

# GSMS Awards

## Apply for Awards



UNIVERSITY  
OF ALBERTA

Faculty of Graduate &  
Postdoctoral Studies (GPS)

### Purpose of this guide:

**For Applicants** – Apply for awards administered or disbursed by GPS through the GSMS Awards Portal. Note that direct application is only available for certain awards. Contact your department if awards are *by nomination*, or contact GPS Awards if you have questions about the application process or eligibility.

See the [Applicant Portal](#) student guide on the [Awards Resources](#) site for details on GSMS access for applicants and an overview of the portal.

**Note:** For Postdoctoral Fellows, please refer to the [Postdoctoral Fellow Funding](#) section on the GPS website for available opportunities.

### Sections:

Step 1: Login to the GSMS Portal

Step 2: Search for award(s)

Step 3: Select the Award and Click View/Apply

Step 4: Review Award Information

Step 5: Select Department & Apply

Step 6: Questionnaire

Step 7: Upload Application Documents (if applicable)

Step 8: References/Authorizations

Step 9: Remind, Cancel or Replace Reference/Supervisor (optional)

Step 10: Application Checklist

Step 11: Review Privacy Statement and Scholarship & Awards Manual, Check Declaration, Submit

After Submitting your Application

**Step 1: 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.

**Step 2: Search for award(s)**

1. Click on the **Search for Awards** link.

Award Name	Internal Department Deadline	FGSR Deadline	Status	Action
Alberta Innovates Graduate Student Scholarship 2022/23	N/A	21/Sep/2022	Alternate	

**Useful Links**

- Search for Awards
- Download Record of Awards

**Support**

2. You can search using one or multiple parameters (see the *Search for Awards Training Guide* for more details). In this example, the department of Civil and Environmental Engineering has been chosen. Click **Search** to find awards open for the selected department. If you know the award name, we recommend using a keyword from the name to search.

**SEARCH FOR AWARD**

This search will only show available and open, or recently closed, award opportunities. Please check back as awards are added throughout the year when funding is approved.  
The Application Deadline lists the final FGSR deadline, by which all applications or nominations must arrive at FGSR. Departments may have earlier deadline requirements - please select your department on the award details page to view this date.  
Please review the details of the award carefully to determine when and how to apply.  
If you need help, click on the link for Training Material

Award Name

Department  Your default value: Civil and Environmental Engineering

Citizenship Status  Your default value: Canadian Citizen

Program  Your default value: Doctoral



Course/Thesis Based  Your default value:

### Step 3: Select the Award and Click View/Apply

1. When reviewing the award search results, click on the plus sign to the left of the award name to display eligibility criteria and to have a quick look at the requirements of the award.
2. Select the **View/Apply** Action to open the **Award Information** page. This section provides more detailed information on the award eligibility criteria, guidance on the application (or nomination) process, the option to select your department and the **Apply** button for this award (if applicable).

## SEARCH RESULTS

Filter:

Name	Year	\$ Value	# Awds	Application Deadline	Action
 Union Pacific Resources Inc Canadian Scholarship Series Graduate Scholarship in Petroleum Engineering	2023/2024	7500.00	1	31/Aug/2023	View/Apply
 UAT 105 MA Test Direct Application	2023/2024	7500.00	10	31/Jul/2023	View/Apply

**Eligibility Criteria**  
Open to Canadian citizens.

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Open to permanent residents.

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Open to foreign nationals holding Canadian study permits.

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Open to applicants in doctoral programs.

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Open to applicants in masters programs.

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Open to applicants in thesis-based study programs.

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Registration (All applicants must be registered full-time or part-time in their program at the time of application and at the time of proposed conference.)

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Year(s) of Eligibility (Have completed no more than 4 years in a master's program or no more than 6 years in the doctoral program at time of the conference - for doctoral years in program this includes master's students who have transferred to a PhD program. )

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[Link to Instructions \(Test Instructions\)](#)

**Note:** If you do not see an *Apply* button on the *Award Information* page, the award may not allow for direct application, or the award deadline may have passed. Alternatively, the award may require nomination by a department/faculty or an external application. Please review the detailed award information in GSMS and the [GPS website](#).

