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.

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.

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.

Open to permanent residents.

Open to foreign nationals holding Canadian study permits.

Open to applicants in doctoral programs.

Open to applicants in masters programs.

Open to applicants in thesis-based study programs.

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.)

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.)

Link to Instructions (Test Instructions)

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.

Name	UAT 105 MA Test Direct Application	**1**	Award Amount ($)	7500
Donor Information	Test SPO Note		Number of Awards	10
Website	https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources/index.html		Application Deadline	31/Jul/2023 **2**

ELIGIBILITY CRITERIA **3**

- 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 4

Applications are submitted directly to FGSR by the student.

APPLICATION GUIDANCE 5

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 6

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.

Student ID	74	**University Email**	prim_do_not_reply@ualberta.ca
Last Name	LCP		
		Date of Birth	07/Jun/1995
First Name	LCWCPV		
		Gender	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.
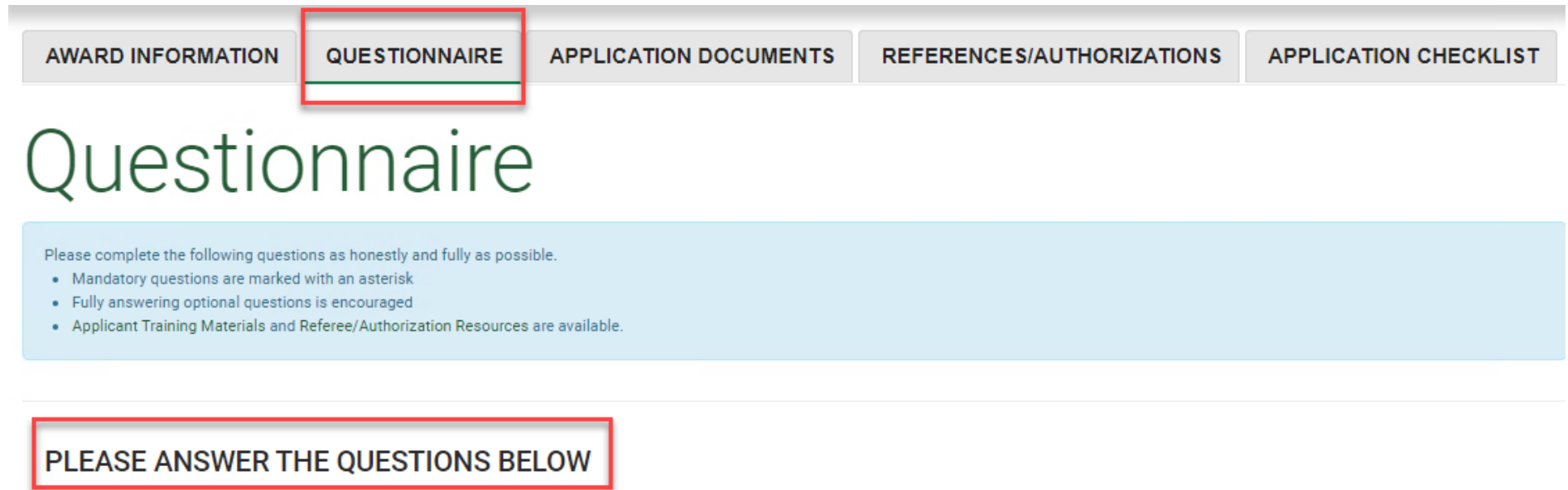

1. After selecting the department, the Award Information page reloads if there is a different **Application Deadline** for this specific department. Before proceeding with the application, please pay special attention to the **Application Deadline**.

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.

AWARD INFORMATION	QUESTIONNAIRE	APPLICATION DOCUMENTS	REFERENCES/AUTHORIZATIONS	APPLICATION CHECKLIST

Questionnaire

Please complete the following questions as honestly and fully as possible.
- Mandatory questions are marked with an asterisk
- Fully answering optional questions is encouraged
- Applicant Training Materials and Referee/Authorization Resources are available.

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.

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 <u>the file is not yet uploaded</u>. 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.

1. **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.

2. **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.

3. **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.

4. **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)

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. **2**

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

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).

4. 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.

5. References & Supervisor Authorizations must be filled out by the referee or supervisor and marked as ***Completed*** (a *Sent* status will not suffice).

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

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.