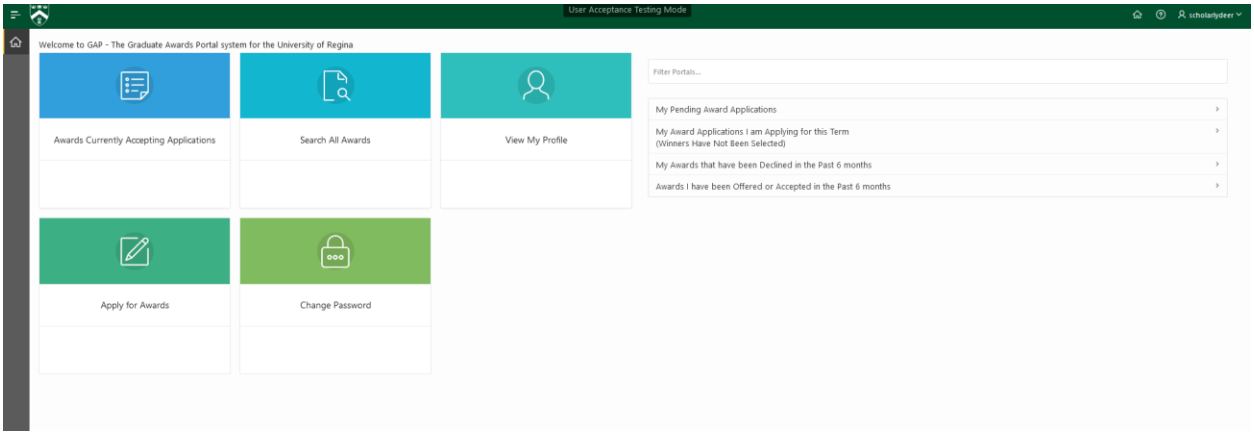
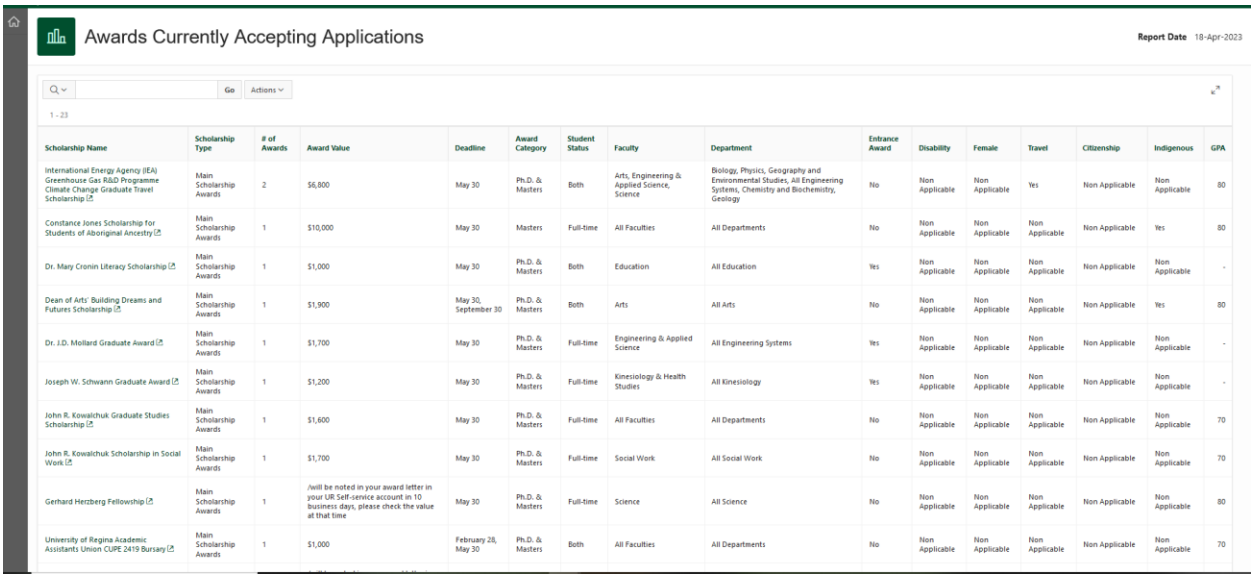
How to Apply for Scholarships in GAP:

Once you have created your GAP account and setup your **Student Profile**, you are now ready to start applying for Scholarships/Awards that are currently accepting applications.

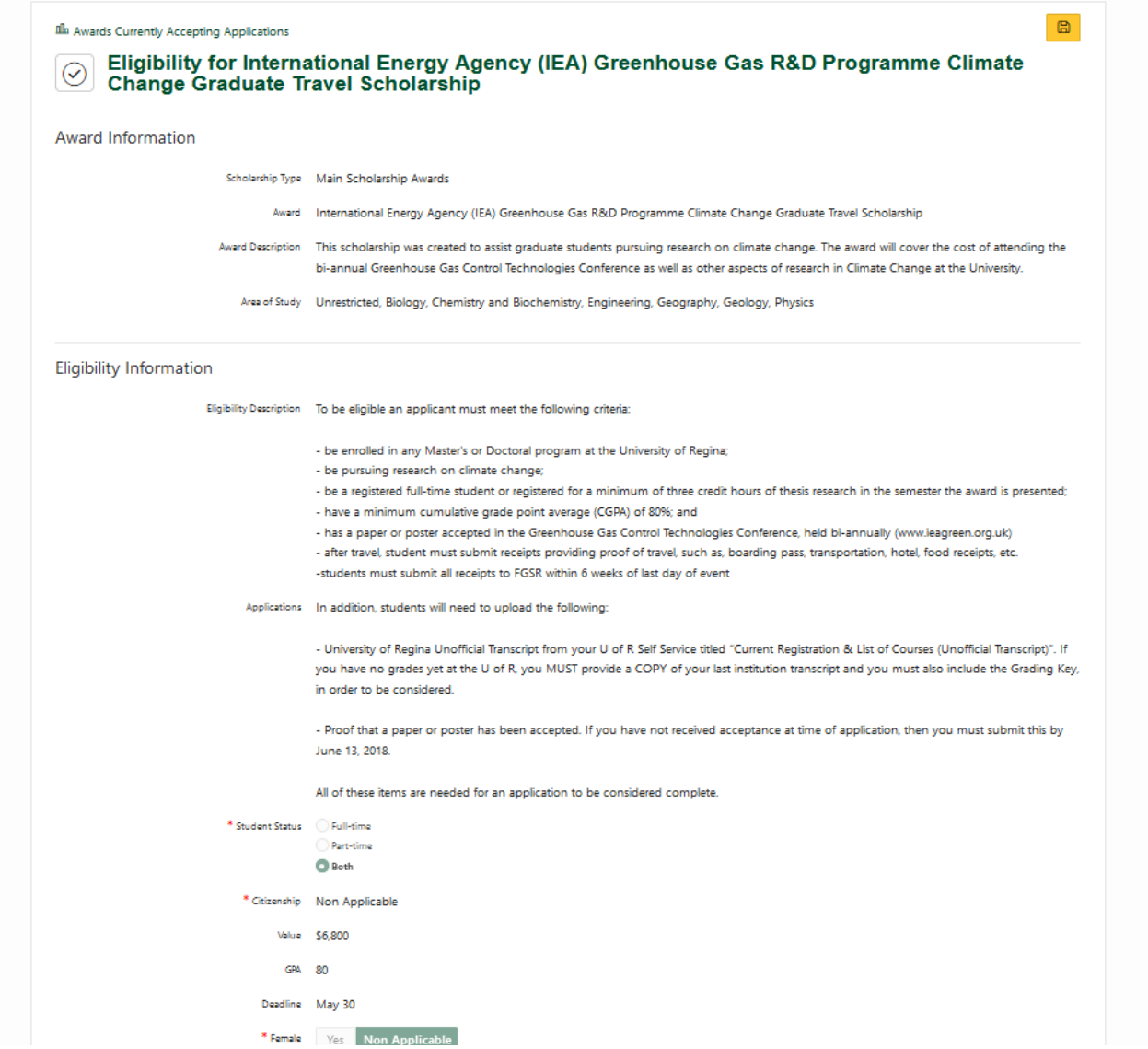
You can view scholarships that are currently accepting applications by clicking on the icon **Awards Currently Accepting Applications.**



You will be able to view the eligibility of the scholarships by clicking on the green scholarship name on the left hand side of the screen.



