

INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM

Part I of the UMGF application – FOR APPLICANT

TITLE

Mr/Ms/Mrs/Miss/Dr – title is used when corresponding with the applicant

LAST NAME & FIRST NAME

Name should match all documents enclosed with the application and will appear when corresponding with the applicant. If the name on the application differs from transcripts and/or other documents enclosed with the application, the applicant is required to submit documentation (ie marriage certificate) to clarify the applicant's identity.

ADDRESSES

Current address information will be used when corresponding with the applicant unless otherwise noted.

STUDENT NUMBER

This number is provided to you by the University of Manitoba and will be your reference number in all correspondence with the Faculty of Graduate Studies. If you do not have a student number or if you do not know what your student number is, leave this section blank.

ACADEMIC BACKGROUND

Include only current and past programs. Do not include programs that you have not yet started.

ACADEMIC, RESEARCH, WORKS CONSIDERED CREATIVE ENDEAVORS AND OTHER RELEVANT WORK EXPERIENCE

In the area labeled "Position held under nature of work," specify whether the employment was full- or part-time. Also, indicate if you gained the experience in the course of a program of study.

AWARDS & SCHOLARSHIPS RECEIVED

Starting with your most recent awards, give the name of the award, the value, the type (institutional, provincial, national, or international), the location of tenure, and the period held.

Only list the support awarded on the basis of academic and research excellence and/or in recognition of your leadership or communication skills.

AWARDS APPLIED FOR

Indicate awards applied for other than the UMGF. Note that eligible students are expected to apply for national awards (eg. NSERC, SSHRC or CIHR) and the MHRC to be considered for the UMGF.

PROPOSED LOCATION OF TENURE

Specify the proposed department and advisor (if known) for the upcoming academic year. **NOTE: Students may apply through one department only.**

PUBLICATIONS (one free form page may be appended)

List your contributions to research and development and works considered creative endeavors. Begin with your most recent, and list each entry on a new line. Do not include any articles that are currently in preparation. Use the following headings and order in your listing:

- a. Articles published or accepted in refereed journals;
- b. Articles submitted to refereed journals;
- c. Other refereed contributions (e.g., communications, papers in refereed conference proceedings, posters etc.);
- d. Technology transfer;
- e. Contributions resulting from your participating in industry relevant R&D activities; and
- f. Patents and copyrights (e.g., software, but excluding publications).

For publications submitted or in press, indicate the date of acceptance/submission and the number of pages submitted.

In all cases, indicate whether the publication resulted from work done in the process of completing your undergraduate, master's or doctoral degree, or from other relevant work experience.

THESIS COMPLETED OR IN PROGRESS

For completed degrees, indicate the date by which you completed all degree requirements (not the convocation date). This includes your thesis defence, corrections, and deposition of thesis.

Proposed Research (one free form page may be appended)

Provide a detailed description of your proposed research activities and/or creative endeavours for the period during tenure of the award. State the objectives and outline the experimental or theoretical approach to be taken, and the methods and procedures to be used. State the significance of the proposed research activities to the field.

If you have not yet formulated a plan of research, you must describe the specific research problems that interest you and explain why.

REFEREES

Only **one letter of support** may be included with the UMGF application form, additional letters will not be sent to the Awards Committee. However, students who do not have an University of Manitoba academic record may append one extra letter of support from a person most knowledgeable about their academic work.

What you should do

Provide a copy of your completed application to your referee. Provide your referee with the instructions and the original of Part II or refer them to the on-line form.

Allow sufficient time to enable your referee to complete, print and return the form. The referee must return the form and the letter of reference to you in a signed and sealed envelope or send it directly to the department you are applying through.

Departmental Comments

The Director/Department Head, the head's representative or a departmental committee of the department you are applying through must complete this form.

How to complete Part II of the UMGF application – FOR REFEREES

Who should complete this form?

Complete this form if you have agreed to evaluate an applicant for a UMGF award.

- Use this form in conjunction with the applicant's completed copy of the UMGF application form
- Once you have completed the rating form and have attached a letter of support, the Faculty of Graduate Studies Awards Committee will use it to review and assess the application for an award.
- Complete and submit the signed form and the letter of support prior to the deadline. The Awards Committee will not consider the application without it.

How to complete this form

Rate the applicant on each of the evaluation criteria in the grid and justify your evaluation in the supporting letter. Rather than providing general comments, assess the applicant's strengths and limitations for each criterion. Include **specific examples** of the applicant's accomplishments and contributions to support your assessment.

Note

If you provide exceptionally high or low ratings that are inconsistent with the application as a whole, they may diminish the report's credibility. Please note that this report will be accessible to the applicant with your particulars blocked out.

How to complete Part III of the UMGF application – FOR DIRECTOR OR DESIGNATE

Who should complete this form?

Complete this form if you are evaluating an applicant for a UMGF award and you are the Head/Director of the department or a representative.

