

GSMS Awards

Department/Faculty Portal: No Nominee



UNIVERSITY OF ALBERTA
Faculty of Graduate & Postdoctoral Studies (GPS)

Purpose of this guide:

For Departments and Faculties – Notify GPS that you do not have a nominee for a given award, thereby removing the award from your Awards dashboard.

Login to the [GSMS Portal](#) with your CCID and password:

Admissions Admin **Awards Admin** Admissions Messages Logout

Awards Admin

MY AWARDS								
Nomination Deadline	Name	Department	No. Awards Available	\$ Amt. (default award value)	App. Deadline	No. Apps	Category	Action
15 Feb 2024	Izaak Walton Killam Memorial Scholarship	Economics	14	45000.00		1	Institutional	View No Nominee Add deadline
15 Feb 2024	Izaak Walton Killam Memorial Scholarship	Linguistics	14	45000.00		1	Institutional	

1. Click on the **Awards Admin** tab to access the GSMS Awards Portal.
2. **My Awards** (*Department access*) or **My Faculty Awards** (*Faculty access*):

Select the award to update, click the **Action** dropdown and select **No Nominee**. This launches the *No Nominees* page in a new browser tab. Example:

Admissions Admin Admissions Review Awards Admin Admissions Messages Logout

NO NOMINEES FOR ABERDEEN GRADUATE AWARD IN GEOLOGY - EARTH AND ATMOSPHERIC SCIENCES

From: FTRK FCQJRFOTT

To: Send Message to FGSR

Your Department/Faculty: Earth and Atmospheric Sciences

Subject: Aberdeen Graduate Award in Geology - 004480 - No Nominee

Message:

3. The **No Nominees** page is pre-populated with the address for GPS, your information as the nominator (or delegate) and the award information. Include a message, if you wish (optional).
4. Click **Send** to send the message, or **Cancel** to close the page.
5. After successfully submitting the *No Nominees* message to GPS, the award will be automatically removed from your **My Awards** or **My Faculty Awards** section. You will still have the ability to use the Award Search function to find the award after it has been removed from your list of awards.