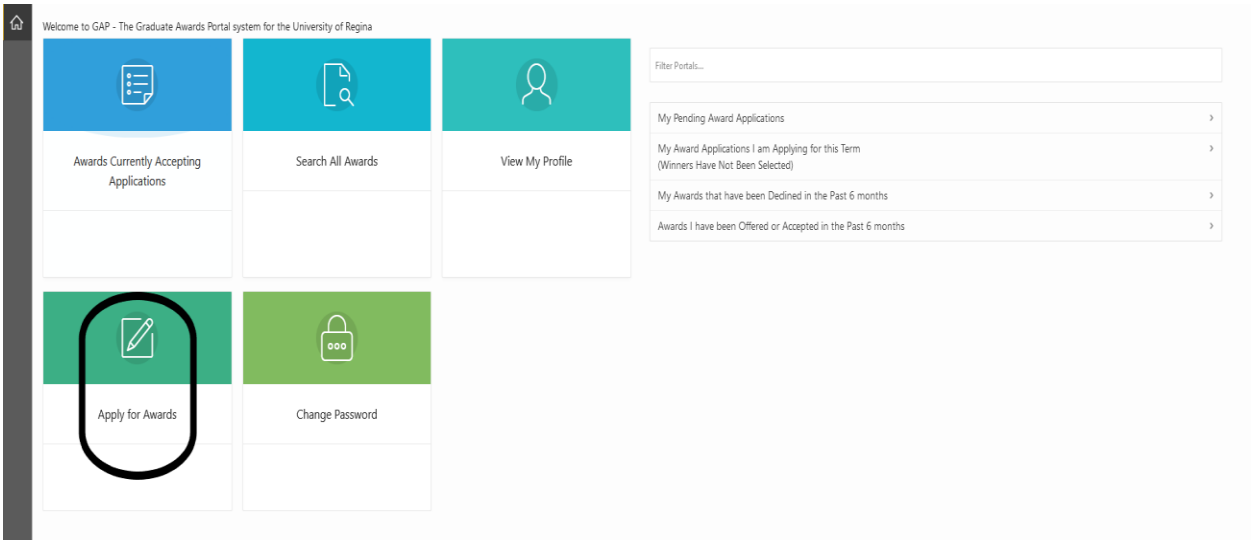
On the eligibility screen below, it will give the award description and all of the required information for you to determine whether or not you are eligible for the award. Please ensure you read the eligibility requirements carefully. ***Please know you must be fully eligible for each scholarship before applying, or you will be disqualified from that specific competition in which you are ineligible.***



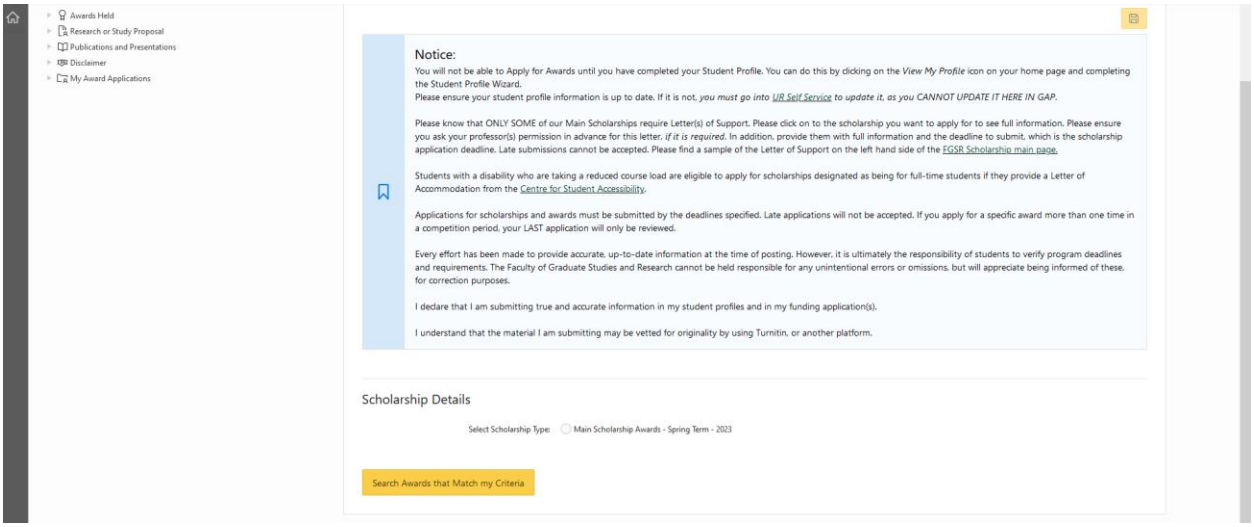
To get out of the eligibility screen at the top left hand corner click on ***the Awards Currently Accepting Applications*** green words to take you back to the list. Once you have viewed the awards and have determined which ones you would like to apply for, click on the **house** icon at the top left hand side of the page and it will take you back to your home page.

Before proceeding to apply for awards always make sure that your **Student Profile** is up to date as this information carries into your application. You would click on **View my Profile** to look at the student profile.

To apply for awards click on the icon **Apply for Awards.**

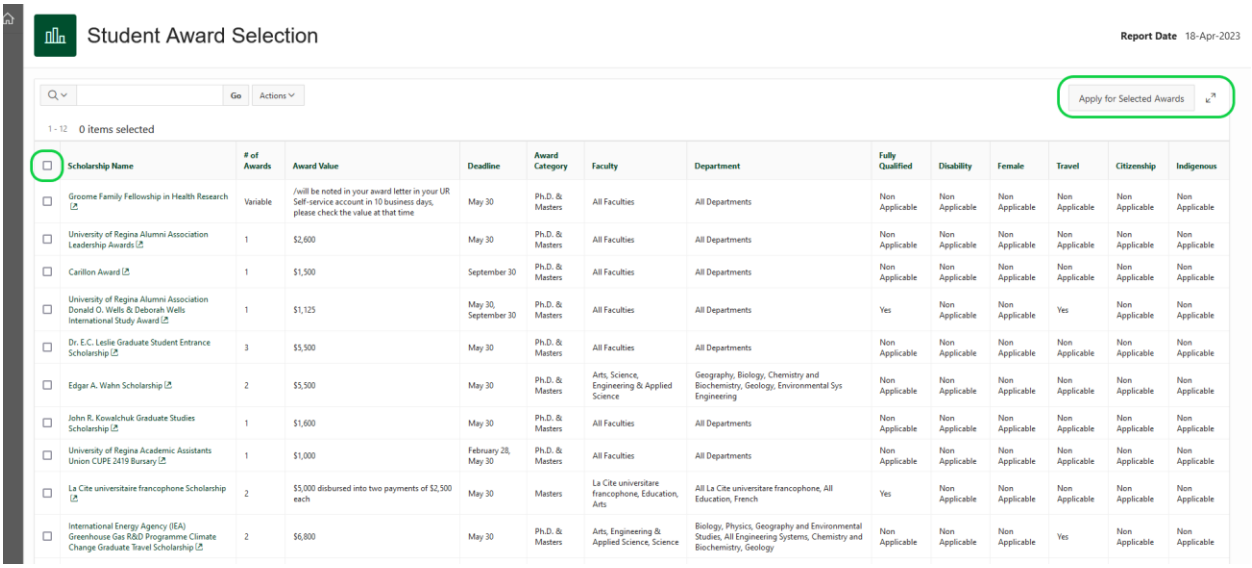


This page is where you are going to choose whether you are applying for one of the **Main Scholarships**, or a **Graduate Travel Award.**



Once you make this selection then click on the yellow disk button to save your selection and then click on the yellow **Search Awards that Match my Criteria.**

To choose the awards that you want to apply for, tick off the box on the left hand side beside the Scholarship Name column that you would like to apply for. You can choose more than one scholarship to apply for at a time. Then go to the top right hand side of the screen and click on **Apply for Selected Awards.**