## Step 4: Review Award Information

After clicking on the **View/Apply** link in the list of awards search results, the **Award Information** screen is displayed in a new browser tab.

# Award Information

Please review the award information carefully in order to determine if you are a suitable candidate for this award.

<b>Name</b>	UAT 105 MA Test Direct Application	<b>Award Amount (\$)</b>	7500
<b>Donor Information</b>	Test SPO Note	<b>Number of Awards</b>	10
<b>Website</b>	<a href="https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources/index.html">https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources/index.html</a>	<b>Application Deadline</b>	31/Jul/2023

## ELIGIBILITY CRITERIA

- Open to Canadian citizens.
- Open to permanent residents.
- Open to foreign nationals holding Canadian study permits

1. **Name:** Confirm that this is the Award you would like review or apply for.

2. **Application Deadline:** This date is the final GPS deadline, but departments have the ability to add their own (earlier) deadline to awards. When you select a Department (in step 5), the department deadline may override the GPS application deadline. Please take note of this *earlier* deadline after you complete Step 5.

3. **Eligibility Criteria:** Review to see if you are eligible to apply for this award.

## APPLICATION PROCESS

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Applications are submitted directly to FGSR by the student.

## APPLICATION GUIDANCE

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Please review the Application Instructions on the FGSR website for full details on the application process. Submitting your application does not denote acceptance of your application, nor guarantee available funds.

## MY DETAILS

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Here are the details we have for you. If they are not correct, please amend them using the link to Bear Tracks below. Changes may take up to 10 business days to be reflected here.

<b>Student ID</b>	██████████74	<b>University</b>	prim_do_not_reply@ualberta.ca
<b>Last Name</b>	LCP	<b>Email</b>	
<b>First Name</b>	LCWCPV	<b>Date of Birth</b>	07/Jun/19██
		<b>Gender</b>	Male

Students are responsible for the accuracy and validity of their contact information. Important correspondence may be forwarded to students throughout the academic year and beyond. Personal information including your email address and mailing address should be kept up to date using Bear Tracks

- 4. Application Process:** Instructions about the general application process are included here (if any).
- 5. Application Guidance:** Special instructions about filling out the application form are included here (if any). For example, this section may include links to separate PDF fillable forms that must be filled out and attached to the award application.
- 6. My Details:** Details in GSMS about you - any updates to your default personal details should be done/requested through Bear Tracks. The link can be found at the bottom of the section.

### Step 5: Select Department & Apply

There is a Department drop-down at the bottom of the Award Information page.

Select the department for which you would like to be considered for the award. Most often, this is your current *home* department, but it might be the department you'll be transferring to in the near future, or your "home" department in a dual-degree program. This should be the department you will be registered in, at the time of holding the award. If you are unsure, please contact GPS Awards.

Please choose the department that you would like to be considered by for this award, and that you will be registered in at the time of holding the scholarship.

This may or may not be the same as your current department.

The screenshot shows a form with two main elements highlighted with red boxes and numbered. Element 1 is a dropdown menu labeled 'Department\*' with the text 'Civil and Environmental Engineerin...' and a close button 'x'. Element 2 is a button labeled 'APPLY' next to a disabled 'EXIT' button.

