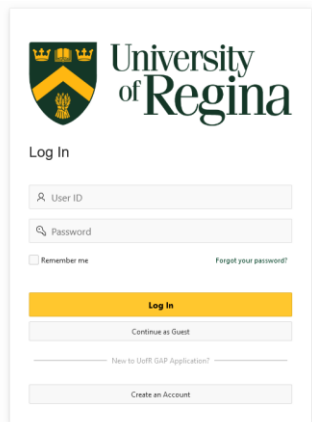


## How to Register in the Graduate Awards Portal (GAP):

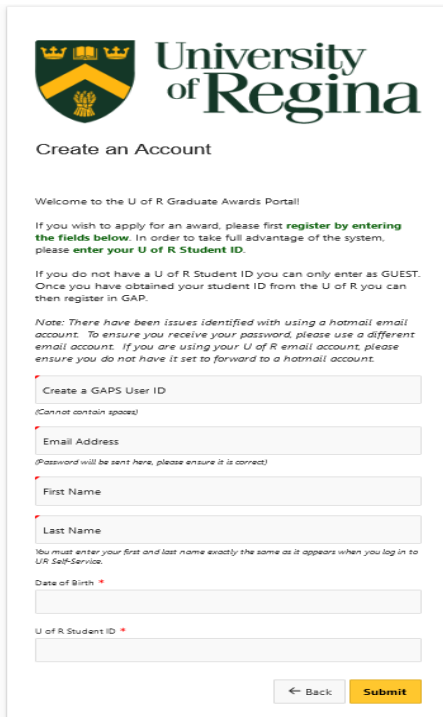
In order to apply for University of Regina graduate scholarships or awards, you will need to register in the scholarship application system, Graduate Awards Portal (GAP). To do so, begin by clicking on the grey **Create an Account** button on the bottom right.



The screenshot shows the login page for the University of Regina Graduate Awards Portal. It features the university's crest and logo at the top left. Below the logo, the text "Log In" is displayed. There are two input fields: "User ID" and "Password". A "Remember me" checkbox is located below the password field, and a "Forgot your password?" link is to its right. A yellow "Log In" button is positioned below the input fields. Below the button, there are links for "Continue as Guest" and "New to UoR GAP Application?". At the bottom, there is a "Create an Account" button.

You will have to create a GAP User ID. Use something you will not forget. If you get a message that the User ID is already in use, please select a different User ID.

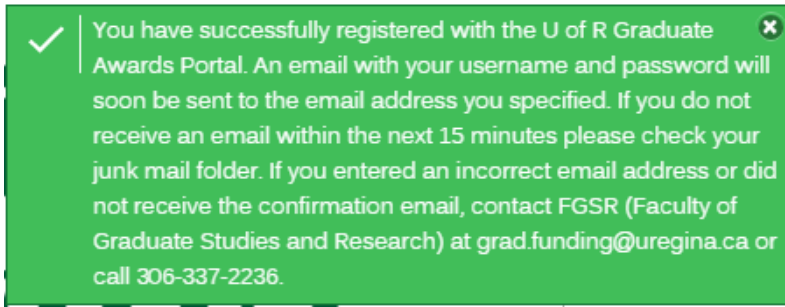
Type in your preferred email address in the **Email Address** field. This is very important that you type it accurately, as your temporary password and all other notifications will be sent to you via this email, once you are registered in GAP.



The screenshot shows the "Create an Account" page for the University of Regina Graduate Awards Portal. It features the university's crest and logo at the top left. Below the logo, the text "Create an Account" is displayed. The page includes a welcome message and instructions for registration. There are several input fields: "Create a GAPS User ID", "Email Address", "First Name", "Last Name", "Date of Birth", and "U of R Student ID". A "Submit" button is located at the bottom right, and a "Back" button is to its left. The "Email Address" field has a red asterisk and a note: "(password will be sent here, please ensure it is correct)". The "Date of Birth" field has a red asterisk. The "U of R Student ID" field has a red asterisk and a note: "You must enter your first and last name exactly the same as it appears when you log in to UR Self-Service."

