How to search for Awards

If you already know the name of the award you would like to view you can simply type the name of the award, or part of the award name, into the search bar at the top and click “Go”.

To view the criteria of the award, click on the name of the award.

This first screen you see will likely be the most useful. It shows the specific eligibility and criteria for the award and the official award write-up.

You can see a tree menu on the left hand side. Most of this information, such as faculty or program of study for the award, will be outlined in the eligibility screen you are currently viewing.
The application and selection branch provides details on how to apply for the award. In order to apply for awards, you need to be logged into SAMS as a registered user. There is a link provided in the How to Apply section.

To search for another award, click the “Back to Inquiry” button.

**Filtering Award Lists – Option 1: Column Header**

If you are hoping to do a more general search of the U of R awards and scholarships there are ways to narrow down your search by particular criteria. One option is to click on the titles across the top header and select the criteria you would like to filter on.

A drop down menu should appear that contains all the criteria values in that column.

Select criteria you are searching for. For example, the highlighted Arts filter above will find awards that are open only to Arts students.
Note: This filtering method limits you to those awards that are only open for that exact criteria. To find awards that may be open to students from more than one faculty (ex: Arts and Science) you can use the filter options from the Action Bar to do a wider search.

**Filtering Award Lists – Option 2: Actions Button**
The “Actions” button to the right of the search bar is also useful for narrowing down your search.

For example, if you are a Business student wanting to view all awards and scholarships specifically for Business students you can use the “Actions” button to do so. After choosing “Filter” from the “Actions” button, change the “Column” drop down to *Faculty of Study*, change the “Operator” to *contains* (rather than equals =) and type *business* into the “Expression” field. This will ensure that all awards that are open to Business students will be found. Click “Apply”.

![Actions Button](image.png)

![Filter Input](image.png)
Filtering Awards Lists – Option 3: Magnifying Glass

Click on the magnifying glass icon and select the criteria you would like to filter on from the drop down menu.

Type what you are searching for in Search Bar.

Click “Go”.

Click “Go”.

Click “Go”.