



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and
Food Sciences

**Department of Food and
Human Nutritional Sciences**

**University of Manitoba
Graduate Fellowship Application
2018-2019**

Deadline: February 23, 2018, 4:00pm

Please submit complete applications to
Jennifer McLaren, Graduate Program Assistant
Room 250 Ellis Building
Jennifer.McLaren@umanitoba.ca

University of Manitoba Graduate Fellowships (UMGF)

The Faculty of Graduate Studies offers new and continuing University of Manitoba Graduate Fellowships (UMGF) each year to meritorious students for full-time study and/or research leading to a graduate degree. Awards are made on the basis of academic excellence, and are open to students who will be registered as full-time graduate students (Master's or Ph.D.) at the University of Manitoba regardless of nationality or discipline during tenure of the award.

Students must be recommended by their department to the Faculty of Graduate Studies. Only students with a minimum GPA of 3.75 in each of the last sixty credit hours of study/two years equivalent at a recognized university based on a Bachelor, Master's, Graduate Diploma or Doctoral degree will be recommended. Competition for the UMGF is strong each year and there are always many more students recommended than there are available awards.

International GPAs are calculated using the equivalency criteria from the Faculty of Graduate Studies website http://umanitoba.ca/faculties/graduate_studies/admin/569.html

For tips on calculating United States and other Canadian universities GPAs, please go to the following Graduate Studies website: http://umanitoba.ca/faculties/graduate_studies/admin/161.html

Students should contact their departments for more information on departmental review processes and deadlines.

Offer of a UMGF does not guarantee admission into a graduate program at the University of Manitoba.

I. Value

Value for a 12-month period

Ph.D.	\$18,000.00
Master's	\$14,000.00

II. Eligibility

Applicants must meet ALL eligibility requirements.

Academic standing — Students must have a minimum GPA of 3.75 in each of the last 60 credit hours or two year equivalent of study at a recognized university based on a Bachelor, Master's, Graduate Diploma or a Doctoral degree. Admissions criteria will be used in calculating GPA.

Citizenship – All students regardless of citizenship are eligible to apply. Canadian citizens and permanent residents are encouraged to apply to CIHR, NSERC and SSHRC scholarships, if they are eligible for funding from these research councils. **Tricouncil-eligible students who do not apply for a Tricouncil awards will be considered ineligible for a UMGF.**

Fields of study – Students in all fields of graduate studies are eligible to apply.

Years of graduate study — Students are eligible to receive the UMGF for the first 24 months of their Master's program and the first 48 months of their PhD program. **Total maximum UMGF support for any individual graduate student is 48 months.**

Please Note: Applications from students who have not yet begun a graduate program at the University of Manitoba will be considered, regardless of whether the student has completed a formal application for admission to the Faculty of Graduate Studies. However, such applicants must provide evidence that they satisfy the English Language Requirements for admission to the Faculty of Graduate Studies (see the Faculty of Graduate Studies website for information).

For a complete record of UMGF eligibility criteria, please see the UMGF Award Holder's Guide, available on the Faculty of Graduate Studies Webpage: http://umanitoba.ca/faculties/graduate_studies/funding/forms.html

Applicants are responsible for familiarizing themselves with, and meeting, all UMGF eligibility criteria.

III. Selection and Announcement

The Food and Human Nutritional Sciences Graduate Studies Committee will make the final selection of award recipients. Applicants for the UMGF are evaluated and selected according to the criteria in the following categories:

Academic Excellence

Achievements and Awards. Achievements will be evaluated relative to the applicant's stage in their program.

Research ability or potential

- quality of contributions to research and development (including works considered creative endeavors)
- relevance of work experience and academic training
- judgment and ability to think critically
- ability to apply skills and knowledge
- originality
- initiative and autonomy
- enthusiasm for research
- determination and ability to complete projects within an appropriate period of time

Communication Skills

- The ability or potential to communicate scientific concepts clearly and logically in written and oral formats. For example, this could include:
 - i. quality of the application's presentation
 - ii. participating in preparing publications
 - iii. awards for oral presentations or papers

Leadership

- Professional and relevant extracurricular interactions and collaborations. For example, these could include:
 - i. mentoring
 - ii. teaching
 - iii. supervisory experience
 - iv. project management
 - v. chairing committees
 - vi. organizing conferences and meetings
 - vii. holding of elected positions in relevant organizations

Selection Criteria Weightings		
	Master's	Ph.D.
Academic Excellence (GPA)	60%	40%
Achievements	10%	30%
Leadership	10%	10%
References	10%	10%
Department Head's Comments and Ranking	10%	10%

Notification of decision

The Faculty of Graduate Studies notifies those who are recommended in writing. **The Faculty of Graduate Studies will not provide results by telephone, by e-mail or in person.** The department will notify those not recommended or recommended as alternates.

Successful applicants will receive a notice of award and must refer to the relevant UMGF *Award Holder's Guide*, which contains instructions on how to obtain payment as well as the regulations pertaining to their award.

INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM

GENERAL PRESENTATION

When you prepare your application and supporting materials, follow these guidelines:

- Print must be in black ink (**typed or printed**), and be of letter quality (minimum standard).
- Text must be single-spaced, with no more than six lines per inch.
- If you use a type size measured in points (pts), it must be no smaller than 12 pts.
- If you use a type size measured in characters per inch (cpi), it must be no more than 10 cpi.
- Condensed type is not acceptable.
- The on-line application form is automatically formatted to meet these standards and the type size cannot be changed.

Notes: Save your changes to the on-line application using "Save as". You must print out a hard copy of the electronic application form after it is completed, sign it, and submit it along with required attachments/documentation to the Graduate Program Assistant by the deadline.

- Use white paper
 - **Either** use letter size paper (8 ½ x 11 inches [21.5 x 28 cm]) and set margins at ¼ of an inch (1.9 cm) (minimum) all around.
 - **or** use A4 paper (21 x 29.7 cm) and set left and right margins to 1.7 cm, and top and bottom margins to 2.7 cm (minimum).
- Enter your name at the top of every page.
- Print on one side of the paper only.
- Please follow the regulations pertaining to the number of pages allowed. Pages in excess of the number permitted will be removed.

What does my signature on the application mean?

- You accept the terms and conditions of the award as set out in the UMGF regulations (attached to the application form) and the Award Holder's Guide.
- You will acknowledge, wherever possible, UMGF's funding assistance
- You certify that the information provided in your application is complete, accurate and consistent with institutional policies to the best of your knowledge. The provision of false or inaccurate information may result in sanctions, including termination of funding and disqualification from eligibility for future funding.

PART I – 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. See application form for transcript submission instructions. Do not include programs that you have not yet started.

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

In the area labelled "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 AND 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 RM 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 endeavours. 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).
- g. Un-refereed posters or papers presented in conferences or meetings

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.

THESES COMPLETED OR IN PROGRESS

Provide information for all degrees involving completion of a thesis. For completed degrees, indicate the date by which you completed all degree requirements (date of completion of all courses, thesis defence, corrections, and deposition of thesis, not the convocation date).

LEADERSHIP ACTIVITIES

List activities that best demonstrate leadership and community involvement. Begin with the most recent and indicate the organization, time involved and give a brief description of your role. You can include all activities since starting university, but since you are limited to one page, you may need to be selective.

Part II

REFEREES

Two letters of support must be included with the UMGF application form

What you should do

Provide a photocopy of your completed application to each of your two referees. Provide each 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 through which you are applying.

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.
- **Either** return the form and the letter of reference to the applicant in a signed and sealed envelope **or** send it directly to the department to which the applicant is applying.

GENERAL PRESENTATION

When you prepare your report on the applicant, follow these guidelines:

- The form and letter of support must be typed or printed
- Print must be in black ink, and be of letter quality (minimum standard)
- If you use a type size measured in points (pts), it must be **no smaller** than 12 pts.
- If you use a type size measured in characters per inch (cpi), it must be **no more** than 10 cpi
- Condensed type is **not** acceptable.
- A one-page letter of support must be appended (this letter should be consistent with the ratings provided in the grid)

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.

**Application for
UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP
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/Postal Code)		Permanent mailing address (if different than current address) (street name & number/City/Province/Postal 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 number	Present Department	Present Institution	

I propose to study for Ph.D. Degree Master's degree during 2018-2019 academic year

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
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AWARDS & SCHOLARSHIPS RECEIVED
 (indicate award type: international, national, provincial, or institutional)

Award Name and Value	Type	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	Attending full-time	Not attending	
I propose to study for	Ph.D. degree	Master's degree	in the 2007/2008 academic calendar

Last Name of Applicant

First Name

PUBLICATIONS (List papers published in refereed journals, book and proceedings, papers and posters presented at conferences and other published evidence of productivity beginning with the most recent. **One additional page** may be appended if needed).

Last Name of Applicant		First Name
THESES COMPLETED OR IN PROGRESS		
1. Degree	Supervisor	Date degree requirements completed
Title of thesis		
2. Degree	Supervisor	Date degree requirements completed
Title of thesis		
LEADERSHIP ACTIVITIES Provide information on activities that demonstrate leadership or community involvement. Include both academic and non-academic leadership activities undertaken since the date of first entrance to a university		
Organization	Dates and frequency of involvement	Description

Last Name of Applicant		First Name	
REFEREES Provide information on two referees who will complete Part II of the application and will submit a letter of support.			
Last Name		First Name	
Position		Department/Division	
Institution			
Telephone No.	Facsimile No.	E-mail address	
Last Name		First Name	
Position		Department/Division	
Institution			
Telephone No.	Facsimile No.	E-mail address	
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 in originally sealed envelopes at the time of receipt at the departmental level.			

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 or printed 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								
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