



How to Register in 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.

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.

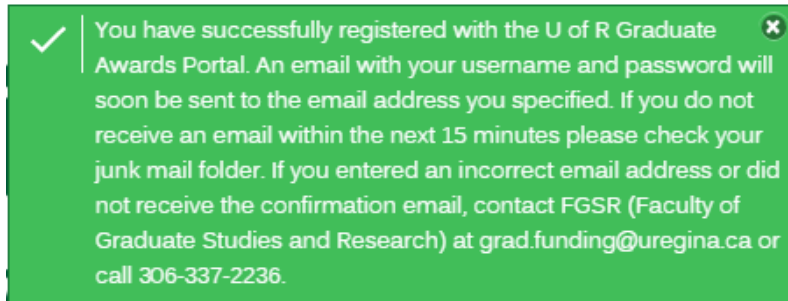
Type in your preferred email address in the **Email Address** field. This is very important that you type it accurately, as your temporary password and all other notifications will be sent to you via this email, once you are registered in GAP.

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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, FORMAT DD-MON-YYYY and your U of R Student ID #. 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.

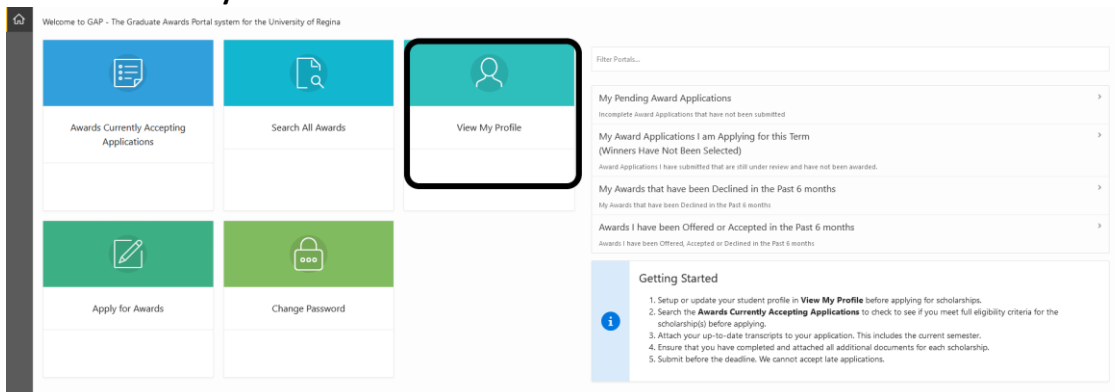


Check your email for your registration correspondence. It will contain the User ID you registered with, a temporary password and a link to login to GAP. Once you have reset your password and logged in successfully, you can view awards and start your student profile.

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**



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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.

Step 2: Awards 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.

When you click **Yes**, then you can fill in the details required for the scholarship. If you wish to add further awards,

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click on 'Add other Awards Held' button. Then enter the information for your award in the boxes.

Awards 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.

Awards Held Information

Do you have any Scholarships or Awards Held? Yes No
Please do not include stipends and salary as they are not scholarships, but work.*

Awards Held

Is the Scholarship or Awards Held (Internal or External)?*	Internal	External
Name of Scholarship	UR Graduate Scholarship	
Institution Held At	University of Regina	
Period Held	06-Jan-2025	
Amount (\$)	\$1,000.00	

+ 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. **You do not need to worry about the date order of the scholarships as they will be sorted properly on the reviewer's application 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. (Picture next page)

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Student General Profile Awards Scholarship Held **Research or Study Proposal** Publications and Presentations Disclaimer **Next >**

Research or Study Proposal

Course-Based Students

- List the courses that you have taken and will take to complete your degree. For each course, list the number and title only, and briefly explain in a sentence how each course contributes to your professional and/or personal development.
- Explain the wider significance of your studies. How will your workplace, your community, or society be enhanced?
- Explain why you chose your specific area of study. What will the completion of your degree help you achieve?
- Be clear and specific. Convey your passion.

Research-Based Students

- Include hypothesis, objectives, research method, etc. as it pertains to your research.
- Explain how the research makes an original contribution to knowledge in your field and the significance of your project.
- Convey your passion and be clear and specific.
- Describe Equity, Diversity and Inclusion (EDI) considerations in your research plan, if applicable.

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.

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

Research Information

Program Route Selection

Research or Study Proposal Description (The proposal should not exceed one typed page)
MUST be completed in order to be considered for this award!

Please know that you **MUST HIT SUBMIT** in Step 1. In order for this application to be submitted. If you do not, it is PENDING until you submit and will not be considered for review.

Do not copy and paste into this text box, there could be hidden characters. These hidden characters will take up space and the information you have copied will not be complete. After saving if you see a “...” then your information will not be there for us to evaluate. 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 and Presentations*.

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 put 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**.

(Picture next page)

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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 SCHOLARSHIPS until your Student Profile is complete.****

(Picture next page)

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Student General Profile Awards Scholarship Held Research or Study Proposal Publications and Presentations Disclaimer

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!!!

To Update your Proposal after you have submitted

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.