Enter your first and last names in the appropriate fields. Make sure to enter them exactly as they appear when you log in to UR Self-Service. Enter your date of birth and your U of R Student ID #. All of this information must match your UR Self-Service information, or you will get an error message when you try to submit.

You should receive this *success registration message* once you click on submit.

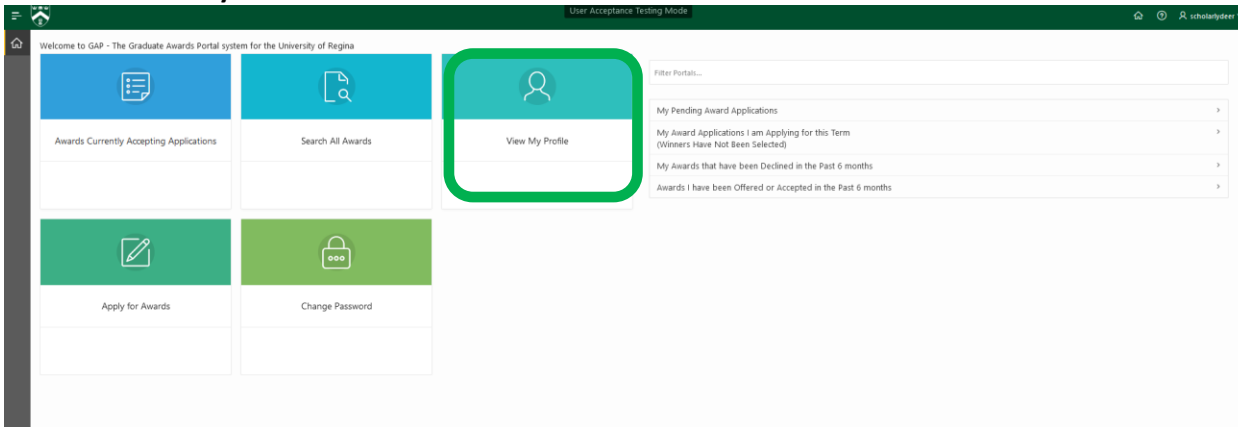


Check your email for your registration correspondence. It will contain the User ID you registered with, a temporary password and a link to login to GAP. Once you have reset your password and logged in successfully, you can view awards and start your student profile.

## Student Profile Wizard:

Before you can apply for a scholarship/awards, you will need to setup your Student Profile. GAP provides students with a unique Student Profile page, where you can update at any time, your scholarships/awards held, publications/presentations and your research/study proposal. You will not have to add this information with every application. You will just simply log into GAP and update your Student Profile and add any **new** information, before you start your new scholarship application.

Now click **View My Profile**



## Step 1: Student General Profile

Here you can view your Student ID, Program Information and your Customer Relationship Management (CRM data). Click the down arrow on the right hand side of the screen opposite the students name to bring up CRM information. This information is all pulled from you UR Self-Service. If you see any information that is incorrect, log into UR Self-Service to correct it, as you cannot correct your personal information on GAP. Click the yellow **Next** button to continue to Step 2 of the Student Profile.

Student General Profile

Awards Scholarship Held

Research or Study Proposal

Publications and Presentations

Disclaimer

Next >

General Profile

Status  
In Progress

This page contains information required for current students to apply for PGSR Scholarships and Awards.  
Please ensure your student profile information is entered correctly in UR SELF SERVICE in order to be updated here in GAP.  
- To view a list of Awards, click the Home button above and then select the View All Awards Icon from your Home Page.

Student Information

Student ID

Aboriginal Status

Program Information

GPA

Degree Program

Faculty

Department

Visa Type

First Term Registered in Current Program

grad.funding@uregina.ca

## Step 2: Awards/Scholarships Held

On this page, you can enter any previous Awards Held. Select **Yes** if you would like to enter previous award(s), or select **No** if you have no previous Awards Held.

Student General Profile

Awards Scholarship Held

Research or Study Proposal

Publications and Presentations

Disclaimer

Next >

Awards Held

For this section, start with the most recent scholarship or award held. For each scholarship received, list period held, institution it was held at and the amount.

Please know that any changes to your Awards Held, must be updated in your Student Profile.

If you make changes on a specific scholarship application to your Awards Held, that will NOT be saved in your student profile.

