SPRING GSMS HELPSHEET #2

An update on some upcoming awards & changes in GSMS

Please rest assured that Awards is ready to assist you and understands that the shifting landscape can cause uncertainty - check for updated memos, webpages, training and please reach out if you have questions or issues!

NOTICE

1. Please continue to ask if you have questions, and refer to the memo, website and GSMS instructions when awards open. **We remain truly happy to help you with technical issues, any questions or unforeseen events - please reach out ASAP in these cases.**

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*.

3. The Awards Team will *not process* nominations that:
   a. Are incomplete or ineligible - these will be marked ineligible.
   b. *No* replacements will be allowed for ineligible nominees after the close date.

This is not punitive, but a way to ensure fairness:
- These PDF mistakes make it impossible to use the adjudication function in GSMS and slow down the determination of a winner.
- A nomination package should be completed with respect for the requested format, to ensure our adjudicators can view consistent submissions.
- Opening an award after the closing date for editing opens nominations for all nominators, which causes confusion and the potential for unauthorized changes.
- The number of incorrect/ineligible nominations has risen and we cannot accommodate incorrect submissions while selecting winners in a timely fashion.

Though these are not “new” changes, they will be more strictly enforced as we work remotely and handle increased numbers of applications, awards and ineligible submissions with reduced capacity. Thank you.

GSMS Enhancements

4. A full update on new & improved items is posted on our website, monthly, in a “known issues” document.
5. Of special interest may be the planned “No Nominee” button for awards, which is in final testing and should be released shortly. Training will be updated on how to use this button to notify FGSR that you have no nominee for an award.

**Department and Faculty Summer-Fall Awards**

1. These awards have been opened or are in the process of opening now. They will appear on your Dashboard if you are a nominating organization. You can complete these at your leisure before the FGSR deadline.
2. Please note that if you have added a deadline *earlier* than the day you intend to complete your nominations, you may need to *remove* it in order to complete the nomination process. This is a bug expected to be fixed.

**Recruitment Awards & New Students**

1. Memos are always posted on the FGSR website on how to proceed with 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.

**Student Searches & Program Data**

1. Accepted Status: If a student has accepted to admission, there will be a program present in their personal information (i.e. “PhD”, or “MSc”). If they have been admitted but have *not* accepted admission, you will not see a program there.
2. Before and after classes have begun, the term registration of a student may read as “No Load” in GSMS, due to CS integration. Check CS, the transcript or contact us if you are unsure.

**Summer & Fall Renewals**

1. Students with awards renewable in Fall approximately 6-8 weeks before Sept 1. Students must secure supervisor authorization (via an email sent from GSMS) in order to request a renewal, for all awards awaiting renewal.
2. There are **Student Resources** that outline this process. Students are informed via the FGSR newsletter, direct email & will see the award in their Portals. VC or email on-request help is available if they run into issues.
3. Sending multiple requests in a row seems to hang up the renewal process - please let your student know to contact us, if you become aware of it. This is being investigated.

**Training**

1. Please review the updated Helpsheets, Known Issues and stay tuned for *updated training material* which is on its way (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.