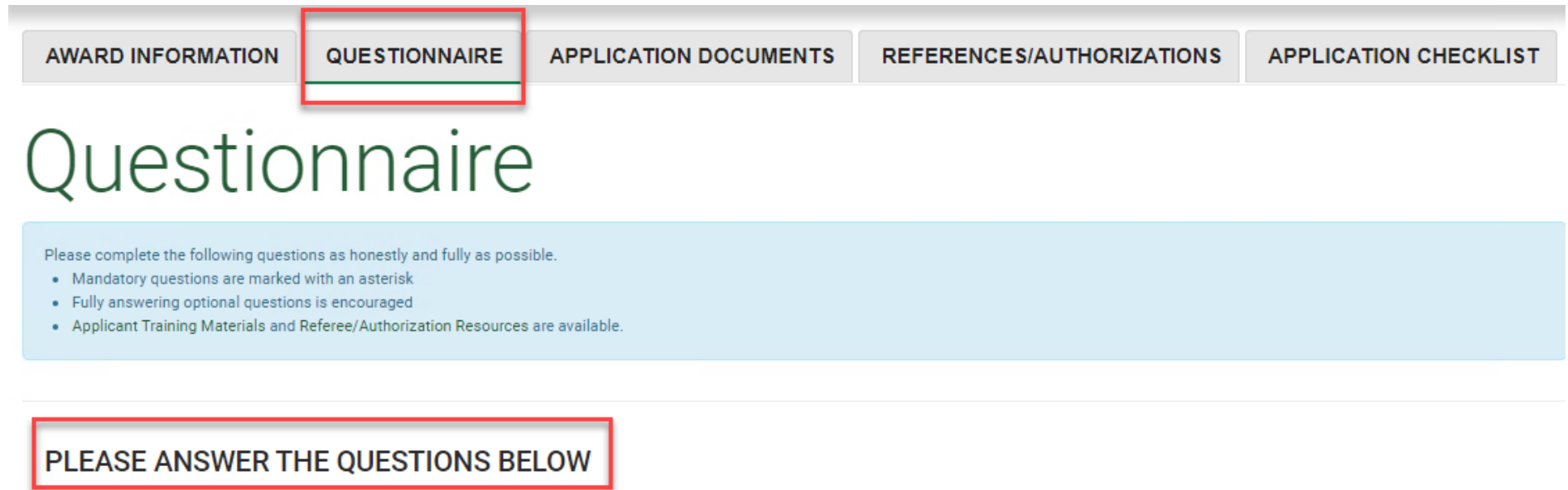
1. After selecting the department, the Award Information page reloads if there is a different **Application Deadline** for this specific department. Before proceeding with the application, please pay special attention to the **Application Deadline**.

2. If the Application Deadline has not passed and the **Apply** button is present, click *Apply* to start the application.

Note: If you do not see an *Apply* button, the award may not allow for direct application, or the award deadline may have passed. Alternatively, the award may require nomination by a department or an external application. Please review the detailed award information or contact GPS Awards if you are unsure.

## Step 6: Questionnaire

In the **Questionnaire** tab, the questions included will depend on the type of the award you are applying for. Provide answers to the listed questions as thoroughly as possible. If this tab is not present, it is not required; please contact GPS Awards if you are unsure.



The screenshot shows a navigation bar with five tabs: "AWARD INFORMATION", "QUESTIONNAIRE", "APPLICATION DOCUMENTS", "REFERENCES/AUTHORIZATIONS", and "APPLICATION CHECKLIST". The "QUESTIONNAIRE" tab is highlighted with a red border. Below the navigation bar is a large heading "Questionnaire" in green. Underneath is a light blue box containing instructions: "Please complete the following questions as honestly and fully as possible." followed by three bullet points: "Mandatory questions are marked with an asterisk", "Fully answering optional questions is encouraged", and "Applicant Training Materials and Referee/Authorization Resources are available." Below this is a red-bordered box with the text "PLEASE ANSWER THE QUESTIONS BELOW".

1. Mandatory questions are marked with an asterisk (\*) – you will be unable to submit your application without answering all mandatory questions.
2. Click **Save** to save your application. If you would like to continue your application at a later time, click **Save and Exit**. Remember to Save often as you fill out the application.
3. Click **Next** to advance to the next section of the application.

## Step 7: Upload Application Documents (if applicable)

Applications may require supporting document(s) to be uploaded. The type of document will be described on the **Application Documents** tab. Follow the instructions closely.

AWARD INFORMATION QUESTIONNAIRE **APPLICATION DOCUMENTS** REFERENCES/AUTHORIZATIONS APPLICATION CHECKLIST

# Application Documents

Please upload the requested documents:

- Mandatory documents must be uploaded before you are able to apply.
- Only PDF file format will be accepted. Please make sure PDF file is not password protected. Ensure all security features (e.g. encryption) are removed from the documents before uploading them.
- Do not refresh the web page after you have uploaded a document.
- Please click on the link for Training Material

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**1. RESEARCH PROPOSAL**

An outline of student's research/proposed research written for a general audience and demonstrating solid knowledge of topic. This must be written by the student.

