

GSMS Awards

Renew My Award



Faculty of Graduate &
Postdoctoral Studies (GPS)

Purpose of this guide:

For Award Recipients – Renew a multi-year award that is administered or disbursed by GPS, where eligible.

You must maintain eligibility and must be making satisfactory progress in your program in order to renew an award. Review the [Scholarships and Awards Manual](#) on the GPS website for additional information on eligibility. External awards administered by GPS may have additional requirements, be sure to review applicable agency guides as well.

- To avoid payment interruptions, renewal requests are required a minimum of 6 weeks prior to the renewal start date of the award.
- An award renewal request includes a completed authorization from your supervisor and submission of your award renewal form in GSMS. GPS Awards Specialists will review your request and confirm if you are eligible to renew the award.
- If the award renewal is unsuccessful, or if additional documentation is required from you, GPS Awards will communicate with you (via your *ualberta* email address). Successfully renewed awards will appear in your GSMS Awards Portal with a status of *Authorized Renewal*.

Sections:

Step 1: Awards Portal – My Awards

Step 2: Award Renewal Form

Step 3: Supervisor Sign-off

Step 4: Supervisor Sign-off – Remind or Cancel

Step 5: Review My Awards

Step 6: Upload Additional Documents

Step 7: Review and Submit Award Renewal Form

After Submitting the Award Renewal 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, identify the award to renew (award status of **Awaiting Renewal**).

Before initiating the award renewal process and requesting supervisor authorization:

- Check the [Scholarships and Awards Manual](#) for policies on holding concurrent awards, and review your currently held awards administered by GPS, if any, to evaluate any potential conflicts.
- Review your *My Messages* section, as it may include additional information or instructions from GPS specific to your award renewal.

2. Select the award, click on the drop-down menu in the **Action** column of the report and click the **Renew My Award** link to launch the Award Renewal Form in a new browser tab.

Award Name	Year	Start Date	End Date	\$ Value	Status	Action
Natural Sciences and Engineering Research Council (NSERC) Postgraduate Scholarship 2023/24	2023/2024	01/Sep/2023	31/Aug/2024	21000.00	Awaiting Renewal	<div style="border: 1px solid red; padding: 5px;">▼ Send Request Renew My Award</div>

Step 2: Award Renewal Form

1. In the Award Renewal Form:

a) **Note that the award information displayed is last year's value which may be different from this year's value.** Upon receipt of your renewal request, GPS Awards must review and adjust all award values and tenures, if necessary, before your renewal is authorized.

b) **If you have a main award and a linked top-up award,** (i.e. a Tri-Council award and a GPS top-up like President's Doctoral Prize or Walter H John's award), you only need to submit a renewal request for the main award. The top-up will be processed alongside the main award.

2. Review your personal details in the **My Information** section.

3. Review the award details in the **Offer Information** section.

Award Renewal Form

1 Please note that the award information displayed is last year's value, which may be different from this year's value. Upon receipt on your renewal request, FGSR Awards must review and adjust, if necessary, all award values and tenures before your renewal is authorized. You will receive confirmation of your renewal.

To request a renewal of your award, please review the information below and send a request to your supervisor to authorize the renewal via email. Once you see that this action is complete, you can submit to send your request to FGSR for review. For help, please see the Training Material.

My Information **2**

Last Name	Zcqqlj	Citizenship	Canadian Citizen
First Name	Strt	Program	Doctor of Philosophy
EMPLID		Course/Thesis	
Department	Earth and Atmospheric Sciences	Reg.Status	Full Time Registration

Offer Information **3**

Name	Natural Sciences and Engineering Research Council (NSERC) Postgraduate Scholarship 2023/24	Start Date	1/Sep/2023
End Date	31/Aug/2024	Years Remaining	1
Award Amount	\$21000		
Offer Letter			

Step 3: Supervisor Sign-off

The Supervisor Sign-off section allows you to request electronic authorization of your renewal from your supervisor. This signoff is to confirm that you are maintaining eligibility and making satisfactory progress in your program.

The screenshot shows a web interface for the Supervisor Sign-off process. At the top, there is a tab labeled "Supervisor Sign-off". Below it is a green "UPDATE" button. The main form contains several fields: "Name" (1) with the value "Dr. Lisa M Simpson", "Email" (2) with the value "@ualberta.ca", "Due Date" (3) with the value "20/Jul/2023" and a calendar icon, "Status" (4) with the value "Not Sent", and "Action" (5) which is a dropdown menu with a "Send" button. Red circles with numbers 1 through 5 are placed over the respective fields to indicate the order of completion.