What you need to complete this form?

Before you start completing this form to evaluate the applicant, make sure you have:

- The applicant's completed copy of the UMGF application form
- Completed originals of Part II – ratings form grid to be completed by the referee and a letter of support from the same referee.
- The applicant's official academic transcripts (certified true copies and/or student histories are acceptable) **web print out and Student Aurora print outs are not acceptable**

Complete this evaluation for all UMGF applicants through your department regardless of their status. This information contributes to a fair assessment and comparison of all applicants whether they are currently attending the University of Manitoba or not. If you are unable to provide a useful evaluation due to the lack of contact with the applicant, please indicate this on the form.

Please pay careful attention to the program that the applicant is entering during tenure of the award. This will affect the criteria used in assessing the applicant and the value of the award.

Departmental Comments on the Applicant

Discuss the qualities or factors that led to the departmental ranking of the applicant. Comment on the applicant's strengths and limitations in comparison to the peer group using **all of the following** criteria:

- Academic excellence
- Research ability or potential
- Communication skills
- Interpersonal and leadership skills

Explain any discrepancies between the comments and rating in Part II, to be completed by the referee and Part III the departmental comments. If there were any unusual circumstances that may have affected the applicant's performance, please explain them.

Please do not recommend applicants

- whose GPA in the last 2 full years of a degree from a recognized university is below 3.50
- who will exceed 24 months of a Master's program as of September in the competition year (for a UMGF Masters)
- who will exceed 48 months of a Ph.D. program as of September in the competition year (for a UMGF Ph.D.)

Do not send "not recommended" and ineligible applications to the Faculty of Graduate Studies. It is the responsibility of the department to inform students that they have not been recommended to the Faculty of Graduate Studies.



Application for
UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP
 Contact Department For Deadline
PART I

Title	Last Name of Applicant	First Name	Initial of all given names
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ADDRESSES

Current address (street name & number, city, province, country, postal/zip code)		Permanent mailing address (if different than current address) (street name & number, city, province/state, country, postal/zip code)	
If current address is temporary, indicate leaving date		Telephone number at permanent mailing address	
Telephone number	Facsimile number	E-mail address	
U of M student #	Present Department	Present Institution	

CITIZENSHIP

Canadian Citizen Permanent resident of Canada Visa student

SIGNATURE

I hereby agree that any award made to me as a result of this application will be subject to the general conditions governing the UMGF. These conditions are outlined in the regulations attached to this application form, as well as the regulations outlined in the *Award Holder's Guide*.

I hereby certify that I have read and understood the instructions and information sheet attached to this application form and that all statements made in connection with this application are true and complete.

I authorize the university to verify any information, transcripts, or reference letters provided as part of this application.

I understand that my application will be rejected if I have not disclosed my complete academic record or have submitted false information in support of my application to the Faculty of Graduate Studies. In such an event I understand that future applications from me will not be considered.

Date _____ Signature of Applicant _____

This personal information is being collected under the authority of *The University of Manitoba Act* and will be used for the purpose of assessing your application for the UMGF competition. It may be shared with other educational institutions. Information regarding graduation and awards may be made public. Upon your graduation, name, address and degree information you have provided will be given to and maintained by the Alumni Records department in order to assist in the University's advancement and development efforts. This information is protected by the Protection of Privacy provisions of Manitoba's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives and Special Collections, 331 Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Last Name of Applicant	First Name
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ACADEMIC BACKGROUND (current and past degree programs including in progress)

Degree	Name of discipline	Department, Institution and country	Month and year started	Month and year awarded/expected	Status (PT/FT)
Bachelor's					
Master's					
Doctorate					
Other					

ACADEMIC, RESEARCH, CREATIVE WORKS AND OTHER RELEVANT WORK EXPERIENCE

Position held and nature of work (begin with current)	Organization and department	Supervisor	Period (mm/yyyy – mm/yyyy)

Last Name of Applicant	First Name	
AWARDS & SCHOLARSHIPS RECEIVED (indicate whether they are national, provincial, or institutional)		
Award & Value	University	Period (mm/yyyy – mm/yyyy)

Last Name of Applicant		First Name	
AWARDS APPLIED FOR			
(Please note that in order to be considered for the UMGF eligible students are expected to apply to NSERC, SSHRC, CIHR & MHRC)			
Award		Year applied for	
PROPOSED LOCATION OF TENURE (in order of preference)			
Department		Proposed Advisor	
Indicate if you are attending university at the time of application			
Attending part-time <input type="checkbox"/> Attending full-time <input type="checkbox"/> Not attending <input type="checkbox"/>			
I propose to study for a (check one) Ph.D. degree <input type="checkbox"/> Master's degree <input type="checkbox"/> in the 2022-2023 academic calendar year			

Last Name of Applicant

First Name

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PUBLICATIONS (List papers published in refereed journals, book and proceedings, beginning with the most recent. **One additional page** may be appended if needed).

