

GSMS Awards

Respond to Award Offer

Purpose of this guide:

For Students – Respond to an offer for an award that is administered or disbursed by GPS through the GSMS Awards portal.

Sections:

Step 1: Awards Portal – My Award Applications

Step 2: Respond to Offer

Step 3: Award Acceptance Form

Step 4: Review and Accept Offer

Step 5: Decline Offer

Step 1: Awards Portal – My Award Applications

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

1. In the **My Award Applications** section, identify the award with **Offer Made** status you would like to respond to.

Before initiating the award offer response:

- 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 offer.
2. Select the award, click on the drop-down menu in the **Action** column and select the **Respond to Offer** link – this launches the *Respond to Offer* page in a new browser tab. To download the award offer letter, click the **View Status Letter** link.

MY AWARD APPLICATIONS 1				
Award Name	Internal Department Deadline	FGSR Deadline	Status	Action
UAT 105 MA Test Direct Application	N/A	31/Jul/2023	Offer Made	<div style="border: 1px solid red; padding: 5px;"> View Application View Status Letter Respond to Offer </div>

2

MY AWARDS

Step 2: Respond to Offer

Respond to Offer

My Information 1

Last Name	Nofcpo	Citizenship	Study Permit
First Name	Trktqcc	Program	Doctor of Philosophy
EMPLID		Course/Thesis	
Department	Chemistry	Reg.Status	Full Time Registration

Offer Information 2

Name	UAT 105 MA Test Direct Application
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3
My Response
 Accept
 Decline

4
NEXT
BACK

1. In the Respond to Offer page, review your personal details in the **My Information** (EMPLID, names, home department, citizenship status, degree program, registration status).
2. The **Offer Information** section displays the name of the award offered.
3. The **My Response** section allows you to choose to Accept or Decline the award offer.
4. Click **Next** to proceed with your response, or **Back** if you are not ready to Accept or Decline (returns to Awards portal page).

Step 3: Award Acceptance Form

If you choose to accept the award in Step 2, the **Award Acceptance Form** is launched.

1 **Start Date** 1 Sep

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.

2 **My Awards**

Award Name	Year	Start Date	End Date	\$ Value	Status
Alberta Graduate Excellence Scholarship 2022/23	2022/2023	01/Sep/2022	31/Mar/2023	12000.00	Offer Accepted
UAT MA Test App-Nom	2023/2024	01/Jul/2023	30/Jun/2024	26666.00	Offer Accepted

3 **Comments**

500

1. The **Start Date** allows you to choose when to activate the award by semester start date, *where applicable*:
 - For select awards (e.g., Tri-Council, Alberta Innovates scholarships), the Start Date selection allows you to choose when to activate the award by semester start date (Sep 1, Jan 1, or May 1). Please check your GSMS messages for specific instructions/requirements.
 - For all other awards, select the same Start Date that appears in the *My Awards* section below the Start date.
2. In the **My Awards** section in the Award Acceptance form, review and confirm that there are no conflicts with any awards you currently hold.
3. Add any additional awards held or potential renewal conflicts in the **Comments** box.

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

4 ADDITIONAL DOCUMENTS

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

5 BROWSE MY COMPUTER UPLOAD

Selected and uploaded files appear here

PDF-1.PDF (278 KB)	7 DELETE
6 File Status Successfully Uploaded	100%

4. In the **Additional Documents** section, upload any supporting documents relevant to your request.
5. Click **Browse My Computer** to select a document saved on your computer. Next, select **Upload** to attach the document to the request.
6. A file status of *Successfully Uploaded* is displayed if the document upload was successful.

Note: that the *Awaiting Upload* status indicates the file is not yet uploaded. Click **Upload** to proceed.

7. If the document is uploaded erroneously, click the **Delete** button to remove it.

Step 4: Review and Accept Offer

Review the information and documents uploaded in your response.

Declaration*

I agree to conform to the policies and procedures outlined in the [FGSR Scholarships and Awards Manual](#)

I agree to the above Declaration*

ACCEPT

CANCEL

1. Click the **Declaration** checkbox if you agree to conform to the policies and procedures outlined in the Scholarships and Awards Manual (hyperlinked in the declaration)
2. Click **Accept** when you are ready to send your award acceptance to GPS, or click **Cancel** to exit the Award Acceptance form.

Note: Unless explicitly requested in a message from GPS, you do not also need to upload a signed Graduate Award Acceptance Form.

Clicking the Declaration in this step denotes your electronic signoff and acceptance of the award.

3. Click on the **Awards** tab at the top of the page to go to the Awards portal.

Note that after accepting an award, the award is moved from *My Award Applications* to the **My Awards** section of the portal.

Step 5: Decline Offer

If you do not wish to accept the award offer, from Step 2 above:

1. Select **Decline** in the **My Response** section. Click **Next** to proceed.
2. Select **Confirm Decline**. GPS Awards may contact you by email for further details and instructions, if applicable.

Offer Information

Name	UAT 105 MA Test Direct Application
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1

My Response Accept
 Decline

NEXT BACK

ARE YOU SURE YOU WISH TO DECLINE THIS OFFER?

You have chosen to decline your offer.

Click **Confirm Decline** to continue, or **Back** to return to your offer.

2

CONFIRM DECLINE BACK