Happy New Year!

As you begin to use GSMS this year, here is a quick refresher on the top questions we have received since our launch in Aug 2019.

**Supervisor Authorizations or References:**
- All authorizations (for renewals and select apps) and references are done online through the References/Authorizations tab of an application.
- You must fill out the name, email and due date for your supervisor/reference and hit Save. Then, you must Send the request.
- Your application is *not* complete until your authorization/reference is complete. You have to logout to allow them to complete the form.
- Log back in to check on your authorization/reference and complete your app (you won't get a message when the form is complete, but we are looking into adding this feature).

**What is Required in my Application?**
- You can always see what questions, documents, references etc. are required by reviewing the tabs at the top of the application, or by viewing the Checklist (this will also show you if something is mandatory, optional, or incomplete).
- If the questionnaire tab is empty (there are no questions), you can still submit.

**Have I submitted?**
- If your application says it is “In Progress” you have *not* submitted it to FGSR.
- Your authorization/reference being “complete” does *not* mean that you have submitted your application. Once the authorization/reference is complete, you must log in and click the Declaration and Submit on the Checklist page.
- The Submit button will not be visible until all mandatory areas are complete.
- Your application Status will change to “In FGSR Review” and your application will be read-only when you have submitted successfully.

**Messages from FGSR Awards:**
- Make sure to read all messages sent from FGSR Awards to you - there may be action required of you.
- Awards may “send back” and application to you for reasons of ineligibility or incompleteness - make sure to check on your application and read your messages before any deadline to make sure there isn’t more work for you to do!

**Links to Training and Resources:** [https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources](https://www.ualberta.ca/graduate-studies/awards-and-funding/award-resources) & Help: grad.awards@ualberta.ca