

GSMS Awards

Receive Award Payment



UNIVERSITY
OF ALBERTA

Faculty of Graduate &
Postdoctoral Studies (GPS)

Purpose of this guide:

For Award Recipients – Congratulations on being offered a graduate award! Review this guide for steps on how to receive your award funds, including GSMS Awards acceptance or renewal, Direct Deposit setup, payment schedules, and more.

Award recipients are also expected to review the [Scholarships and Awards Manual](#) for regulations on awards administered by the GPS Graduate Scholarship Committee.

Sections:

Step 1: Award Acceptance or Renewal

Step 2: Direct Deposit Information

Step 3: Payment Disbursement

Step 4: Thank Your Donor

Step 1: Award Acceptance or Renewal

Unless you are offered an award that does not require acceptance, you must accept the award offer in GSMS in order to receive payments.

- **If the award needs to be accepted**, make sure you accept it by the deadline outlined in your offer letter (30 days from the date of the offer letter):

- You may accept or decline an offer in GSMS after reviewing the award offer letter and the [Scholarship & Awards Manual](#).
- The offer letter specifies the value and tenure/duration of an award.

If you do not accept the award in GSMS by the date stipulated in that letter, the award cannot be guaranteed beyond the deadline and it may be offered to another eligible student.

- Refer to the [Respond to Offer](#) student guide (on the [Awards Resources](#) site) for instructions on how to accept your award from the GSMS Awards Portal.
- **If the award needs to be renewed** (multi-year awards):
 - To ensure there is no disruption to your payments, it is your responsibility to initiate payment for the renewal year by logging into the GSMS Awards Portal (at least 6 weeks before the start of the renewal year) to renew your award.
 - See the [Renew My Award](#) student guide ([Awards Resources](#)) for detailed instructions.

- If eligible for renewal, GPS will authorize the renewal request, which may also include changes to the award value, status or duration.

Step 2: Direct Deposit Information

Graduate students are paid on a semi-monthly basis via direct deposit to a personal Canadian bank account. Note that graduate students are considered "Staff/Employee" by the University.

- If you have not received an award payment before:
 - Set up your direct deposit profile as outlined in this [UAlberta HR Direct Deposit](#) page.
 - As outlined in the instructions, **if you do not see the *Employees* tab in Bear Tracks, complete the Electronic Banking/Direct Deposit form and submit it directly to the Staff Service Centre**
 - Refer to the *Using the Electronic Banking/Direct Deposit Form* section of the instructions.
 - *To submit the Direct Deposit Form:*
 - Refer to the *Submit a Request, Inquiry, or Form* section of the [Staff Service Centre](#) for tips on navigating the [Service Portal](#).
 - In the service portal, select the **Staff Services Catalog**, search for **Submit an HR Form** and submit the required documents.
- If you would like to *Update Direct Deposit Information*, please refer to that section in the [UAlberta HR Direct Deposit](#) page.
- Review the UAlberta semi-monthly pay dates in this [Pay Schedules](#) page. In order to ensure timely payment, the award acceptance in GSMS must be received by GPS well before the payroll deadline date of the semi-monthly pay period in which the award payment is expected to begin.
- If you do not have your bank account information in time for payroll, ensure that your Canadian address is up-to-date in [BearTracks](#), and contact the [Staff Service Centre](#) to confirm that a cheque for your scholarship will be mailed directly to your Canadian address.

Note: The GPS Awards team does not have access to your direct deposit profile. If you have questions about your direct deposit setup, please contact the [Staff Service Centre](#) directly and/or refer to the steps above.

Step 3: Payment Disbursement

Award payments are made in arrears as outlined in the table below:

Award Amount	Payment	Additional Notes
Up to and including \$7,100	One-time payment, within the timeframe noted on the offer letter	
\$7,101 to \$11,999.99 (inclusive)	Typically paid in two equal lump sums, usually at the beginning of each of two successive university terms, after confirmation of full-time registration (if required).	If the requirements of the award are no longer met, such awards may have their second installment canceled after the first term.
\$12,000 and over	Paid in equal semi-monthly installments over a 12 month period, in accordance with Payroll Operations' semi-monthly pay dates.	

Please note that:

- It is not possible to change the method and timing of payments.
- Some awards payments may not follow the schedule outlined above for reasons which may include specific payment structure dictated by an external agency. Please review the [Scholarships & Awards Manual](#) for regulations and/or review the terms of reference of the award.
- Tuition cannot be deducted from the award stipend, except for the cases outlined in the Scholarship & Awards Manual. Students are responsible for paying their tuition and related fees directly to Financial Services.

Step 4: Thank Your Donor

GPS is able to provide many funding opportunities to outstanding graduate students because of the generosity of alumni and donors.

Saying thank-you is one of the most important things that you can do to ensure that our alumni and donors continue to support scholarships, prizes, and awards. Sometimes, the most meaningful part of their giving experience is to know how their contribution has been invested in your educational experience.

As an award recipient, you are encouraged to send a personal thank you letter to the donor of the award(s) you received.

Donor contact information is housed within the Office of Advancement, Stewardship division. They will contact you, via your UAlberta email account, to let you know how you can express your gratitude.

You may wait to be contacted by the Office of Advancement, or you can visit the [Thank Your Donor](#) page to submit a Thank You letter that will be forwarded to your donor(s).