Scholarship Name	# of Awards	Award Value	Deadline	Award Category	Faculty	Department	Fully Qualified	Disability	Female	Travel	Citizenship	Indigenous
Groome Family Fellowship in Health Research	Variable	/will be noted in your award letter in your UR Self-service account in 10 business days, please check the value at that time	May 30	Ph.D. & Masters	All Faculties	All Departments	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
University of Regina Alumni Association Leadership Awards	1	$2,600	May 30	Ph.D. & Masters	All Faculties	All Departments	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
Carillon Award	1	$1,500	September 30	Ph.D. & Masters	All Faculties	All Departments	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
University of Regina Alumni Association Donald O. Wells & Deborah Wells International Study Award	1	$1,125	May 30, September 30	Ph.D. & Masters	All Faculties	All Departments	Yes	Non Applicable	Non Applicable	Yes	Non Applicable	Non Applicable
Dr. E.C. Leslie Graduate Student Entrance Scholarship	3	$5,500	May 30	Ph.D. & Masters	All Faculties	All Departments	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
Edgar A. Wahn Scholarship	2	$5,500	May 30	Ph.D. & Masters	Arts, Science, Engineering & Applied Science	Geography, Biology, Chemistry and Biochemistry, Geology, Environmental Sys Engineering	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
John R. Kowalchuk Graduate Studies Scholarship	1	$1,600	May 30	Ph.D. & Masters	All Faculties	All Departments	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
University of Regina Academic Assistants Union CUPE 2419 Bursary	1	$1,000	February 28, May 30	Ph.D. & Masters	All Faculties	All Departments	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
La Cite universitaire francophone Scholarship	2	$5,000 disbursed into two payments of $2,500 each	May 30	Masters	La Cite universitare francophone, Education, Arts	All La Cite universitare francophone, All Education, French	Yes	Non Applicable	Non Applicable	Non Applicable	Non Applicable	Non Applicable
International Energy Agency (IEA) Greenhouse Gas R&D Programme Climate Change Graduate Travel Scholarship	2	$6,800	May 30	Ph.D. & Masters	Arts, Engineering & Applied Science, Science	Biology, Physics, Geography and Environmental Studies, All Engineering Systems, Chemistry and Biochemistry, Geology	Non Applicable	Non Applicable	Non Applicable	Yes	Non Applicable	Non Applicable

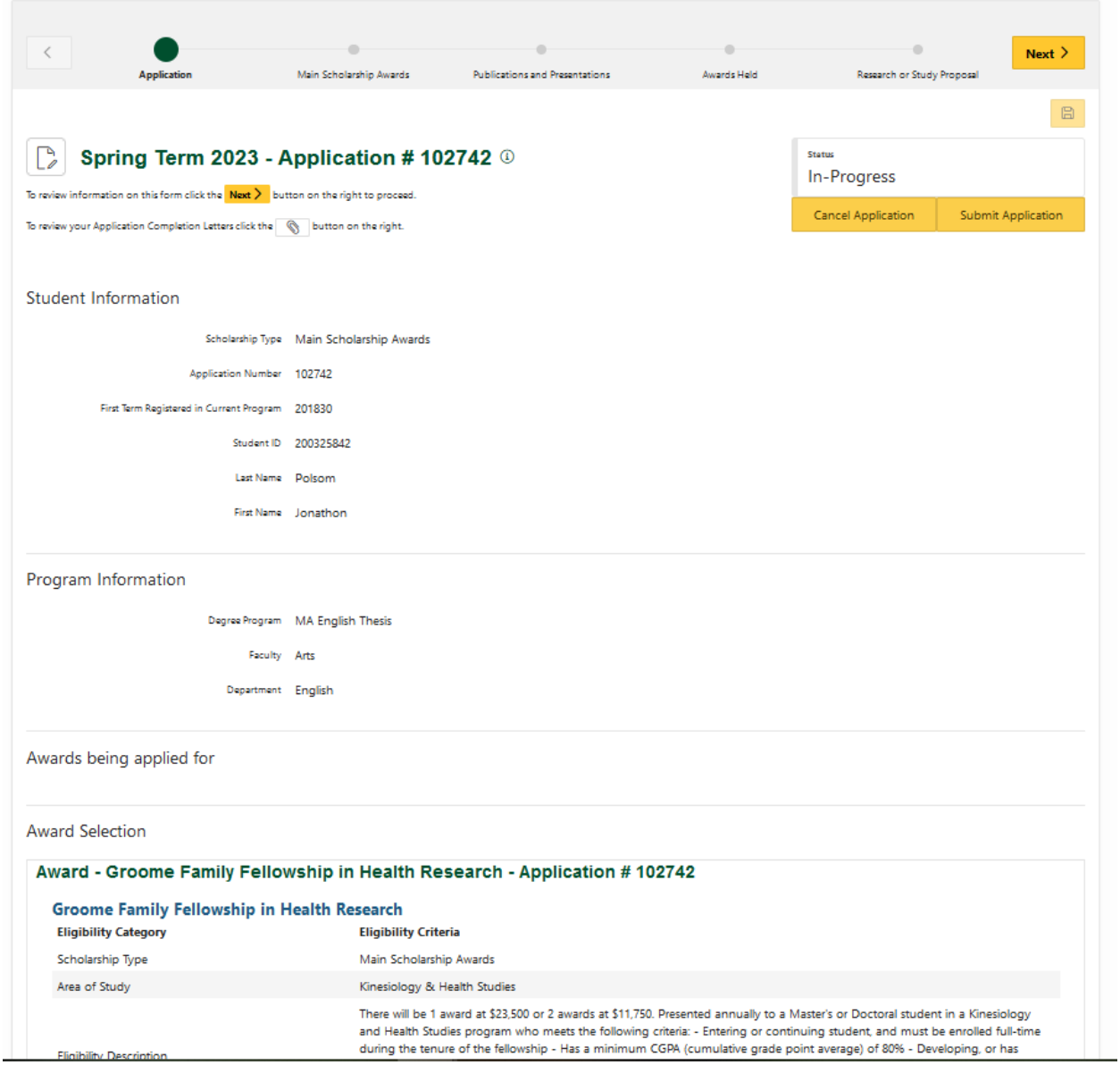
This will take you to your application wizard.

Application Wizard Step by Step

Step 1 – Application

In Step 1 it will show you the eligibility of all of the scholarships that you have chosen to apply for.

There are a few things to note at the top of the screen that are important to your application. On the top left hand side, it will tell you which competition it is and your application number, ie. ***This application number is very important to remember.*** If you have any issues with your application, we must have this number in order to check details for you.