**2. FILE UPLOADER**

BROWSE MY COMPUTER MY DOCUMENTS UPLOAD

EXIT **SAVE** NEXT



1. Review the details of the required document.
2. In the **File Uploader** section:
  - Click **Browse My Computer** to select a document saved on your computer, or click **My Documents** to choose from documents you have previously uploaded to GSMS.
  - Select **Upload** to attach the document to the application. A file status of *Successfully Uploaded* is displayed if the document upload was successful.
  - If a document is uploaded erroneously, select **Delete** to remove it.

Note:

- The *Awaiting Upload* status in the File Uploader section indicates the file is not yet uploaded. Select **Upload** to proceed.
- All uploads must be un-protected and unencrypted PDFs. Please upload requested documents only, as applications may be rejected if extra or incorrect documents are uploaded.
- **Only one document should be uploaded to each *File Uploader* section.** This may require that multiple files be merged into a single PDF document before it is uploaded.

3. Click **Save** to save your changes to the application and stay on the same page. Click **Next** to move on to the next section of the application.

## Step 8: References/Authorizations

The **References/Authorizations** page allows you to ask for an electronic authorization from your supervisor and/or a reference form from a referee. This generally replaces paper forms, letters of reference, or supervisor signatures on your application forms.

The Supervisor/referee will receive a short questionnaire to complete and submit on your behalf. They cannot upload a document but will have the option to provide a short comment in the form they complete.

# References/Authorizations

To supply your referee or supervisor details, complete the name and email fields.  
Click **SAVE**.  
You will then be able to send or manage your request.

## Requested References & Authorizations

Type	1 Name	2 Email	3 Due Date	4 Status	Action
Reference (Academic)	Dr. Lisa M. Simpson	@ualberta.ca	10/Jul/2023	Not Sent	SEND
Supervisor Authorization	Dr. W. E. Coyote	@ualberta.ca	10/Jul/2023	Not Sent	SEND

EXIT

SAVE

NEXT

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- Name of Reference/Supervisor:** Enter the name carefully. If you do not have a supervisor, a designated authorizer may be required (this is often the Graduate Coordinator). Please ask your department or GPS Awards if you are unsure whom to choose.
- Email address of Reference/Supervisor:** The reference/authorizer will receive an email asking them to complete the authorization once you have sent the request. Ensure that the email address is entered correctly.
- Due Date:** Use the date picker to communicate when you need the form completed by (the reference/authorizer will see this date). This must be before the award due date. It is highly recommended that students give their referees a deadline *at least one week prior to any application deadline* to avoid possible delays/changes.
- Status** – Displays the latest status of the request (Not Sent, Sent, Opened, In Progress, Completed).  
**Action** – The action remains blank until you click on **Save** (see 5. below). Actions to select include: Send, Remind, Cancel Request.

## 5. Save:

- You must click **Save** to save your reference/supervisor information.
- Next, click **Send** to send the email request (see *Action* in 4. above). A confirmation message is displayed stating that the email has been successfully sent.

**Note:** Your application has not been submitted at this point. All References and Supervisor responses must have a status of **Completed** in order to submit your application.

Click **Next** to move on to the next section of the application.

## Step 9: Remind, Cancel or Replace Reference/Supervisor (optional)

Requested References & Authorizations						
Type		Name	Email	Due Date	Status	Action
Reference	(Academic)	Dr. Lisa M. Simpson	e@ualberta.ca	10/Jul/2023	Completed	CANCEL REQUEST
Supervisor Authorization		Dr. W.E. Coyote	e@ualberta.ca	11/Jul/2023	Sent, Not Opened	REMIND CANCEL REQUEST

EXIT      SAVE      NEXT

1. **Remind:** To send a reminder email to your reference/supervisor, click **Remind**. A confirmation message is displayed stating that the email reminder has been sent. Please 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. The former supervisor is notified via email when a request is cancelled.

