

# Graduate Student Award Authorization (GSAA) Form

## Helpful Handout for PI and Budget Officer

- I. You will receive an email from Grad Funding if you are listed as the PI or Budget Officer of a fellowship award given to a student. The email will contain a link for you to log onto OnBase, which is the electronic database system used by the Graduate Division.

Dear | Professor X

Graduate Student Award Authorization (GSAA) 1042898 for | Graduate Student pending your review as PI.

**GSAA Summary**

Student: | Graduate Student  
Period of Support: Summer-1819  
Award: Childcare Reimbursement Award  
Total: \$1,650.00

Please approve or deny this form within 2 business days.

To access this form, please follow the link below. It will direct you to the OnBase document management system used by the Graduate Division. Please use your UCM Net ID and password to log in. By default, your UCM Net ID will display in all capital letters, so do not turn on your Caps lock. Your password will be case sensitive so proceed to enter as you would normally.

<https://UCMERCED.onbaseonline.com/1801AppNet/Workflow/WFLogin.aspx?LifeCycleID=126&QueueID=221&DocID=1042898>

If you receive an error when clicking on the link above, copy and paste the URL into **one of the following supported browsers**.

Browser	Version
Google Chrome	57 and newer
Microsoft Edge	EdgeHTML 14 and newer
Mozilla Firefox	52 and newer
Mozilla Firefox ESR	52
Microsoft Internet Explorer	11
Apple Safari	9.1.x, 10.0.x, 10.1.x, 11.0.x, 11.1.x

Click on the blue hyperlink. If it doesn't work, copy and paste the link to a new browser.

- II. Log in using your UCM credential (Single Sign-On)