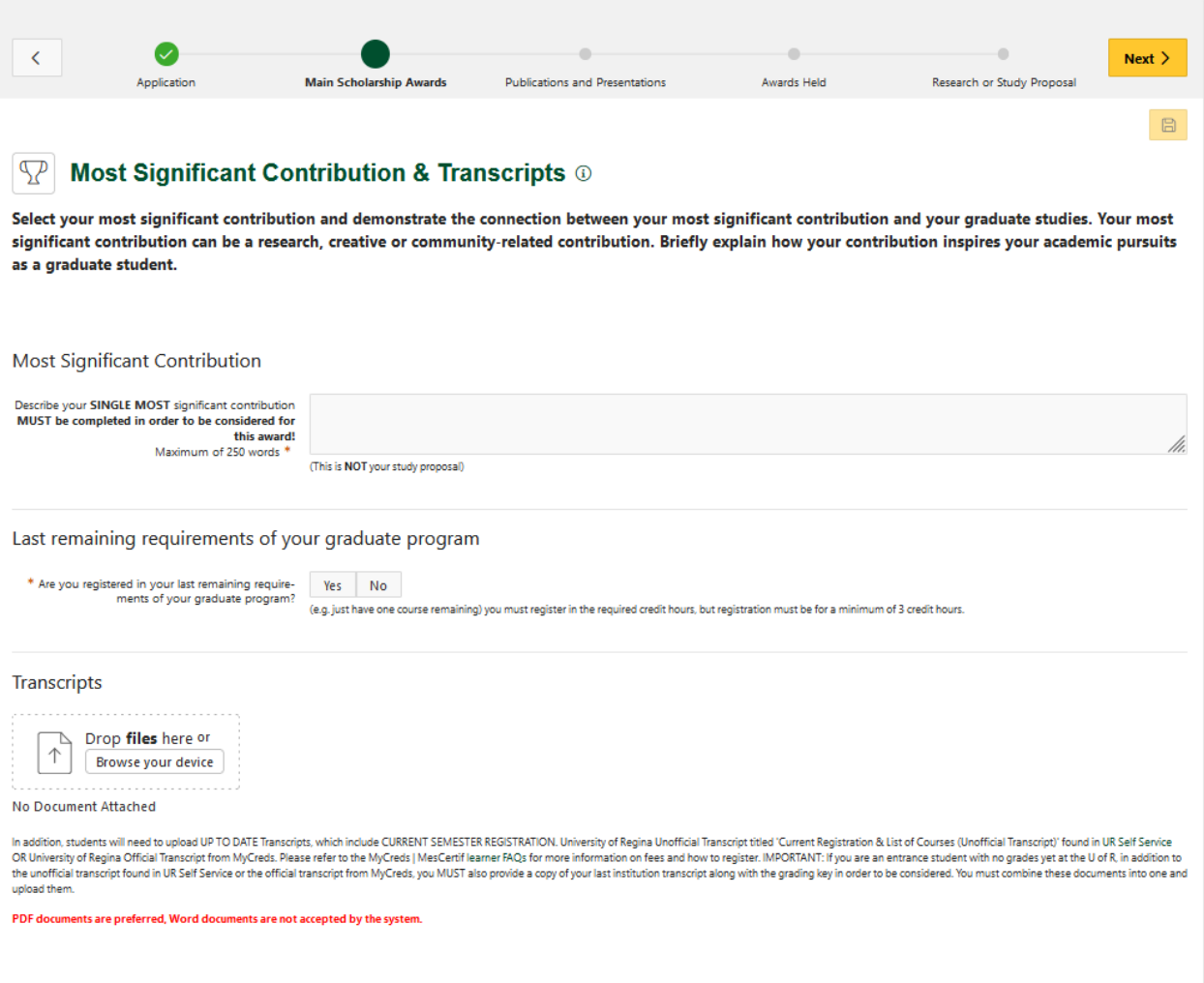
Also on the top right hand side you will see your application status. When you are filling out your application, your status will say that it is **In-Progress.** This will change to **Submitted** once you have completed all of your application and you click on the **Submit Application** button. ***This is very important that after you have completed all steps that you go back into STEP 1 - Application and click on the Submit Application. If you do not submit it we cannot review your application.***

You will also notice that there is a **Cancel Application** button. You can choose to cancel your application at any time during this process before you click on the **Submit Application** button.

You can now click on the yellow **Next** button on the top right hand side of the page to continue to move through the wizard.

Step 2 – Main Scholarship Awards

This is where you will enter your **Most Significant Contribution & Transcripts**. You may copy and paste into this field if you choose to. Please note that this is not your study proposal. Select your most significant contribution and demonstrate the connection between your most significant contribution and your graduate studies. You most significant contribution can be a research, creative or community-related contribution. Briefly explain how your contribution inspires your academic pursuits as a graduate student.



You will also upload your transcript here. Please upload the following:

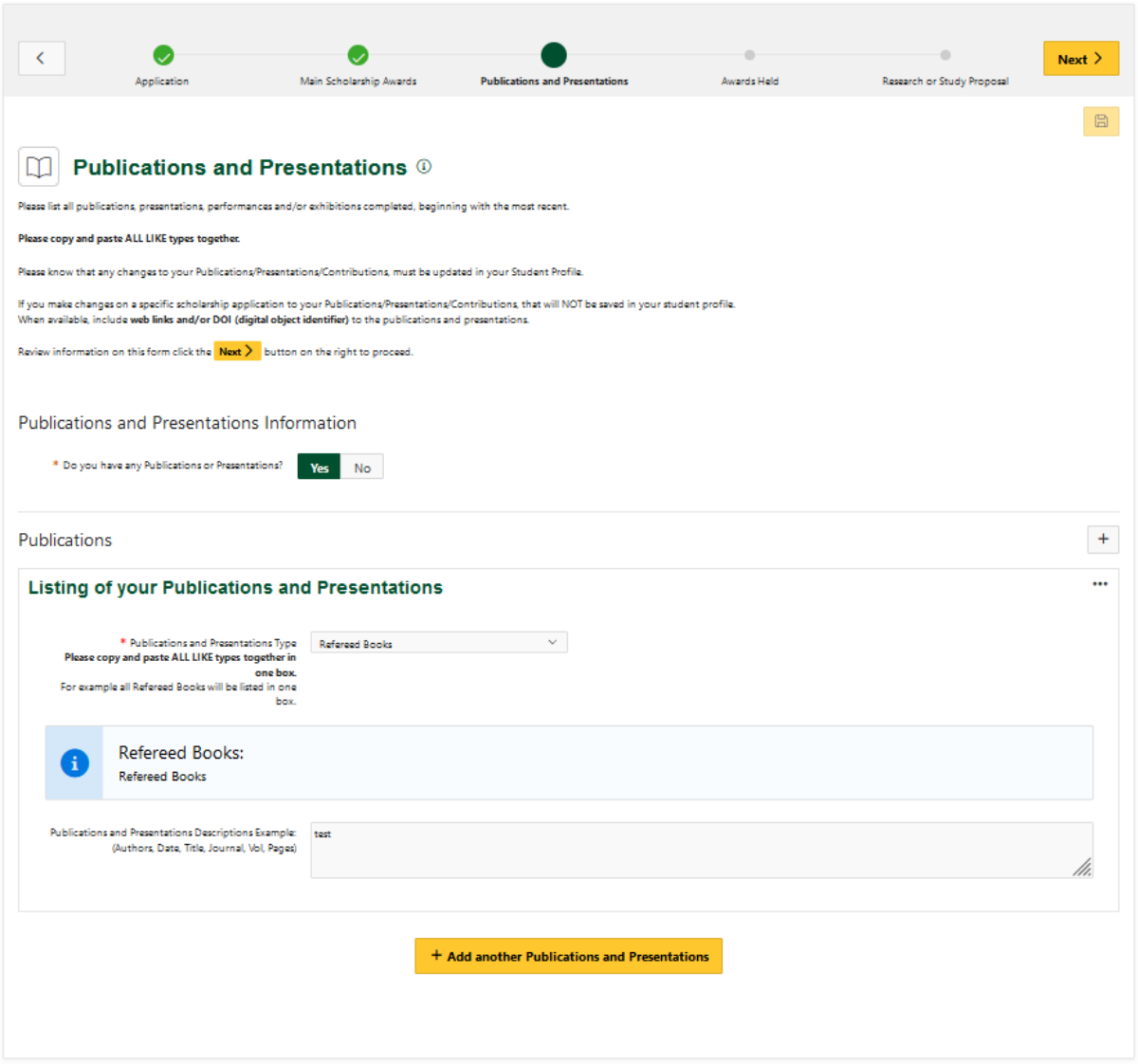
University of Regina Unofficial Transcript titled "Current Registration & List of Courses (Unofficial Transcript)" found in UR Self Service. **OR** you can attach your official transcript from MyCreds. Please refer to the **MyCreds™ | MesCertif™** learner FAQs for more information on fees and how to register. ***If this is your first semester at the University of Regina*** with no grades yet, in addition to the unofficial transcript found in UR Self Service *or* the official transcript from MyCreds, you MUST also provide a copy

of your last institution transcript along with the grading key in order to be considered. **You must combine these documents into one and upload them.**

Click the yellow **Next** button at the top right hand side of the page nd it will save your progress and move you onto **Step 3.**

Step 3 –Publications and Presentations

If you entered publications in your Student Profile they will show up here. If you do not have any Publications, then you can click on **No.** If you want to add another Publication that is the same type as some of the other ones you have already listed **please copy and paste it into the same box**. If it is a new type you can click on the on the yellow **Add another Publication Type** and then fill in the information in the boxes. *Please make sure that all like publications and presentations types are copy and pasted together in the same box. Only use the type from the drop down box once and then copy and paste all like types together.*