Review information on this form click the **Next >** button on the right to proceed.

Do you have any Scholarships or Awards Held?  
Please do not include stipends and salary as they are not scholarships, but work.

Yes No

When you click **Yes**, then you can fill in the details required for the scholarship. If you wish to add further awards, click on **'Add other Awards Held'** button. Then enter the information for your award in the boxes.

The screenshot shows a progress bar at the top with five steps: Application, Main Scholarship Awards, Publications and Presentations, Awards Held (current), and Research or Study Proposal. A yellow 'Next >' button is visible in the top right corner. Below the progress bar, the page title is 'Awards Held' with a help icon. The main content area contains instructions: 'For this section, start with the most recent scholarship or award held. For each scholarship received, list period held, institution it was held at and the amount. Please know that any changes to your Awards Held, must be updated in your Student Profile. If you make changes on a specific scholarship application to your Awards Held, that will NOT be saved in your student profile. Review information on this form click the Next > button on the right to proceed.' Below this is a question: '\* Do you have any Scholarships or Awards Held? Please do not include stipends and salary as they are not scholarships, but work.' with 'Yes' and 'No' radio buttons. The 'Yes' button is selected. Underneath is a section titled 'Awards Held' with a plus sign in a box. A single award is listed: 'Dr. Ken Probert Memorial Scholarship'. To its right are three dots for deletion. The award details include: 'Is the Scholarship or Awards Held (Internal or External)?' with 'Internal' selected; 'Name of Scholarship' as 'Dr. Ken Probert Memorial!'; 'Institution Held At' as 'University of Regina'; 'Period Held' as '03-Sep-2018'; and 'Amount (\$)' as '\$2,100.00'. At the bottom of the award entry is a yellow button that says '+ Add another Awards Held'.

If you need to remove one of the records, click on the three dots in the right hand corner of the award and click on delete. Then click on the yellow disk save button on the right hand side top of the screen

Click the yellow **Next** button to move to Step 3 in the Student Profile.

### Step 3: Research or Study Proposal

On this page, you choose your Program Route selection in the drop down box, ie. Course-based, Thesis, Project, Co-op etc., it is important that you choose the correct program route.

The screenshot shows a progress bar at the top with five steps: Student General Profile, Awards Scholarship Held, Research or Study Proposal (current), Publications and Presentations, and Disclaimer. A yellow 'Next >' button is visible in the top right corner. Below the progress bar, the page title is 'Research or Study Proposal' with a help icon. The main content area contains instructions for 'Course-Based Students' and 'Research-Based Students'. Below this is a note: 'Please know that Award applications will be adjudicated by academics from a wide variety of fields and therefore the description of your research should be intelligible to non-specialists, as well as specialists. Please present your research in easy to understand language, for all reviewers.' Below this is a question: 'Review information on this form click the Next > button on the right to proceed.' Underneath is a section titled 'Research Information' with a dropdown menu for 'Program Route Selection'. Below the dropdown is a text area for 'Research or Study Proposal Description (The proposal should not exceed one typed page) MUST be completed in order to be considered for this award\*'. At the bottom of the page is a note: 'Please know that you MUST HIT SUBMIT in Step 1, in order for this application to be submitted. If you do not, it sits PENDING until you submit and will not be considered for review.'

Then type or copy and paste your Research or Study Proposal in to the text box. **Please know that your proposal should not exceed one typed page, approximately 500 words.** Please know that all students are to fill in this section.

Then click on the yellow Next button to go to *Step 4: Publications*

## Step 4: Publications and Presentations

On this page, if you have publications to note, answer ‘Yes’ and then fill in the required details. If you need to ‘Add another Publication Type’, click on the Add button and fill out your Publication record information with your new details. **Please copy and paste ALL LIKE types together in the same box.**

If you have no Publications, select No and click Next Step to continue to *Step 5: Disclaimer.*

