SPRING GSMS HELPSHEET
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!

GSMS Enhancements

1. Our partners in ISTEA worked on solving bugs and enhancements to the Awards system in Feb & March. A full update on new & improved items is posted on our website, monthly, as “known issues”.
2. Changes to the workflow and setup of department and faculty specific awards, which was previously scheduled for late winter/early spring, has been delayed in order to better respond responsively to the changing needs of FGSR. New timing will be announced.

Internal Application Deadlines

1. Using the “Add Deadline” action on your GSMS portal is optional in awards that have a nomination workflow (like department-specific awards & almost all open awards).
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 in April. Contact us if you have questions!

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.
2. You will be able to search for and nominate students in GSMS who have recently (or are now) enrolled at UA, or who have accepted their admission offers.
3. Student offers and student acceptances must be done within GSMS (if there are access issues, please contact the Team for next steps).
4. Entirely new students who have been offered admission can be searched through the “Student Search”, but cannot be found through the “Nomination Dashboard” search function. There is no planned solution for this.

Student Searches & Program Data

1. As changes to programs occur and due to some GSMS - CS integration challenges, we recommend to default searching for students by name or *ID number* only for best results (non-departmentalized faculties and programs listed as sub-groups in CS are most affected).
2. 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.

May & Summer Renewals
1. Students with awards renewable in May are available in GSMS 6-8 weeks before May 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 were 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.

Student Authorization & Reference Requests
1. Students must secure and manage their own supervisor authorizations (replacing supervisors “signing off” on a paper renewal form) or references (for direct-application awards).
2. If there are issues that you become aware of, please direct your student to contact us.
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.
4. Please be reminded that students control the request process, including *reminders*, in case you hear from academics who are being pestered by reminder or request emails.

Department and Faculty Summer-Fall Awards
1. The planned timeline for opening departmental and faculty specific awards has not yet changed. We intend to open awards in GSMS as soon as we are able to clarify budgets and establish the simplest way to ensure nominations can be made while working-from-home.

Training
1. Drop-In Training & Comprehensive Training has been cancelled for the time being. If you need assistance, reach out and web-based training can be scheduled. Online training is always available & is updated often.