

GSMS Awards

Interrupt, Terminate or Defer My Award



UNIVERSITY
OF ALBERTA

Faculty of Graduate &
Postdoctoral Studies (GPS)

Purpose of this guide:

For Award Recipients – Send a request to GPS Awards Services to interrupt, terminate or defer an award that is administered / disbursed by GPS, for reasons of leaves of absence (parental, medical, professional), program withdrawal, or program completion.

For additional information and regulations, please refer to the [Scholarships and Awards Manual](#) and external agency guides, if applicable. Contact GPS Awards directly for any questions or to confirm eligibility.

Sections:

Step 1: Awards Portal – My Awards

Step 2: Send Request to GPS

Step 3: Upload Documents

Step 4: Review and Send Request

Step 1: Awards Portal – My Awards

Login to the [GSMS Portal](#). Click on the **Awards** tab at the top of the page to go to the Awards portal.

1. In the **My Awards** section, select the award and click on the drop-down menu in the **Action** column of the report
2. Click on the **Send Request** link – this launches the Send Request page in a new browser tab.

MY AWARDS

| Award Name | Year | Start Date | End Date | \$ Value | Status | Action |
|---------------------|-----------|-------------|-------------|----------|----------------|---|
| UAT MA Test App-Nom | 2023/2024 | 01/Jul/2023 | 30/Jun/2024 | 26666.00 | Offer Accepted | <div style="border: 1px solid red; padding: 2px;">▼ Send Request View Application</div> |

Step 2: Send Request to GPS

Send Request to FGSR

1 You are able to send a request to FGSR regarding the award named below.
Please note that you may only send requests about these three options. If you have a question or request that is not listed here, you must **email** the FGSR Awards Services team for help.

Award Information

2

| | | | |
|-----------|---------|------------|---------------------|
| Last Name | Nofcpo | First Name | Trktqcc |
| EMPLID | 7078888 | Award Name | UAT MA Test App-Nom |

To: FGSR Awards

3

RE: Interruption
 Termination
 Deferral

4

Message:

500

1. Requests to GPS are limited to the following options: interruption, termination, and deferral. Please contact GPS Awards to confirm eligibility and for all other requests.
2. Review the **Award Information** to ensure you are making the request for the intended award
3. Choose which request you are sending: Interruption, Termination or Deferral
4. **Message:** Enter the details of your request.

Step 3: Upload Documents

If there are any supporting documents relevant to your request, please upload them below.

The screenshot shows a web interface for uploading documents. At the top, a header bar contains the text 'ADDITIONAL DOCUMENTS' (callout 1). Below this, a message reads: 'Use the **Browse My Computer** button to select files and then the **Upload** button to attach them to your message'. Two buttons are visible: 'BROWSE MY COMPUTER' and 'UPLOAD' (callout 2). Below the buttons, the text 'Selected and uploaded files appear here' is displayed. A file entry is shown: 'TEST PDF_UPLOAD_2.PDF (89 KB)' (callout 4). To the right of the file name is a 'DELETE' button with a dropdown arrow (callout 4). Below the file name, a 'File Status' box shows 'Successfully Uploaded' (callout 3) and a progress indicator shows '100%'.

1. **Additional Documents:** If there are documents relevant to your request (for example, leave of absence approvals), upload them in this section.
2. Click **Browse My Computer** to select a document saved on your computer. Next, select **Upload** to attach the document to the request.
3. A file status of *Successfully Uploaded* is displayed if the document upload was successful. The *Awaiting Upload* status means the file is not yet uploaded; click **Upload** to proceed.
4. If the document is uploaded erroneously, click the **Delete** button to remove it.

Step 4: Review and Send Request

Please note, requests not relating to one of the three options above will not be answered.

After submission, please allow FGSR Award Services up to 2 business days to review your request and respond. Monitor your university email account regularly.

SUBMIT

CLOSE

Review all the information and documents uploaded in your request.

- Click **Submit** if you are ready to send the request to GPS. A confirmation message is displayed when the request submission is successful.
- Click **Close** if you no longer wish to send the request to GPS (the request is *not* saved).