ucmerced.onbaseonline.com/1801AppNet/Workflow/WFLogin.aspx

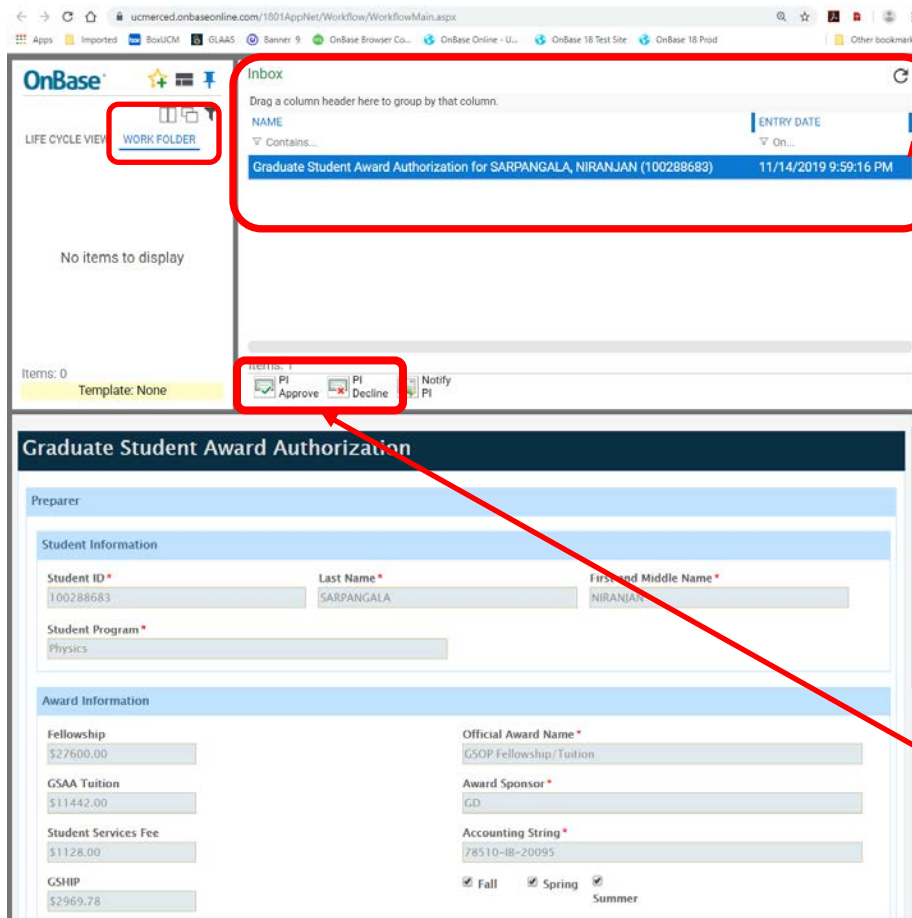
UNIVERSITY OF CALIFORNIA  
MERCED

CMOUA  
\*\*\*\*\*  
Login

Powered by  
OnBase  
by Hyland

Your username will display in all Caps. Do not turn on Caps lock.

III. After you log in, it will take you to your **Work Folder** for that specific GSAA form.



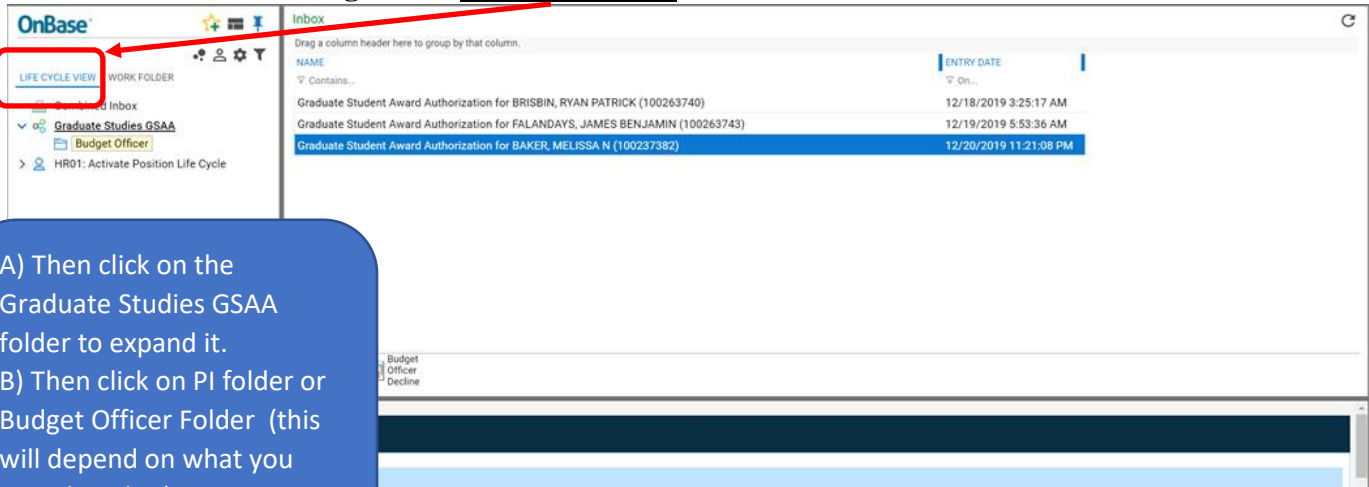
Click on the form to review. It will highlight in blue and display in the lower half of your browser.

Scroll down to see the entire form.

After reviewing the form, select **PI Approve** if you agree with the award information.

Select **PI Decline** if the award information is incorrect and needs to be changed.

**Note: If you have multiple forms to review, you can see them all in one place by going out of your Work Folder and clicking on the Life Cycle View folder.**



A) Then click on the Graduate Studies GSAA folder to expand it.  
B) Then click on PI folder or Budget Officer Folder (this will depend on what you were listed as).

**All the forms that need your review and approval will display on the right side of your screen. This will allow you to access the forms that you have not taken any action on without having to go back to each email and log into each one. You can only review and approve one at a time.**

- IV. After you make your selection, the form will disappear from your inbox. There is no further action needed and an email confirmation will be sent to you.



To exit the form completely click on the **X button** in the upper right hand corner of your browser.