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 using your UCM Single Sign-on username and password. OnBase is the electronic database system used by the Graduate Division.

Example Email

Dear Faculty Name,

Graduate Student Award Authorization (GSAA) 1068913 for Graduate Student pending your review as PI.

GSAA Summary

Student: Graduate Student
Period of Support: Spring-1920
Award: CCBM/CREST GR Computational Mentor Award
Total: $1000.00

Preparer:
PI: (
Budget Officer:

Please approve or deny this form within 2 business days.

To access this form, please click on the link below. It will direct you to the OnBase document management system used by the Graduate Division. You will be prompted to log in using your UC Merced Single Sign-on username and password.

https://UCMERCED.onbaseonline.com/1801AppNet/Workflow/WFLogin.aspx?LifeCycleID=126&QueueID=223&DocID=1067895

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

Please do not share this email with others, as it contains a secure and unique web link.

> 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 username and password
   *Note: You must have Two-Factor Authentication set up in order to log into the system.

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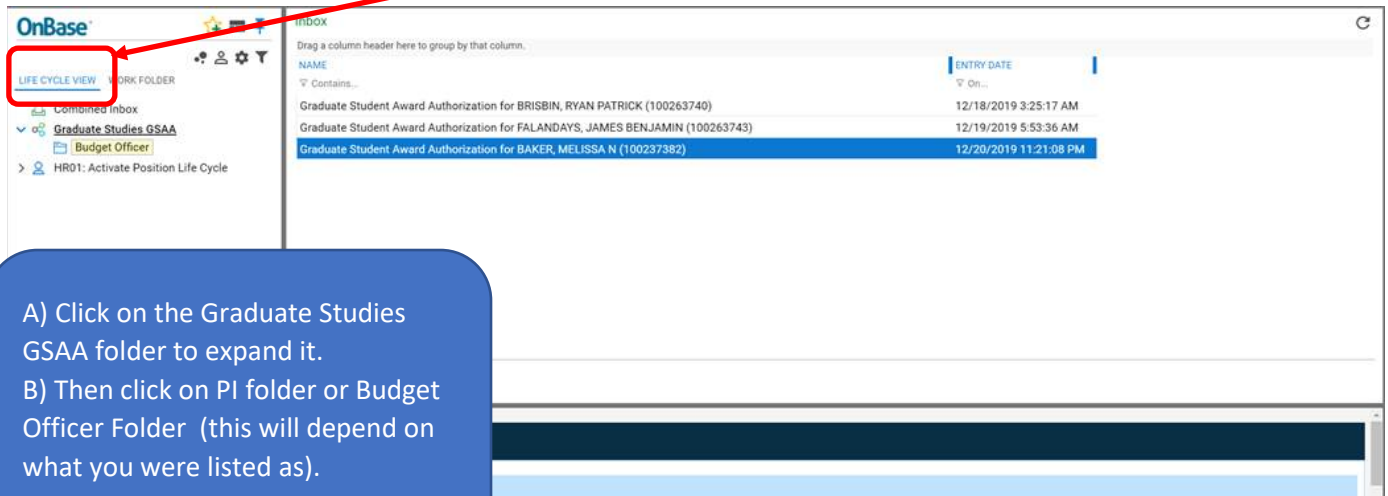

A) Click on the form to review. It will highlight in blue and display in the lower half of your browser.

Scroll down to see the entire form.

B) After reviewing the form, select **PI Approve/Budget Officer Approve** if you agree with the award information .

Select **PI Decline/Budget Officer 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 <u>Life Cycle View</u> folder.

A) 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 and submit the form, it 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.