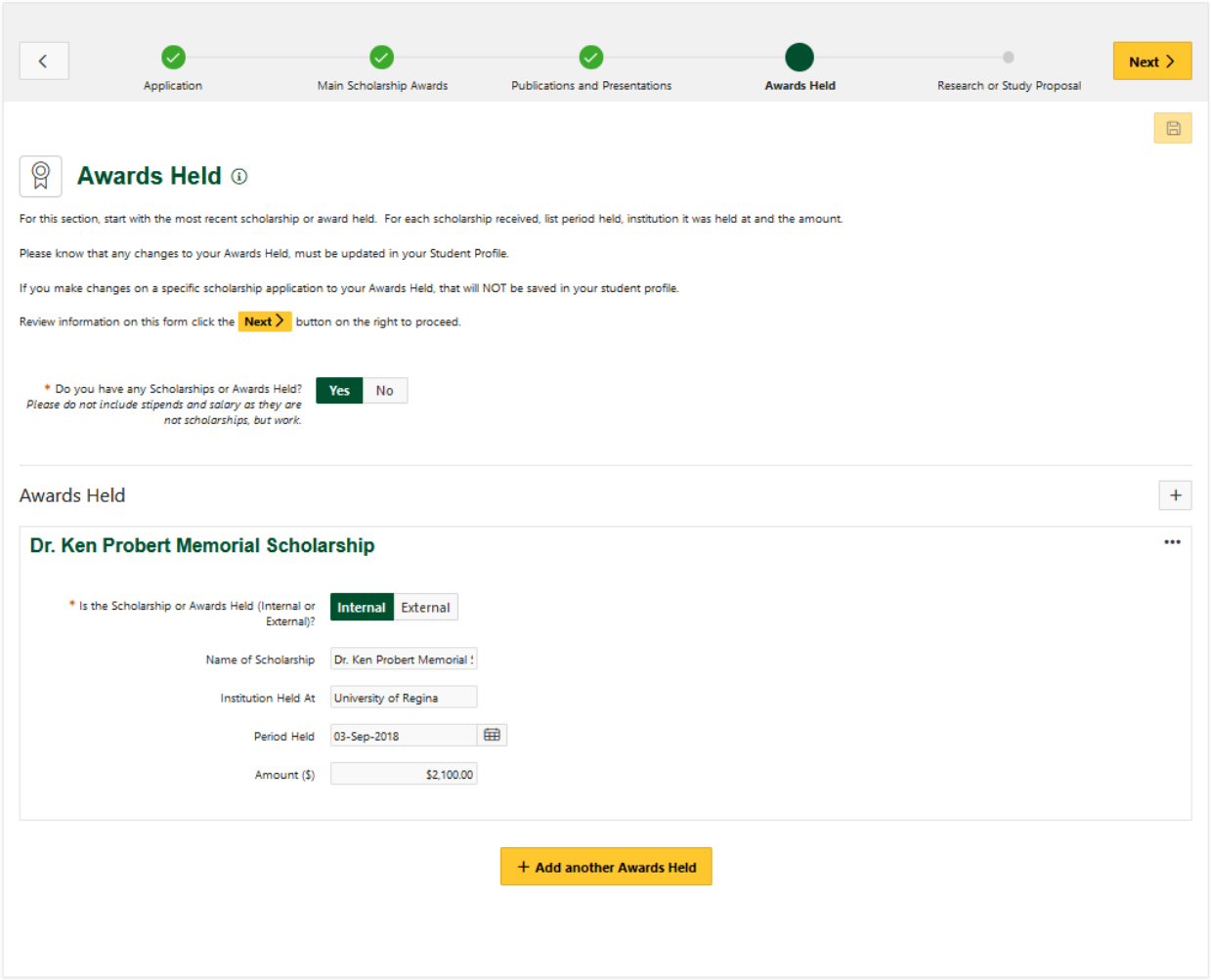


Please know that if you add a new publication here, it will not be saved to your Student Profile. It will only be part of this specific application. If you want your addition/change to remain on your GAP profile, please add it to your Student Profile in GAP.

Click o the yellow **Next** button on the top right hand side and it will save your progress and move you onto **Step 4.**

Step 4 – Awards Held

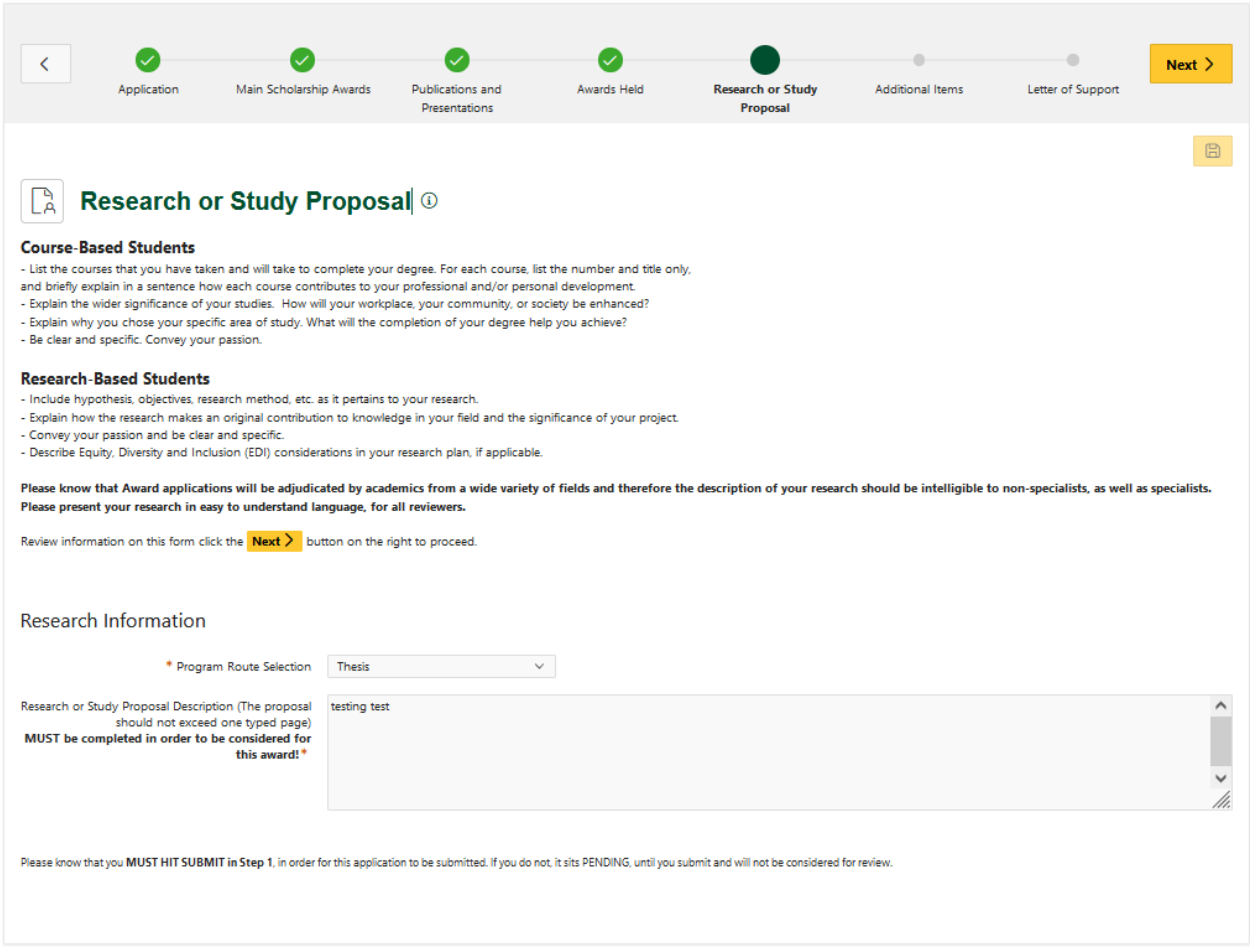
If you entered Scholarships/Awards held in your Student Profile, they will show up here. If you do not have any Scholarships/ Awards Held, then you can click on **No**. If you want to add another Scholarship or Award to the list, you can click on the yellow **Add another Awards Held** and then fill in your information. ***Please know that if you add a new Awards Held here in your application it will not be saved to your Student Profile. It will only be part of this application. If you want it to remain on your GAP profile, please add it in to your Student Profile in GAP.***



