Please continue to ask if you have questions, and refer to the memo, website and GSMS training. We remain working remotely, but are truly happy to help you with technical issues, any questions or unforeseen events - please reach out ASAP in these cases.

GSMS Enhancements

1. The “No Nominee” button for awards was released in the summer. Training has been updated on how to use this button to notify FGSR that you have no nominee for an award.
2. A fix for the Internal Deadline was released in late summer; use of the internal deadline function will no longer interfere with any nomination processes. Please review the updated training if you plan to use this (optional!) function.
3. A full update on new & improved items is posted regularly on our website in a “known issues” document.

Deadline for Fall 2020’s first payroll

1. Nominations and renewal requests must be received, complete, in advance of September 1st, for advisors to review and process these *before* the payroll deadline of September 8th (in order for students to be paid in the first paydate of September (i.e. September 25).
2. Any nominations processed later than this date will be paid on the next available paydate. Please do not specify paydates to your students for their awards.
3. Certain payments are being made via atypical methods this year, in order to reduce the burden on international grad students/grad students without Canadian bank accounts. There are regulations surrounding this. Please contact the Awards Supervisor if you have questions.

Signatures within GSMS Nominations

1. A reminder that FGSR has requested the use of scanned images of ink signatures, signatures signed directly onto the form from your laptop or tablet, or “e-signatures” which are images of signatures; information has been sent out from the FGSR office regarding signatures that are acceptable while we continue working remotely.
2. To ensure that *no signatures are stripped off* your nominations, please follow Adobe best practices, which include:
   a. Submitter *must download the PDF* and not fill it in the browser.
   b. If multiple signatures are required on a doc or multiple signed docs are required:
      i. multiple docs should be merged before adding signatures (recommended) and/or the final user should add all signatures (an administrator with signature files on hand, for example). Reach out with questions!
Reminder about Nominations

2. In general, the Awards Team will *not process* nominations with incorrectly uploaded documents:
   a. You must upload the requested document(s) into GSMS as instructed.
   b. Please do not combine multiple PDFs into a single upload if there are multiple documents requested - upload each document separately or contact us for help.
   c. **Every mandatory document must be uploaded singly.**
   d. **Do not create duplicate uploads or upload blank docs.**
   e. These type of errors will make the nomination *ineligible*.

Recruitment Awards & New Students

1. **Memos** are always posted on the FGSR website on how to proceed with these awards. The nomination process will be outside of GSMS for students who are *entirely new to UA and have not accepted admission*. Contact the Team for next steps, please.

Training

1. Please review the updated Helpsheets, Known Issues and stay tuned for *updated training material* which is routinely posted after updates and is (always available on the FGSR Resources page.
2. Online sessions are scheduled: the shorter covering the nomination process only & and the longer is a full orientation. **Please sign up for your preferred Google Meet session** or email for an informal Q&A.