

GSMS Awards

Department/Faculty Portal: Submit GSMS Nomination



Faculty of Graduate &
Postdoctoral Studies (GPS)

Purpose of this guide:

For Departments and Faculties – Refer to this guide for next steps **after you have completed your nomination form** in the [GSMS Awards portal](#) (as outlined in the [Prepare GSMS Nomination](#) guide on the [Awards Resources](#) page).

Learn how to send a notification to the Graduate Chair that nominations are ready for their sign-off (where applicable), Bulk Reject applications that will not be forwarded to GPS, sign-off and submit your nominations.

Sections:

- Step 1: Nomination Dashboard
- Step 2: Update the Nomination Status
- Step 3: Notify Chair (optional)
- Step 4: Sign Off the Nomination
- Step 5: Bulk Reject (optional)

Step 1: Nomination Dashboard

- Login to the [GSMS Awards portal](#) with your CCID and password. Click on the **Awards Admin** tab to access the GSMS Awards Portal.
- The **My Awards** section (*Department view*) or **My Faculty Awards** section (*Faculty view*) lists all of the award competitions currently open to your department or faculty.

- Select the award to review, click the **Action** dropdown and **View** option to open the **Nomination Dashboard** page in a new browser tab. The nomination dashboard provides the ability to track, rank and export your list of nominees, select nominees and alternates, and sign-off on your nominations to GPS.

Last	First	Sort Name	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Form Complete?	Action
CCJPPTFKU LTPVTRT	NRCCTTCT	CCJPPTFKU LTPNS			3.8	3.6		Departmental Review		Yes	View

Buttons: UPDATE, STUDENT SEARCH, NOTIFY CHAIR, BULK REJECT, EXPORT, CLOSE TAB

Please note that it is your responsibility to properly store and dispose of any data downloaded, in accordance with the FOIP Act and any relevant University of Alberta policies and procedures.

- Sort the nominee list by selecting a field in the **Sort By** dropdown, then click **Sort**.
- Enter the GPA fields and your department or faculty rank for the nominee, and then click **Update** to save your entries.
- Nomination **Status** options include: Departmental Review, Department Alternate, Department Rejected and Nominated. The default nomination status is *Departmental Review*.
- Sign Off:** When your nomination is ready, you can select Yes from the **Sign Off** dropdown to send your nomination to GPS. Note:
 - The **Sign off dropdown is only editable when the Status is set to Nominated, Department Alternate, or Department Rejected.** You will not be able to sign off on a nomination with a status of *Departmental Review*.
 - GPS requires nominators who sign off to have departmental or faculty signing authority (DSA/FSA).

- Departments do not have the ability to nominate students for faculty-level awards, **except when a Faculty and any of its Departments are set up as nominating organisations for the same award** (i.e., the Department nominates candidates to the Faculty). In that case, the Department will be able to view and add nominations for the award from their Department Nomination Dashboard, but **they will not have the ability to sign off on the nomination**. The nomination sign off must be done at the Faculty level.

5. The **Form Complete** status is set to Yes when the form has been successfully completed.

6. Select the **View** link in the **Action** column to review the nomination form:

- If the nomination is not signed off, review the nomination form and make changes, if needed.
- If the nomination is signed off, review the nomination summary without the option to make any changes to the form.

Step 2: Update the Nomination Status

There are four nomination **Status** options: **Nominated**, **Departmental Review**, **Department Alternate**, and **Department Rejected**.

The table below outlines when to use the different statuses and what award status will be visible to GPS or the student.

Status	When to choose this Status	Status visible to GPS	Status visible to Student
Nominated	You want to nominate the candidate to GPS	Nominated	Not visible until GPS makes the award offer
Departmental Review	Use it when the application is still in progress at the Department or Faculty level. This is the default nomination status.	Departmental Review	Not visible
Department Alternate	You want GPS to consider this candidate as an alternate, should the top choice(s) not accept the offer of the award.	Department Alternate	Not visible until GPS makes the award offer

Department Rejected	The candidate has been rejected by the Department/Faculty and will not be nominated to GPS.	Department Rejected	Not visible
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Updating the Nomination Status:

Last	First	Sort Name	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Form Complete?	Action
COPCCTRO T	LCUQFCLT	COPCCTRO TBBL	Test internal comments for Dept of Drama for COPCCTRO.	3.5	3.0	2	Nominated	Yes	View

Buttons: UPDATE, STUDENT SEARCH, NOTIFY CHAIR, BULK REJECT, EXPORT, CLOSE TAB

1. Select the nomination status from the **Status** dropdown.
2. Click **Update** to save the status change.

Note: GPS will only process nominations with Statuses of *Department Alternate* and *Nominated* that have been signed off and submitted by the nomination deadline.

Step 3: Notify Chair (optional)

Faculty view:

- **The Notify Chair button is not included in the Faculty Nomination Dashboard.** Proceed to Step 4 (Nomination Signoff).

Department view:

- Depending on your internal department process, a Chair or delegate may sign off on all nominations in the GSMS portal. A Graduate Administrator may have delegated signing authority as an awards contact and can therefore Sign Off on nominations in GSMS. Departments are encouraged to maintain records of their processes and the Chair's or delegate's approval for nominations.

Note: The Notify Chair button may be disabled if you do not have a "Chair" role set up in your department. Contact GPS Awards if you have any questions about signing authority or the Chair's role in your unit.

Last	First	Sort Name	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Form Complete?	Action
COPCCTRO T	LCUQFCLT	COPCCTRO TBBL	Test internal comments for Dept of Drama for COPCCTRO.	3.5	3.0	2	Nominated		Yes	View

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UPDATE STUDENT SEARCH **NOTIFY CHAIR** BULK REJECT EXPORT CLOSE TAB

The "NOTIFY CHAIR" button is highlighted with a red box. The status dropdown menu is open, showing options: Nominated, Departmental Review, Department Alternate, Department Rejected, and Nominated (highlighted in blue).