Click yellow **Next** button on the top right hand side of the page and it will save your progress and move you onto **Step 5.**

Step 5 – Research or Study Proposal

In your Student Profile you would have entered your Research or Study Proposal. It will pull this information in from your Student Profile. ***Please know if you make any changes in this screen it will not change in your Student Profile. If you want it to remain on your GAP profile, please add it in to your Student Profile in GAP.***

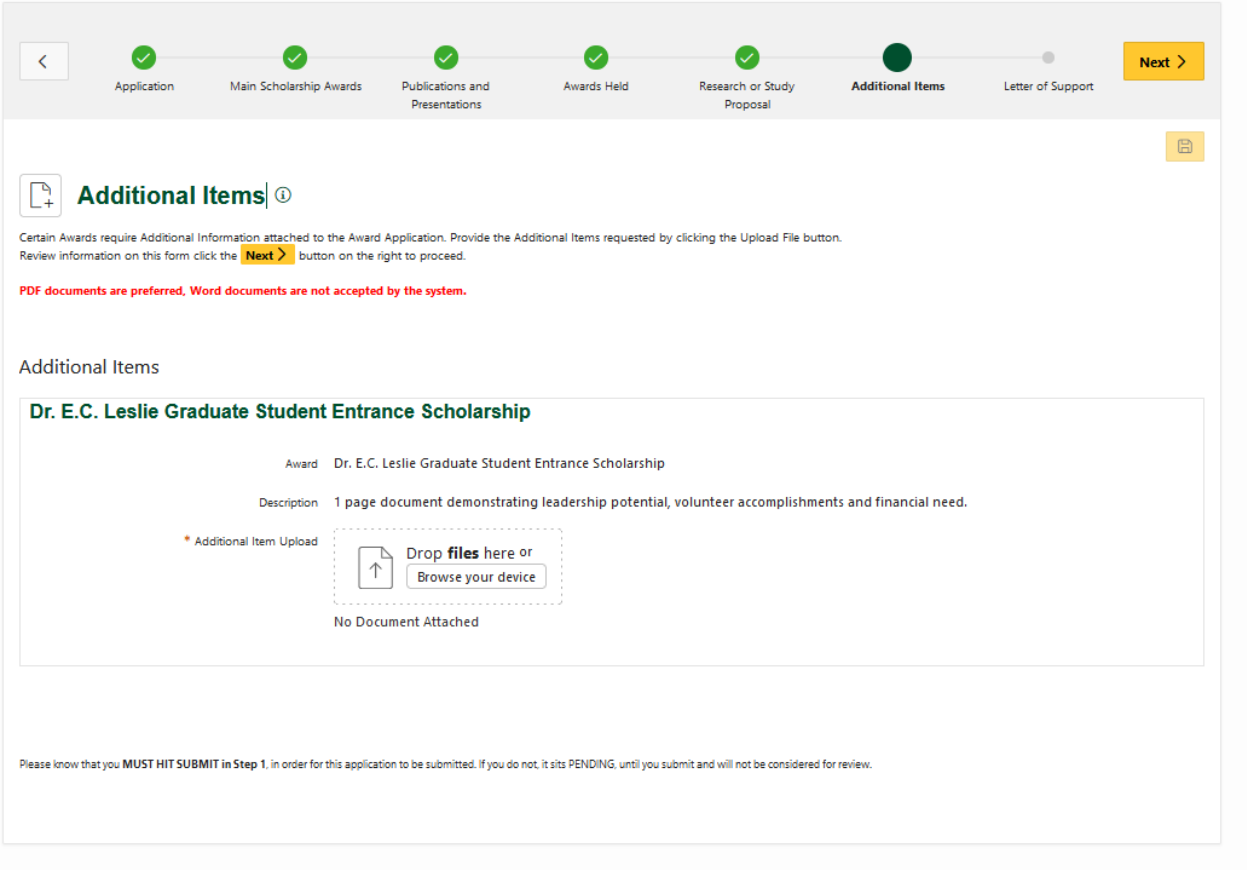


Click on the yellow **Next** button on the top right hand side of the page and it will save your progress and move you onto **Step 6.**

Step 6 – Additional Items

Certain awards/scholarships will require Additional Items. It will give you a description of the additional item required. Then you can click on the **Browse your device** to add a document.

If you are adding in a financial needs statement, in your statement please tell us your story as to WHY or the nature of your financial need.

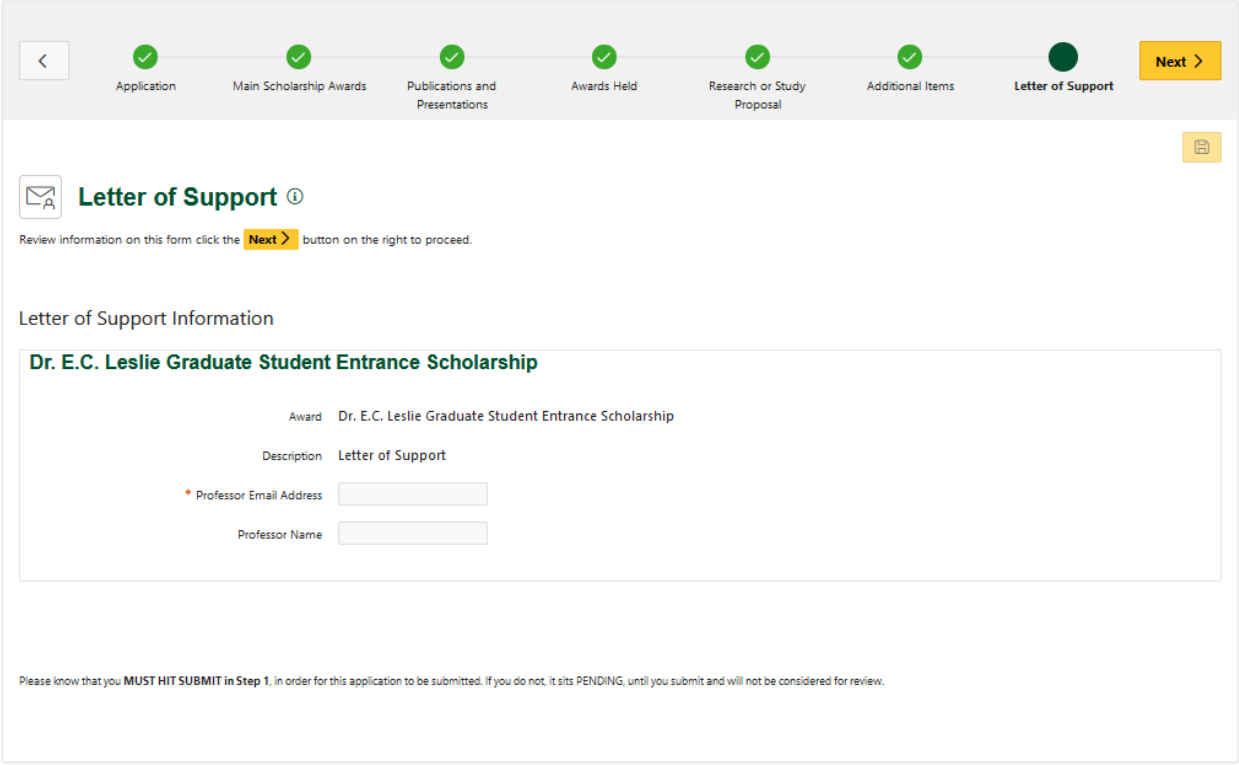


Click yellow **Next** button on the top right hand side of the page and it will save your progress and move you onto **Step 7.**

Step 7 – Letter of Support

Please know that SOME of our Main scholarships will require a **Letter of Support**. Please know that some scholarships may require more than one Letter of Support and it will be noted in the **Description** if it is **Letter of Support 1, 2 or 3**, for that award. **Please read the eligibility criteria in the award/scholarship to see if one is required.**

The **Award Name will be listed and will** tell you which scholarship the letter of support is for. Then you will enter the Professors' email address, the Professor's name.



