



University of Manitoba
Graduate Fellowship

Unit Guidelines

2012 - 2013

UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP FACULTY AND UNIT GUIDELINES

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FORWARD

In the 2007 the devolution of UMGFs to the Unit level was initiated. A unit is typically a Department but in the case of non-departmentalized faculties (*e.g.*, Kinesiology and Recreation Management, Law, Music, Pharmacy, and Social Work) can refer to a faculty, or even a program (*e.g.*, Applied Health, Disability Studies, Peace and Conflict Studies). While devolution to the Unit may be appropriate as the Faculty of Graduate Studies deals directly with units as opposed to budget faculties, in many cases devolution to the Unit level may not be practical as this will require too fine a discretization of UMGF funds to be useful, *i.e.*, less than a full award. In such cases, units may wish to develop an MOU at their budget faculty level. The requirements for this process are described below.

Devolving UMGF funds allowed for units to recommend UMGF recipients at the time of recommending admission. This will allow an award notice to be sent out along with the letter of admission. The goal is to help to prevent the loss of potential “star” students who might receive offers of funding from other institutions. By eliminating the once per year UMGF competition and devolving to the unit level, units will have greater control over who gets funding and when the offers of funding are made. Units would also have greater control over what factors are used to select UMGF recipients, as long as the minimum GPA criterion is met.

Units should follow the summary provided on page 2.

SUMMARY OF FGS RESPONSIBILITIES

1. Provide instructions and guidance to Units in allocating their UMGF funds.
2. Provide budget and estimate of number of awards per Unit/faculty:
 - a. preliminary budget (released in mid January); and
 - b. a final budget (released in the spring) after Tri-council awards are announced.
3. Final approval of all recommended applicants.
4. Arrange an overall ranking of UMGF recipients to be used to award supplemental awards and upgrades to Manitoba Graduate Scholarships.
5. Send out award letters and regulations to UMGF recipients and to recipients of supplemental awards and/or upgrades to MGS.
6. Administer award payments to awardees and maintain budget.
7. Administer renewals as per UMGF/MGS regulations.
8. Manage unspent or carried over funds as required.

SUMMARY OF UNIT RESPONSIBILITIES

1. Determine any internal deadlines and advertise to students as required.
2. Ensure all recommendations meet eligibility criteria and are complete as per recommendation form. Recommendations based on the preliminary UMGF quotas should be made prior to March 31. Additional recommendations as permitted by the final quotas should be made promptly after release of the final quotas. Only recommendations made prior to June 30 will be considered for supplemental awards and MGS upgrades. Recommendations will not be considered after September 30.
3. Allocate all funds in year given. Carry over of funds will not be permitted.
4. Contact students who were not awarded a UMGF to let them know their status.

Units should refer to eligibility and recommendation guidelines on pages 3 and 4.

Note on Unit Responsibilities:

- a. Budget Faculty wide competition:
Units in a faculty may choose to participate in a (budget) faculty wide UMGF competition. Unit Heads in their budget faculty will be required to sign an agreement indicating that they are opting to participate (freely and without duress) in a faculty wide competition and will be combining their allocation with all participating units. This agreement would be forwarded to the Faculty of Graduate Studies prior to any awards being given out. This agreement would need to be renewed each year that the faculty continues to use a faculty wide competition.

Please contact the Awards Officer at 474-9836 if your Unit has any concerns regarding these regulations.

ELIGIBILITY CRITERIA

Value (for a 12 month period):

Ph.D: \$16,000
Master's: \$12,000

Eligibility

Academic standing: Students with a minimum GPA of 3.75 (above B+) in the last 60 credit hours or equivalent at a recognized university based on a Bachelor, Masters, Graduate Diploma or a Doctoral degree. Please use admissions criteria 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 award may be considered ineligible for a UMGF.

Fields of study: Students in all fields of study of graduate studies are eligible to apply, provided the field of study meets the eligibility criteria for Tricouncil graduate awards.

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 refer to the Award Holder's guide for more detailed eligibility criteria. The Award Holder's Guide can be found at:

http://umanitoba.ca/faculties/graduate_studies/funding/112.htm

RECOMMENDING A UMGF RECIPIENT

UMGF Recommendations can be made upon release of the preliminary budget in January.

There are two streams by which a UMGF recipient can be recommended:

1. At the time of recommending a student for admission.
2. Before admission is recommended or after student has been admitted.

1. **If recommending a student for a UMGF at the time of admission**, proceed as follows:

- a. At the time of preliminary assessment of admission application ensure that applicant has an admit GPA of at least 3.75 in the last 60 credit hours or equivalent as per admission processes. Please refer to the following link for instructions http://umanitoba.ca/faculties/graduate_studies/admin/164.htm
- b. If minimum GPA criteria is met, submit the “Recommend for UMGF” form along with the documents required for recommending for admission. Please print the “Recommend for UMGF” form on blue paper to allow us to easily identify that a student has been recommended for a UMGF along with their admission.

If applicant meets minimum GPA criteria and all admission criteria an award notice will be sent out along with their letter for admission.

If applicant does not meet UMGF eligibility criteria the Unit and student will be notified accordingly by the Awards Officer.