## Step 10: Application Checklist



# Application Checklist

You will not be able to submit the application until all mandatory questions, documents and references have been completed.

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## APPLICATION QUESTIONS

Question	Response	Status
Who is your Supervisor?	Dr. Lisa Marie Simpson	Complete
What year of your Program are you in? *	2	Complete
Do you have any comments you wish to include with your application?	Test comment I am including with this application	Complete

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1. **Application Checklist:** This checklist allows you to review your application to determine what may be outstanding.
2. You will not be able to submit the application until all mandatory questions, documents and references have been completed.
3. All Mandatory Application Questions must be complete (optional questions remain in “optional” status).

- All mandatory Application Documents must be complete (optional uploads remain in “optional” status). If more than one document is uploaded in any File Uploader section, the displayed status is updated with a message requesting only one document be uploaded per section.
- References & Supervisor Authorizations must be filled out by the referee or supervisor and marked as **Completed** (a *Sent* status will not suffice).

### APPLICATION DOCUMENTS

Documents	Notes	Status
Research Proposal	An outline of student's research/proposed research written for a general audience and demonstrating solid knowledge of topic. This must be written by the student.	Complete

### REFERENCES & SUPERVISOR AUTHORIZATIONS

Type	Sub-type	Name	Email	Due Date	Status
Reference	Academic	Dr. Lisa M. Simpson	█@ualberta.ca	10/Jul/2023	Completed
Supervisor Authorization		Dr. W.E. Coyote	█@ualberta.ca	11/Jul/2023	Sent, not opened

Note:

**The Submit button will not be visible in this Checklist page until all mandatory questions and documents are complete, and the application deadline has not passed.**

Next, review the Privacy Statement and [Scholarship & Awards Manual](#) as outlined below.

## Step 11: Review Privacy Statement and Scholarship & Awards Manual, Check Declaration, Submit

**PRIVACY STATEMENT** 1

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 780-492-3499 or see <http://www.ipu.ualberta.ca/>

I confirm that I have reviewed and understand the eligibility criteria listed on the Award Information page, and I declare that the information I have provided within this application is accurate, to the best of my knowledge. 2

EXIT SAVE **SUBMIT** CANCEL APPLICATION 3

**DOWNLOAD**

### 1. Review the UA Privacy Statement.

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

3. Click **Submit** to complete/submit your application. A confirmation message is displayed stating that the application has been successfully submitted.


**Save and Exit:** If you are not ready to submit, you may save the application again to return to it. If you do not submit your application, it will not be reviewed by GPS.

**Cancel Application:** If you do not wish to proceed with the application, use this option to cancel the application.

**Download:** Select the Download option to save a PDF summary of your application package.

## After Submitting your Application

On the main Awards Portal page in the **My Award Applications** section, a newly-submitted application shows a status of *Under Review* instead of *Application in Progress*. This indicates that you have submitted your application to GPS and it is now view-only.

MY AWARD APPLICATIONS				
Award Name	Internal Department Deadline	FGSR Deadline	Status	Action
UAT 105 MA Test Direct Application	N/A	31/Jul/2023	Under Review (FGSR)	

## Application Troubleshooting

### 1) Slow load times:

- If you encounter issues with slow load times, the portal may timeout during the application process. This may be related to internet or server speed; your application information should have been saved.
- Please log back in and reopen the page to review/resume your application.

### 2) References/Authorizations:

- If you cancel an authorizer/referee and the old information doesn't reset to blank: ensure the status says "Cancelled" and, if so, manually erase and replace the information with the new name, email and due date. Make sure to SAVE & SEND the new request.
- Do not change referee information without cancelling the original information as this may generate an error.
- If your referee is unable to complete the authorization or reference form because the request due date has passed, be sure to cancel the submitted request and resend it.

### 3) Missing *Submit* button in the Checklist page:

- Verify that the application deadline has not passed, and
- Ensure that all mandatory questions and documents are marked with a status of *Complete* in the Checklist page.