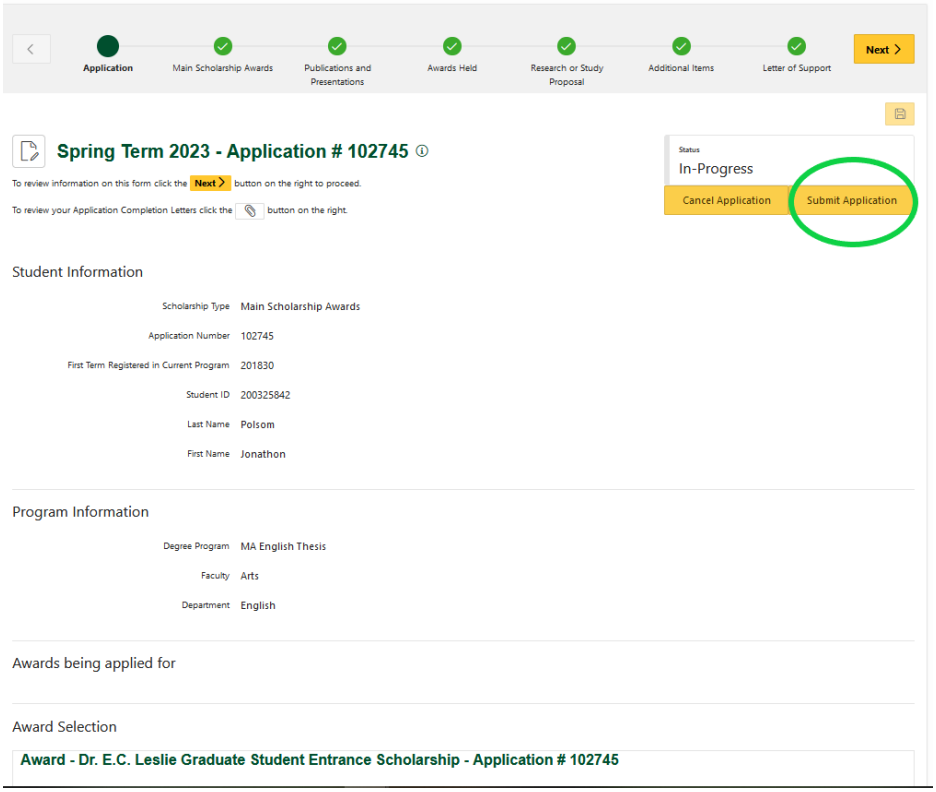
We recommend that before you even submit your application that you ask your professor if they will be willing to provide you with a Letter support.

An email will be sent to your professor requesting a Letter of Support for you, once you submit your application. Once we receive your Letter of Support **by email** from your professor, we will attach it to your application in the GAP system.

Submitting your Application

Once you have entered all of your information, then click on the yellow **Next** button, and it will take you to back to **Step 1 – Application**. Now that your application is complete, you should click on the **Submit Application** button at the top right hand side of the page in order to complete your application process. If you do not click **Submit Application**, your application will simply sit on your account and not be sent forward for review/consideration.

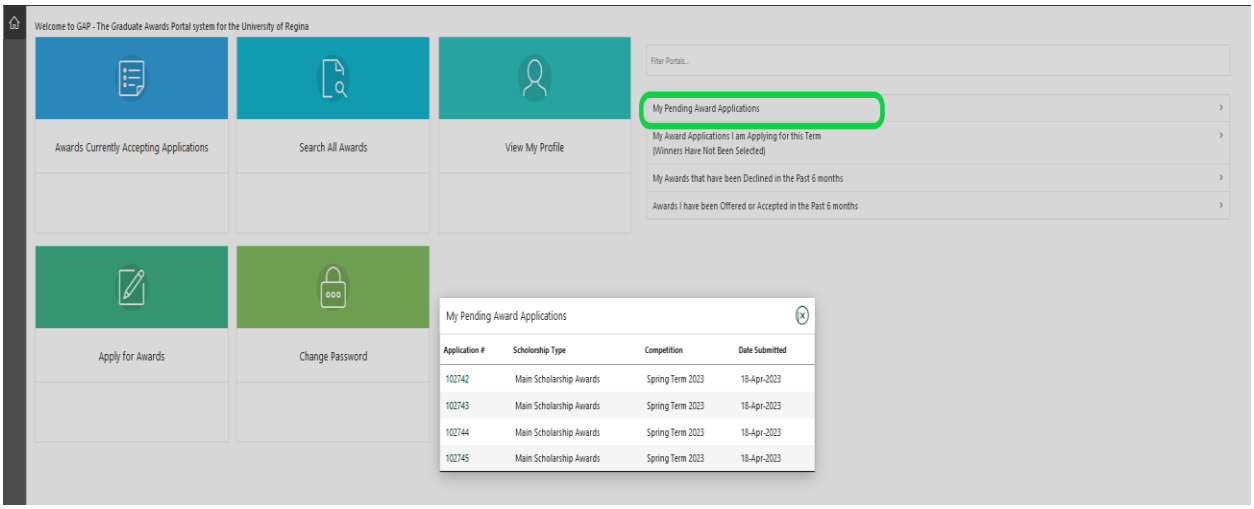
Once you submit your application you will receive an email that your application has been successfully submitted. Your **Application Number** will be noted on this email. ***Please make sure you keep your Application # handy, because if you have any questions regarding your application, we will require this number to look into your inquiry for you.***



Alternately if you are not yet ready to submit your application please know that your progress has been saved as you have gone through the steps. You can close out of GAP or click on the **house** at the top let hand side of the screen to go back to your home screen.

To Go Back into a Saved In Progress Application

To go back into an application that is In Progress on the right hand side in the orange bars click on the plus sign beside ***My Pending Award Applications*** then a popup box will come up listing you pen ding application. Click on the **green application #,** this will take you back in to your application so you can finish your application and submit.



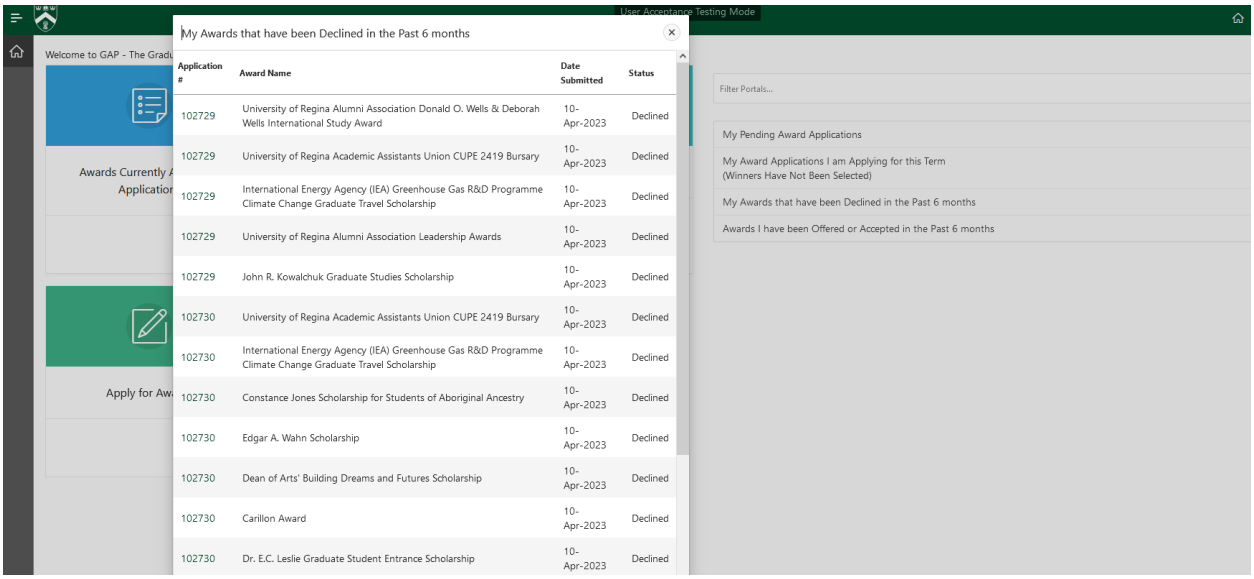
Checking the Status of your Application AFTER Submission

Now that you have submitted your application, you will have to wait for the adjudicators to review the applications.