The screenshot shows a progress bar at the top with five steps: Student General Profile, Awards Scholarship Held, Research or Study Proposal, Publications and Presentations (current step), and Disclaimer. A yellow 'Next >' button is on the right. Below the progress bar is a section titled 'Publications and Presentations' with an information icon. It contains instructions: 'Please list all publications, presentations, performances and/or exhibitions completed, beginning with the most recent.', 'Please copy and paste ALL LIKE types together.', 'Please know that any changes to your Publications/Presentations/Contributions must be updated in your Student Profile.', 'If you make changes on a specific scholarship application to your Publications/Presentations/Contributions, that will NOT be saved in your student profile. When available, include web links and/or DOI (digital object identifier) to the publications and presentations.', and 'Review information on this form click the Next > button on the right to proceed.' Below this is a question: '\* Do you have any Publications or Presentations?' with 'Yes' and 'No' radio buttons. The 'Yes' button is selected. Underneath is a 'Publications' section with a '+' icon. It features a 'Listing of your Publications and Presentations' box with a dropdown menu set to 'Refereed Full Journal Articles'. Inside this box, there is an information icon and the text 'Refereed Full Journal Articles: These include published or accepted articles. If the article is accepted, please note the manuscript number.' Below this is a large text input field with a placeholder 'jessica' and a 'Draft saved.' button. At the bottom of the form is a yellow button: '+ Add another Publications and Presentations'.

## Step 5: Disclaimer

On the Disclaimer page, this step outlines the University of Regina's Privacy Policy that must be agreed to, in order to submit an Award Application. You can then submit your student profile and return to the home screen. Any required fields on previous steps must be completed or your Student Profile will not be submitted.

**\*\*YOU WILL NOT BE ABLE TO APPLY FOR SCHOLARSHPS until your Student Profile is complete.\*\***

Progress bar: Student General Profile (✓), Awards Scholarship Held (✓), Research or Study Proposal (✓), Publications and Presentations (✓), Disclaimer (●) [Next >]

### Disclaimer

**Privacy Statement:**

- The University of Regina collects and creates information about students (personal information) under the authority of the University of Regina Act and in accordance with the The Local Authority Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act, for purposes of admission, registration, and other decisions on students' academic status, and the administration of the University and its programs and services. Some of this information may be disclosed to the relevant students' society and alumni association, and will be reported as required by federal or provincial authority. Information regarding the admission of current high school students may be shared with the student's current high school as needed. Any misrepresentation may be shared with other post-secondary institutions. By enrolling in courses at the University of Regina, students consent to the collection, use, and disclosure of personal information as described in the Declaration and Consent section.
- Once an award has been granted, the University of Regina may disclose certain information to the donor of the award, University of Regina External Relations, provincial funding organizations and/or University of Regina Academic Departments/Faculties and Colleges as set out in the Declaration and Consent section.
- If you are the recipient of a scholarship, your name and photograph may be used for promotional purposes as set out in the Declaration and Consent section.
- If you have any questions about the collection, use and disclosure of your personal information by the University of Regina, please contact: Faculty of Graduate Studies and Research, Centre for Kinesiology, Health & Sport, Room 227, 3925 Goldenrod Loop, University of Regina, Regina, SK S4S 0A2, 306.585.4161.
- I declare that I am submitting true and accurate information in my student profiles and in my funding application(s).
- I understand that the material I am submitting may be vetted for originality by using Turnitin, or another platform.

By selecting 'Yes' you are indicating your understanding of and agreement to the University of Regina Policy's - Freedom of Information and Protection of Privacy and Graduate Calendar - Freedom of Information statements. If any point was not clear to you it is your responsibility to seek clarification from the Faculty of Graduate Studies and Research, Centre for Kinesiology, Health & Sport, Room 227, 3925 Goldenrod Loop, University of Regina, Regina, SK S4S 0A2, 306.585.4161.\*

Yes No

Submit Student Profile

Once you have submitted your Student Profile, you are now ready to apply to any open competitions.  
GOOD LUCK!!!

When you decide to **update your Student Profile** Click on the **View My Profile** icon on your home screen Then in the top right hand corner you will have to click on **Update Student Profile**.

Status: Active

Update Student Profile

Then you will be able to make your changes to your Student Profile.

Once you are done you will have to go to **Step 5 Disclaimer** and click on the **Submit Student Profile** button. If you miss this step you will not be able to apply for scholarships until you resubmit your Student Profile.