Last Name of Applicant	First Name
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THESIS COMPLETED OR IN PROGRESS

1. Degree	Supervisor	Date degree requirements completed
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Title of thesis

2. Degree	Supervisor	Date degree requirements completed
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Title of thesis

Please provide a brief statement of your proposed academic research and objectives (both short term and long term), and expected area of study. **This statement must be authored and written by the applicant. Your statement must be understandable to someone outside of your field.** Use plain language and do not reproduce abstract of thesis. (Only one additional page including references may be appended using 12 pt. Font with 6 lines per inch.)

Last Name of Applicant	First Name
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REFEREES

Provide information on **one** referee who will complete Part II of the application and will submit a letter of support. If you **do not** have a "University of Manitoba Academic Record", you may append one extra letter of reference from a person most knowledgeable about your academic work.

Last Name	First Name
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Position	Department/Division
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Institution

Telephone No.	Facsimile No.	E-mail address
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Last Name	First Name
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Position	Department/Division
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Institution

Telephone No.	Facsimile No.	E-mail address
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UNIVERSITY TRANSCRIPTS

List all university transcripts appended to this application. You must include all undergraduate and graduate transcripts. Only official transcripts, "student histories" from the Registrar's Office and certified true copies are acceptable. **Web printouts and Student Aurora printouts are not acceptable.** These documents must be sealed upon receipt at the departmental level.

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PART II – TO BE COMPLETED BY REFEREE

This report is **CONFIDENTIAL** and must be completed by the student's proposed advisor or a faculty member from any academic institution with special knowledge of the student.

Last Name of Applicant	First Name
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THIS REPORT CONSISTS OF THREE PARTS AND ALL PARTS MUST BE COMPLETED:

The information provided on this form is most important to the Awards Committee in evaluating the suitability of the candidate for receiving the UMGF. You are therefore asked to give detailed information (both pros and cons) about the candidate.

(2.1) How long have you known this student and in what capacity? (professor, supervisor, committee member etc.)

(2.2) Check the boxes that most nearly represent your opinion of the candidate in comparison with a representative group of individuals you have known who have had approximately the same training and experience.

(2.3) The letter of support should be typed in black, as the material must be duplicated for the peer review process.

2.1 I have known this applicant for _____ (#) years in the capacity as his/her _____ (professor, advisor, committee etc.). On the basis of my experience with _____ (#) students at a similar level over _____ years, I would give this student the following rating:

2.2 RATING FORM

(Note: Ratings should be consistent with information contained within the body of the application form – including the marks on the transcripts)

	EXCEPTIONAL		EXCELLENT		VERY GOOD	GOOD	ACCEPTABLE	UNABLE TO JUDGE
	Upper 2%	Upper 10%	Upper 15%	Upper 20%	Upper 33%	Upper 50%	Lower 50%	
Academic Preparation								
Demonstrated scholarly ability								
Demonstrated Research ability								
Student's Research Proposal								
Communication Skills (written)								
Communication Skills (oral)								
Industriousness/ Motivation								
Creativity								
Originality								
Judgement								

2.3 PLEASE ELABORATE ON THE ABOVE RATINGS BY ATTACHING AN ADDITIONAL LETTER OF SUPPORT (REQUIRED)

Name of Respondent (Print)	Signature
Position	Institution

PART III – CONFIDENTIAL

NOTE: Application forms submitted without transcripts attached and without departmental cover sheets will be returned to the department and marked incomplete. THE AWARDS COMMITTEE GIVES CONSIDERABLE WEIGHTING TO THIS SECTION. PLEASE ENSURE THAT THIS SECTION IS COMPLETED WITH CARE AND THAT ANY DISCREPANCIES BETWEEN THE ACADEMIC RECORD AND THE REST OF THE APPLICATION IS ADDRESSED HERE.

TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT OR REPRESENTATIVE	
Last Name of Applicant	First Name
Among the _____ students from this department who are recommended, this student ranks _____	
This student will be in the _____ year of the _____ (Master's/Ph.D.) program as of September 1, 2022 and is expected to complete all degree requirements by _____. For students applying for the first year of Ph.D. study please indicate one of the following: The student will <u>complete</u> the Master's program prior to entering the Ph.D.; or the student will <u>transfer</u> to the Ph.D. program without completion of a Masters.	
Provide evidence of the quality and merit of the student and how the student rates in comparison to his/her peers and provide information that are not available in the application form and advisor's comments. Please use the criteria provided on the <i>Instructions on Completing the UMGF Application Form</i> .	
The candidate is RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED <input type="checkbox"/>	
<small>*Please do not recommend candidates whose GPA for the last 2 full years of study are below 3.50 NOT RECOMMENDED applicants will not be considered by the Awards Committee</small>	
Name of Respondent (Print)	Department
Signature	Date