

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.