- 1. Name of Supervisor:** The signoff must be made by your supervisor, or another recognized signing authority. If you are unsure of whom to contact, ask GPS Awards for guidance.
- 2. Email address** of Supervisor: The supervisor will receive an email asking them to complete the authorization when the request is sent. Be sure to enter the information correctly.
- 3. Due Date:** Use the date-picker icon to choose a due date for your supervisor. It is recommended that you give your supervisor (or other recognized signing authority) at least one week in advance of the date you intend to submit the Award Renewal Form.
- 4. Status and Action:** The Status and Action fields remain blank until you click **Update** to save your reference/supervisor information.
 - Status* – Displays the latest status of the request (Not Sent, Sent, Opened, In Progress, Completed)
 - Action* – All actions to select include: Send, Remind, Cancel.
- 5. SEND & Update: You must click SEND and then Update** to initiate the email request.
 - Close the Renewal form and allow the authorization to be completed.
 - The Status field is updated when your reference/supervisor opens and completes the form.

Note: The Supervisor sign-off Status must be displayed as **Completed** in order to submit your Renewal.

Step 4: Supervisor Sign-off – Remind or Cancel

Supervisor Sign-off

UPDATE

Name	Email	Due Date	Status	Action
Dr. Lisa M Simpson	@ualberta.ca	20/Jul/2023	In Progress	<div>▼ Remind Cancel</div>

1. **Remind:** To send a reminder email to your supervisor, click **Remind**. A confirmation message is displayed stating that the email reminder has been sent. Use this option judiciously.

2. **Cancel:** There may be circumstances when you need to Cancel a submitted supervisor signoff request:

a) If your supervisor is getting an error when attempting to access the authorization form, their link to the form may have expired if the request due date has passed.

b) In extenuating circumstances where your supervisor is unable to signoff and you need another signing authority to sign in their place.

In these cases, click **Cancel** to void the submitted request and repeat the steps above to send a new supervisor authorization request with a future due date. Your supervisor is notified via email when a request is cancelled.

Step 5: Review My Awards

When the Supervisor sign-off Status is marked as **Completed**, proceed with the renewal request.

1. In the **My Awards** section of the renewal form, review and confirm that there are no conflicts with any awards you currently hold.
2. Add any additional awards held or potential renewal conflicts in the **Comments** box.

The conditions of your offer may not allow you to hold other specific awards concurrently. Please check the details of your offer against the list of FGSR-administered Awards below, and feel free to contact FGSR Awards Services or the relevant external funding agency should you have any questions or concerns.

Award Name	Year	Start Date	End Date	\$ Value	Status
Pending Renewal					
Natural Sciences and Engineering Research Council (NSERC) Postgraduate Scholarship 2023/24	2023/2024	01/Sep/2023	31/Aug/2024	21000.00	Pending
Previously Accepted or Renewed					
Natural Sciences and Engineering Research Council (NSERC) Postgraduate Scholarship 2022/23	2022/2023	01/Sep/2022	31/Aug/2023	21000.00	Renewed

2 **Comments**

Step 6: Upload Additional Documents

If there are any supporting documents that FGSR requires, i.e. an external agency letter, please upload them below.

1 ADDITIONAL DOCUMENTS

Use the **Browse My Computer** button to select files and then the **Upload** button to attach them

2 BROWSE MY COMPUTER UPLOAD

Selected and uploaded files appear here

PDF-1.PDF (278 KB)	4 DELETE ▾
3 File Status Successfully Uploaded	100%

1. **Additional Documents:** If there are documents relevant to your request, upload them in this section.

Note: Be sure to review all communication from GPS regarding your award renewal and **upload all required documentation (such as progress report forms)** to your renewal request.

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 indicates 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 7: Review and Submit Award Renewal Form

Declaration 1

I agree to conform to the policies and procedures outlined in the FGSR Scholarships and Awards Manual

2 ACCEPT CANCEL

1. **Declaration Checkbox:** You must click this checkbox to declare that your renewal request is accurate and complete and that you have read the Scholarships and Awards Manual.

2. **Submit:** If you are ready to submit the renewal form, click **Accept**. You will receive confirmation of your successful submission.

Cancel: Click cancel to delete the renewal request – no data or documents will be saved. Your supervisor will be notified when they attempt to complete their authorization request that the request has been cancelled.



After Submitting the Award Renewal Request

- After submitting your award renewal form, 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, GPS 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**.

Example: The three-year award below was first accepted in 2019/20 and then renewed for 2 years after that. Note the status of the first two awards (*Renewed*) as well as the status of the latest award renewal (*Authorized Renewal*).

MY AWARDS

Award Name	Year	Start Date	End Date	\$ Value	Status	Action
Alberta Innovates Graduate Student Scholarship Contract 2 2019/20	2019/2020	01/Sep/2019	31/Aug/2020	12000.00	Renewed	
Alberta Innovates Graduate Student Scholarship Contract 2 2020/21	2020/2021	01/Sep/2020	31/Aug/2021	24666.67	Renewed	
Alberta Innovates Graduate Student Scholarship Contract 2 2021/22	2021/2022	01/Sep/2021	31/Aug/2022	12000.00	Authorized Renewal	