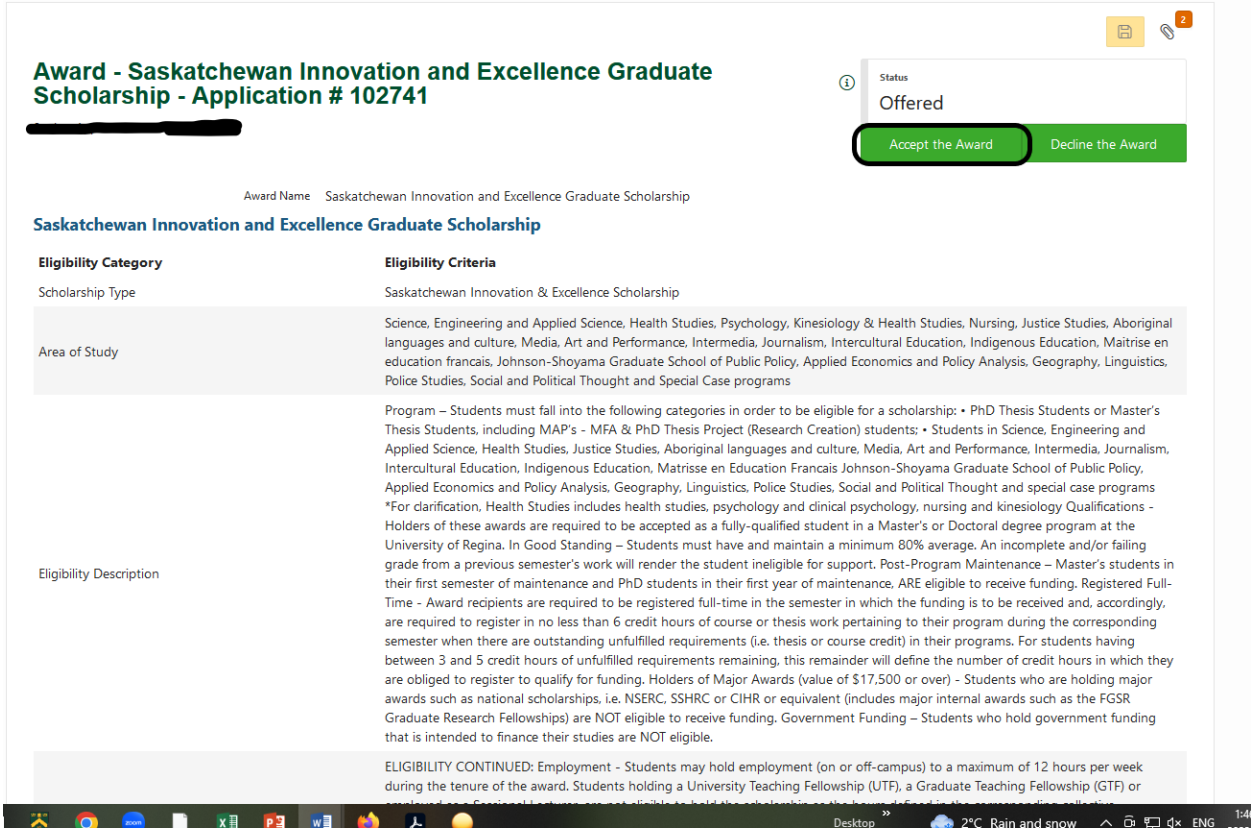
When the adjudication period is done you will receive an email notification titled **Award Competition Completed Notification**. It will tell you to log into GAP and check the results of the competition.

When you log back into GAP, on the right hand side of the screen you will need to look under two statuses for your success and regrets letters.

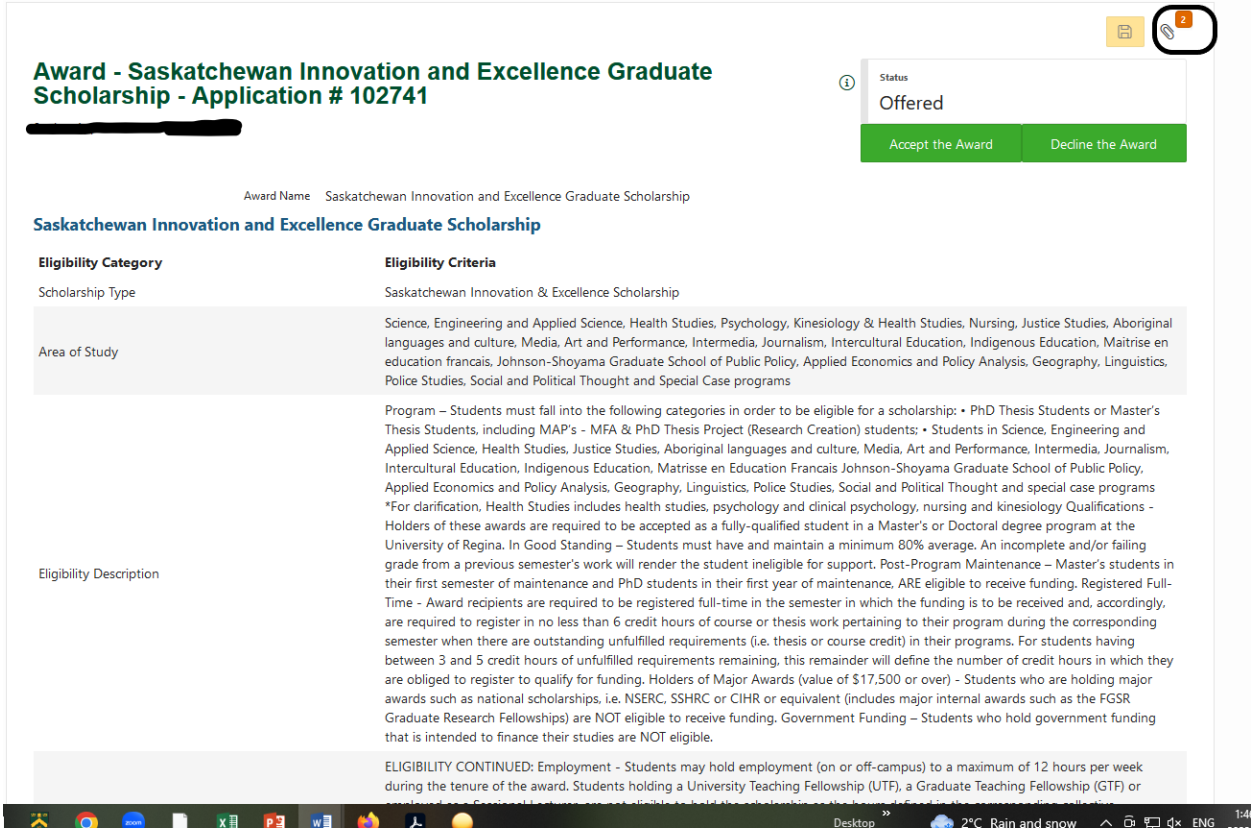
My Awards that have been Declined in the Past 6 Months this is for scholarships that you were not successful in. When you click on this header you will get a popup that will show you the Application #, Award Name, Date Submitted and Status. If you click on the **green application #** it will take you into the screen where you will find your regret letter. Click on the **paper clip** button on the top right hand side of the screen. Then click on the Regret letter file in there and it will bring up your letter in PDF form.



The other header to check is ***Awards I have been Offered or Accepted in the Past 6 months*.** This is where you will find the awards/scholarship that have been **offered** to you. You will click on this header and you will get a popup that will show you the Application #, Award Name, Date Submitted and Status. If you click on the **green application #** it will take you into the screen You will click on this bar and it will show you the Application #, Award Name, Date Submitted and Status. The first status you will see will be **Offered**. You will have to click on the blue ***application #*** and then either **ACCEPT** the award or **DECLINE** the award/scholarship. You will not see the letter in the Files folder until you have **ACCEPTED** the award/scholarship.



After you have accepted the offer on the top right hand side of your application click on the paper click button to view your success letter in PDF format. **Please know that we cannot make any payments until you have accepted the award/scholarship.**



We hope you found these step by step instructions helpful. If you have feedback on how we can make this document more user friendly, we are happy to hear from you at grad.funding@uregina.ca

Best of luck in with the application process!