Once the online Nomination Forms are complete, you will be able to:

- Notify the Graduate Chair that the Nominations are ready for their sign-off (optional)
- The Chair or their Delegate Sign Off & Send the results to FGSR (mandatory)
- Bulk Reject Nominations or Applications that you will not be taking forward (optional)

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

Step 1: Use the Nomination Dashboard

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 GPA’s 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
Step 2: How to Update Statuses

1. **Nominations**: There are 4 Statuses that will trigger access to results

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>Nomination Award (Dept to FGSR or Dept to Fac)</th>
<th>Application/Nomination Award</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FGSR will see a status of</td>
<td>Student will see a status of</td>
</tr>
<tr>
<td>Department Review</td>
<td>Department Review</td>
<td>No Visibility</td>
</tr>
<tr>
<td>Department Rejected</td>
<td>Department Rejected</td>
<td>No Visibility</td>
</tr>
<tr>
<td>Department Alternate</td>
<td>Department Alternate</td>
<td>No Visibility-until FGSR Offers</td>
</tr>
<tr>
<td>Nominated</td>
<td>Nominated</td>
<td>No Visibility-until FGSR Offers</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.
Step 3: Notify Chair (optional) and/or Sign-Off the Nominations (mandatory)

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 the 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 Intry message you 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. 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.

2. 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)
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.

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.