When the nomination has been assigned the appropriate status: (Complete **one** of the steps below)

1. **If the CHAIR must authorize nominations in your department:**

Click **Notify Chair** – a **Send Message** page will be displayed. Add a message for the Chair and click **Send**. The Chair will receive an email request to login to the GSMS portal to review the message.

2. **If the Chair has a Delegate**, such as a Grad Awards contact with designated signing authority, skip the *Notify Chair* step and sign off on the nomination directly (see Step 4).

Step 4: Sign Off the Nomination

Departments and Faculties are encouraged to maintain records of their internal approval processes for nominations.

Faculty view:

- After selecting the appropriate Nomination Status, be sure to click **Update** to save it.
- Click the dropdown in the **Sign off** column and select **Yes**.
- Click **Update** again to send the nomination to GPS.

Department view: (Complete **one** of the steps below)

- **If the CHAIR must authorize nominations in your department:**
 - When the Chair reviews the nomination in their Dashboard, if they are ready to proceed with the nomination, they can then set the **Sign-off** field to **Yes**, and click **Update** to send the nomination to GPS.
- **If the Chair has a Delegate**, such as a Graduate Administrator with designated signing authority:
 - Set the nomination **Sign-off** field to **Yes**, and click **Update** to send the nomination to GPS.

NOTE:

- **When the *Sign Off* field is set to Yes, the nomination is sent to GPS and can no longer be edited.**
 - Only sign off on a nomination when the decision is final and the nomination is ready to be submitted.
 - The GPS Awards team may begin processing signed off nominations before the nomination deadline.
- **When a Faculty and any of its Departments are set up as nominating organisations for the same award** (i.e., the Department nominates candidates to the Faculty):

- The Department will be able to view and add nominations for the award from their Department Nomination Dashboard, but **they will not have the ability to sign off on the nomination.** The nomination sign off must be done at the Faculty level.
- The Faculty Nomination Dashboard for the award will list the nominations from all the departments within the faculty.
- When reviewing a nomination from a department in the Faculty Dashboard (before sign off), the Faculty nominator has the ability to send a note or request to the department by clicking the **Send Message to Department** button in the nomination form *View Application* tab.

Step 5: Bulk Reject (optional)

You have the option to reject multiple nominations at once by using the **Bulk Reject** feature.

The screenshot shows a nomination dashboard with a table of nominations and a row of action buttons. The table has columns for Last, First, Sort Name, EMPLID, Comments, Most Recent GPA, Previous GPA, Rank, Status, Sign off?, Form Complete?, and Action. Two rows are visible: one for COPCCTRO T and one for FTCJS. The 'Status' dropdown for the first row is highlighted with a red box and a red circle containing the number '1'. Below the table, the 'UPDATE' button is highlighted with a red box and a red circle containing the number '2', and the 'BULK REJECT' button is highlighted with a red box and a red circle containing the number '3'.

Last	First	Sort Name	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off?	Form Complete?	Action
COPCCTRO T	LCUQFCLT	COPCCTRO TBBL	Test internal comments for Dept of Drama for COPCCTRO.	3.5	3.0	2	Departmental Review	Yes	View
FTCJS	LCST	FTCJSBBBBB BBLT	Internal comments for Dept of Art and Design re; FTCJS.	3.8	3.6	1	Department Rejected	Yes	View

Buttons: UPDATE, STUDENT SEARCH, BULK REJECT, EXPORT, CLOSE TAB

1. In the Nomination Dashboard, for each nomination to reject: Select the *Departmental Review* or *Department Rejected* status from the **Status** dropdown.
2. Click **Update** to save the status changes.
3. Click **Bulk Reject** to launch the tool.

The screenshot shows a 'Nomination Dashboard' interface. At the top left is a green 'REFRESH' button. Below it is a table with columns: Last, First, EMPLID, Comments, Most Recent GPA, Previous GPA, Rank, Status, Sign off & Send to FGSR?, and Action. Two rows of nominations are visible. The first row has Last: FTCJS, First: LCST, Most Recent GPA: 3.8, Previous GPA: 3.6, Rank: 1, Status: Department Rejected, and Action: View. The second row has Last: COPCCTRO T, First: LCUQFCLT, Most Recent GPA: 3.5, Previous GPA: 3.0, Rank: 2, Status: Departmental Review, and Action: View. Below the table is a 'Bulk Reject' tool. It includes a dropdown menu for 'Sign Off and Send to FGSR?' with 'Yes' selected. Below this are two buttons: 'REJECT ALL' and 'CANCEL'. Red callouts are placed over the interface: callout 4 points to the 'Status' dropdown in the table; callout 5 points to the 'Sign Off and Send to FGSR?' dropdown; callout 6 points to the 'REJECT ALL' button.

Last	First	EMPLID	Comments	Most Recent GPA	Previous GPA	Rank	Status	Sign off & Send to FGSR?	Action
FTCJS	LCST			3.8	3.6	1	Department Rejected		View
COPCCTRO T	LCUQFCLT			3.5	3.0	2	Departmental Review		View

Sign Off and Send to FGSR? Yes

REJECT ALL CANCEL

4. All nominations with a status of *Departmental Review* or *Department Rejected* appear in a consolidated list. **Please review these nominations carefully before proceeding as the Bulk Reject can not be undone.**
5. **Optional:** Sign off on the rejected nominations.
6. Click **Reject All** to reject all the nominations in the list. Click **Cancel** to return to the Nomination Dashboard for further review.