Once the online Nomination Form is complete, you will be able to use the Nomination Dashboard to:

- Notify the Graduate Chair that the Nominations are ready for their sign-off (optional)
- Sign Off & Send the results to FGSR (mandatory)
- Bulk Reject unsuccessful Nominations or Applications (optional)

Procedure Sections:
Step 1: Nomination Dashboard
Step 2: Updating Statuses
Step 3: Notify Chair (optional) and/or Sign-Off the Nominations (mandatory)
Step 4: Bulk Reject (optional)

See Page 5 for Steps “At a Glance”

Step 1: Nomination Dashboard
The nomination dashboard allows you to track, rank and export your list of nominees. You also use this dashboard to select your nominees and alternates, and “sign off” on your choices to FGSR.
1. **SORT** by selecting the field you would like to sort the list by and click on Sort button
2. **SCROLL**: The list is dynamic and will expand based on student names and comment length, so you may have to scroll over using the arrows at the top of the page
3. **RANK**: Placeholders for your calculation of GPAs and Internal Rankings
4. **STATUS**: Use this field to trigger action for FGSR and/or students
5. **SIGN OFF?** When your decisions are final, indicate “Yes” in the Final Sign-off to send your decisions to FGSR. **Note who signed off in the Comments for FGSR.** FGSR requires that the person who approves all nomination be a departmental or faculty signing authority.

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**Step 2: Updating Statuses**

For nomination-only awards, there is *no* visibility for the student of your list or your status choices. For application-nomination awards, the student applicant would have visibility to several statuses. A status of “Departmental Review” or “Department Rejected” is not reviewed by FGSR. A signed-off status of “Nominated” or “Department Alternate” will be reviewed by FGSR.

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1. **Status**: There are 4 Statuses that will trigger different views to different users. Please see the chart below. To nominate a student to FGSR, select the status of “NOMINATED”.
2. **Update**: Click Update to save your choices after changing the status. This will make the status visible to FGSR and, potentially, to students.
<table>
<thead>
<tr>
<th>Status</th>
<th>FGSR will see a status of</th>
<th>Student will see a status of</th>
<th>FGSR will see a status of</th>
<th>Student will see a status of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Review</td>
<td>Department Review</td>
<td>No Visibility</td>
<td>Department Review</td>
<td>Under Review (Department)</td>
</tr>
<tr>
<td>Department Rejected</td>
<td>Department Rejected</td>
<td>No Visibility</td>
<td>Department Rejected</td>
<td>Unsuccessful (Department)</td>
</tr>
<tr>
<td>Department Alternate</td>
<td>Department Alternate</td>
<td>No Visibility-until FGSR Offers</td>
<td>Department Alternate</td>
<td>Under Review (Department)</td>
</tr>
<tr>
<td>Nominated</td>
<td>Nominated</td>
<td>No Visibility-until FGSR Offers</td>
<td>Nominated</td>
<td>Under Review (FGSR)</td>
</tr>
</tbody>
</table>

**NOTE:** FGSR will only process Applications with Statuses (Department Alternate and Nominated) that have been Signed Off and Sent to FGSR by the deadline.

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**Step 3: Notify Chair (optional) and/or Sign-Off the Nominations (mandatory)**

Depending on your internal processes, a Chair or delegate may sign off on all nominations in the GSMS system. Please maintain your internal processes and keep records, as required, of approvals.

Continue with step 1a if your Chair wishes to login to GSMS Sign Off on the nomination.

If a delegate has the authority to complete this process, please continue to step 1b. For example, an administrator may have delegated signing authority as an awards contact, and will Sign Off on the nomination in the GSMS system. So long as the department or faculty maintains an email, online or paper record of their Chair’s or delegate’s approval for nominations, that process is acceptable to FGSR.

The Notify Chair button will appear grey & unclicable if you do not have a “Chair” role set up in your unit.

Contact FGSR Awards if you have any questions about signing authority or a Chair’s role.
1. Once the Status have been set you can send your nominee(s) to FGSR:

   a. **If the CHAIR must authorize nominations:**
      i. Click on Notify Chair – a message screen will appear. Add a message for the Chair and send it to them.
      ii. The Chair will receive an email asking them to sign into the portal to see the intray message that you have sent.
      iii. The Chair can log in and, if they agree with the nomination results, they can change the Sign-off field to Yes and Click Update to save the entries. **This sends the *final* department results to FGSR.**

   b. **If the Chair has a DELEGATE** (i.e. a grad awards contact with designated signing authority) the online approval can be completed by that delegate:
      i. Export the list and have the Chair sign and date (if required)
      ii. **Note who signed off in the Comments for FGSR box.**
      iii. Set the Sign-off to Yes and Click Update. **This sends the *final* department results to FGSR.**

Only one of the two options above needs to be completed.
NOTE:

- Once the Sign-off is set to YES you cannot change the nomination.
- The Department will not be able to use the Sign-off function if the Award if a Department is nominating to a Faculty for a Faculty Award. The Faculty representative will do that step and will be able to view the department’s choices of Nominee and Alternate.

If you do not want to send any results to FGSR (i.e. no student fits the eligibility), you can:

a. Change the status of Sign-off to No & click Update. Please send an email saying that you have “No nominee” for that award to grad.awards@ualberta.ca
b. Leave all applications in Rejected or In Departmental Review status
c. Reject all applications via Bulk Reject (described below – optional)

Step 4: Bulk Reject (optional)

1. If you wish to reject many nominations/applications at once, set those as in a status of Department Rejected or Department Review & click on Bulk Reject.
2. All Applications with a status of Department Review and Department Rejected will appear on the consolidated list. Please review this carefully – this choice is not reversible.
3. Determine if you want to **Sign-off** and Send the FGSR the Rejected Nominations (optional – you do not have to send these unsuccessful results to FGSR).
4. Click on **Reject ALL to reject the selected applications** or **Cancel** to review.

**“At a Glance” Steps**

**Search and Review**
- Click Action "View" to open the nomination dashboard.
- Search for your student.

**Nomination Documents**
- Click "Add Nomination" to create the form.
- Fill out required fields and docs.
- Note who approved the nomination off in the "Comments for FGSR".

**Nominate and Sign Off**
- Click "Complete the Form" on Checklist and close.
- "Refresh" the Nomination Dashboard and set student status to "Nominated". Click Update.
- Select "YES" from "Sign-Off " drop-down and click Update again.
- This sends FGSR the nomination.