funding* opportunities posted in the weekly UAlberta Graduate Students Digest.

I know an award exists, but why can't I apply for it?

When reviewing award search results, if you do not see an *Apply* button, the award may not allow for direct application by students, or the award deadline may have passed. Alternatively, the award may require nomination by a department/faculty or an external application. Please review the detailed award information in GSMS and on [Scholarships and Awards page](#). Contact GPS Awards if further clarification is needed.

I am in a dual degree program, how do I search/apply for awards?

- If you are an interdisciplinary student, you may be eligible for awards in two departments.

- When applying for an award, be sure to select a 'home' department that will support your application. This may or may not be the 'default' department displayed in the GSMS Portal.

How do I apply for Travel awards?

- Please review the [Graduate Travel Awards](#) page on our website for travel award application procedures, eligibility, value and more.

- **Note**: Travel award funding is not a guaranteed source of funding for students and is subject to availability. This offer of financial support is intended to assist with the cost of travel expenses for students' active participation at a conference or research trip. Students should not make travel plans with the expectation that funding will be available.

What do I need to provide in my Award application?

Detailed student guide: Apply for Awards ([Awards Resources](#)).

- When searching for an award, take note of the Application Deadline listed in the award search results. After selecting the department to which you are applying, the application deadline is refreshed and there may be an earlier department deadline to consider. Contact your department if you have questions about their internal process or deadlines.

- Review all the tabs/pages in your award application to determine what questions, documents, references etc. are required. The Application Checklist also outlines what sections are mandatory, optional, or incomplete.

- Review your GSMS Portal messages from GPS Awards ahead of any award deadlines to ensure there is no action required of you.

- For most GPS-run inter-departmental awards, this [Inter-Departmental Awards Application Form](#) can be completed, updated as needed and used for multiple applications.

How can I tell if my Award application is submitted?

Detailed student guide: Apply for Awards ([Awards Resources](#)).

- In the Awards Portal (*My Awards Applications* section), if your application says it is 'In Progress' you have **not** submitted it to GPS.

- In the *References/Authorizations* page of your award application, a status of 'Completed' does **not** indicate your application has been submitted. When the authorization/reference is complete, resume your application and ensure that all the requirements in the Application Checklist have been met. You can then select the Declaration checkbox and Submit on the Checklist page.

  Note: The Submit button will not be visible in the *Application Checklist* page until all mandatory sections are complete.

- In the Awards Portal (*My Awards Applications* section), the award application status will change to 'Under Review' when the application has been successfully submitted. At this point, the application will be read-only with the option to view the submission.

How do I provide authorizations or references from my Supervisor?

- All authorizations and references for award renewals and select award applications must be provided in the GSMS Awards Portal.

- In the References/Authorizations section, be sure to correctly enter the name, email address and due date for your supervisor/reference, Save and then *Send* the request for an email request to be sent.

- All References and Supervisor requests must have a status of ***Completed*** in order to be able to submit your application in GSMS.

- Close the application and check back to verify whether your authorization/reference is complete.

- If a supervisor/referee is unable to provide an authorization or reference, cancel the old request and enter a new supervisor/reference request.

2. RECEIVE AWARDS

How do I accept or decline my award?

Detailed student guide: Respond to Award Offer ([Awards Resources](#)).

Do I need to upload a manual acceptance form with my signature when accepting my award?

After accepting your award in GSMS, you do not also need to upload a signed *Graduate Award Acceptance Form*, unless it was explicitly requested in a message from GPS. Clicking the Declaration checkbox in the GSMS Award Acceptance form denotes your electronic signoff and acceptance of the award.

How/when do I get paid after I have accepted my award?

Detailed student guide: Receive Award Payment ([Awards Resources](#)).

3. MANAGE AWARDS

How do I request an interruption, termination or deferral on my award?

Detailed student guide: Interrupt, Terminate or Defer my Award ([Awards Resources](#)).

- If you request a deferral or interruption, the Awards team reviews your request (and sometimes liaises with external funding agencies) before the request can be authorized.

- Please note that the value of your award may change from year-to-year for reasons outlined in the [Scholarship & Awards Manual](#).

How do I check if my multi-year award has been renewed?

- After submitting your award renewal request, the award will remain in a status of **Awaiting Renewal** in your GSMS Portal (*My Awards* section) while GPS reviews the request.

- If the award renewal is unsuccessful, or if additional documentation is required from you, the Awards team will contact you directly (via your *ualberta* email address) with comments or instructions specific to your award.

- If the award renewal is successful, the award status will be updated to **Authorized Renewal**, indicating that your multi-year award has been approved for another year of funding.

  Installments of the renewed award from previous years will be displayed with an updated status of **Renewed**.

Do I always have access to my awards/documents?

Refer to the following student guides on the [Awards Resources](#) page:

- *Download Record of Awards*: Instructions on how to download a record of your current and past awards administered by GPS (awards held during the last seven years).

- *View Documents*: Outlines how to view/download documents related to an award application.

Who can I reach out to if I need more help with an award?

- If you have questions about award details, terms of reference, or are encountering issues on the GSMS Portal, contact GPS Awards / [submit a FreshService ticket](#).
- If you have questions about internal deadlines or adjudication, please contact your department graduate administrator.
- Please review the [GSMS Student guides](#) available on our website ([Awards Resources](#)).