2. **If recommending a student for a UMGF prior to an admission recommendation or after the student has been admitted:**

- a. The Unit must conduct a preliminary assessment to ensure applicant has a GPA of at least 3.75 in the last 60 credit hours or equivalent. Please use the same GPA calculation as per admission instructions.
- b. Submit the “Recommendation for UMGF form along with photocopies of all transcripts and a recent U of M student history from the Registrar’s office. Please print the form on blue paper to allow us to easily identify that a student has been recommended for a UMGF
- c. Please note that recommending a student for a UMGF prior to admission does not guarantee admission.

UMGF BUDGET

Each year a preliminary budget will be released to all Units in mid January. The budget is based on the average of the last two years of enrollment numbers of full time Master's students in their first two years of study and full time Ph.D. students in their first 4 years of study. Enrollment numbers will be provided by the Office of Institutional Analysis. These numbers do vary from year to year and Unit UMGF budgets will vary accordingly. A final budget will be released in the spring, after the Tri-council announces their awards. Please note that the date by which the Tri-council announces their award does vary and as a result the release of the final budget will vary accordingly.

Only those units whose graduate programs meet the eligibility criteria for Tricouncil graduate student awards will be given a quota.

Units who do not use their funds in the academic year allocated will lose these funds. Funds not spent in the academic year allocated will be clawed back and reallocated.

Units with a small allocation may not be able to offer an award every year.

The Faculty of Graduate Studies reserves the right to cap any Units' allocation.

Renewals will be subtracted from each Units' UMGF allocation.

If your Unit cannot use the full allocation please contact the Awards Officer as early in the academic year as possible. Funds must be allocated in the academic year given as carry over of funds is frowned upon and may result in a reduced budget for graduate funding.

SUPPLEMENTAL AWARDS AND MGS UPGRADES

The UMGF is used to determine the recipients of the listed supplemental awards, which are meant to be held with the UMGF. The same process is used to upgrade new Master's UMGF recipients to the Manitoba Graduate Scholarship for Master's students. The Faculty of Graduate Studies will be using an admission grade point average list of new UMGF recipients to allocate these supplemental awards and upgrades. New UMGF recipients who take up the award after beginning their program will still be considered for the supplemental awards and upgrades, but their award grade point average will be used instead of their admission grade point average. These supplemental awards offers and MGS upgrades will occur in July of each year. Only students who have received an offer as of July will be included in the supplemental offers and upgrades.

List of Supplemental Awards

J.S. Lightcap: for the highest ranked Ph.D. student in any discipline.

Clarence Bogardus Sharpe: for graduate students in any discipline ranked highest in this year's UMGF competition.

Alfred Rea Tucker: for a graduate student in any discipline ranked immediately after students receiving the Clarence Bogardus Sharpe.

Gordon P. Osler Scholarship: for full time Ph.D. students in Management, Engineering or Science ranked highest in this year's UMGF competition. NB: Gordon P. Osler Prize valued at \$100 is awarded to the highest ranked Gordon P. Osler award.

Manitoba Graduate Scholarship for PhD Students: for full time Ph.D. students in any research based program ranked highest in this year's UMGF competition.

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**), 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 can not be changed.

Notes:

In order to use the UMGF on-line form, you must have Adobe Acrobat Reader (version 4). If you do not have this version or higher, you may download this application from

http://www.umanitoba.ca/faculties/graduate_studies/forms/acrobat.htm

The UMGF on-line application form can not be saved and can not be sent electronically. You must print out a hard copy of the application form after it is completed to be submitted to your department.

ATTACHMENTS (FREE FORM)

- Use white paper 8 ½ x 11 inches (21.5 cm x 28 cm).
- Set margins at ¾ of an inch (1.9 cm) (minimum) all around.
- 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. 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 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 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).

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 endeavors 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.

PART II

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 photocopy 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.

PART III

DEPARTMENTAL COMMENTS

The 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.

Also:

- 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.

GENERAL PRESENTATION

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

- The form and letter of support must be typed
- 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.

HOW TO COMPLETE PART III OF THE UMGF APPLICATION FOR DEPARTMENT HEAD 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 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.

GENERAL PRESENTATION

When you prepare your departmental evaluation, follow these guidelines:

1. The form must be typed
2. Print must be in **black ink**, and be of letter quality (minimum standard)
3. Text must be **single-spaced**, with **no more** than six lines per inch.
 - a. If you use a type size measured in points (pts), it must be **no smaller than 12 pts**.
 - b. If you use a type size measured in characters per inch (cpi), it must **no more than 10 cpi**.
4. Condensed type is **NOT** acceptable.

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 3.75
- 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
PSYCHOLOGY 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/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 #	Present Department	Present Institution	

CITIZENSHIP

Canadian Citizen	Permanent resident of Canada	Visa student
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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 programs 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					

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 whether they are national, provincial, or institutional)

Award & Value	University	Period (mm/yyyy – mm/yyyy)

Last Name of Applicant

First Name

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
THESIS COMPLETED OR IN PROGRESS		
1. Degree	Supervisor	Date degree requirements completed
Title of thesis		
2. Degree	Supervisor	Date degree requirements completed
Title of thesis		
<p>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. <u>Only one additional page</u> including references may be appended using 12 pt. Font with 6 lines per inch.</p>		

Last Name of Applicant		First Name	
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	
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 sealed upon 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 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 _____ (you may also fill-in a title)

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

