



University of Manitoba Graduate Fellowship

Department of Psychology

Instructions & Application (Part I)

Submit applications to:
Psychology Graduate Office
P514 Duff Roblin Building
On or before February 1, 3 pm

Table of Contents

	Page
Applicant Instructions	3
Application	5

INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM PART I – FOR APPLICANT

Adobe Acrobat must be used to complete the form to ensure compatibility

General Presentation

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

- Print must be in black font colour (**typed**), using Regular style.
- 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.

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 [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.

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 (e.g., marriage certificate) to clarify the applicant's identity (not applicable to current Department of Psychology graduate students).

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. Limit to 12 most significant experiences.

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 in addition to the application page)

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.

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 Research Manitoba to be considered for the UMGF. Do not list awards received.

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.

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.

FINALLY

To ensure your data is properly saved, save the document by using *Print to PDF* or *Export to PDF* once the form is filled out, and email this file instead of the original. Where possible, ensure you are using the newest version of Adobe Reader or Adobe Acrobat.

Part II for 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 a University of Manitoba academic record may append one extra letter of support from a person most knowledgeable about their academic work.

What you (the applicant) **should do**

Provide a copy of your completed application to your referee, and refer them to the on-line form found at: Psychology Graduate program [Psychology Graduate Student Resources](#) page or [UMGF Instructions and form for Referee \(Part II\)](#)

Allow sufficient time to enable your referee to complete and submit 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 by email (preferred) to the [Psychology Graduate Office](#).

**** PLEASE REFER TO UMGF [Award Holders Guide](#) ****



Department of Psychology
UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP
Application Form

PART I

Last Name		First Name	
Student Number		UofM Email address	
Address (street name & number/City/Province/Postal Code)			
Please indicate your student status			
<input type="checkbox"/> Full-time student		<input type="checkbox"/> Part-time student	
Indicate the graduate degree program you will be enrolled in during next Academic Year			
<input type="checkbox"/> MA degree program		<input type="checkbox"/> PhD degree program	
Citizenship			
<input type="checkbox"/> Canadian	<input type="checkbox"/> Permanent resident of Canada	<input type="checkbox"/> VISA student	

Department of Psychology Office Use Only

Indicate number of months of study that the applicant will have completed in the degree program by the end of August

_____ GPA _____

Date: _____

Last Name			First Name		
Academic Background (current and past degree programs including 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)		
Thesis Completed or in Progress (beginning with most recent)					
1. Degree		Supervisor	Date degree requirements completed		
Title of thesis					
2. Degree		Supervisor	Date degree requirements completed		
Title of thesis					

Last Name	First Name
------------------	-------------------

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 only. Your statement must be understandable to someone outside of your field. Use plain language and do not reproduce the abstract of a thesis. (Begin in the space below. Only one additional page including text and references may be appended using 12 pt. font with maximum 6 lines per inch.) If enrolled in a non-thesis program indicate empirical academic or applied research intent or interest, to be conducted in course work (e.g., Intervention, Program Evaluation) or in professional contexts.

Last Name	First Name
Publications (List papers published in refereed journals, book and proceedings, beginning with the most recent, in the space below. <u>Only one additional page</u> may be appended using 12 pt. font with maximum 6 lines per inch.) Multiple presentations of the same work (e.g., posters presented at more than one conference) are to be listed only once, with all venues listed in the same reference.	

Last Name	First Name
Referees Provide information on one referee who will complete Part II of the application and submit a letter of support. If you <u>do not</u> 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.	E-mail address
Last Name	First Name
Position	Department/Division
Institution	
Telephone No.	E-mail address
University Transcripts List all university transcripts applicable to this application. You must list all undergraduate and graduate transcripts. The Psychology Graduate Program Coordinator will print out the UofM transcript to attach to the application. Ask the Psychology Graduate Program Co-ordinator to prepare copies of external transcripts if we have it/them on file at least one month prior to the submission deadline.	

Last Name	First Name
Application Checklist (Please check off)	
<input type="checkbox"/> Complete UMGF application form (must be typed ; hand-written applications are not acceptable) <input type="checkbox"/> Academic Letter of reference Part II (if submitted by hard copy it must be sealed and signed) <input type="checkbox"/> Transcript(s). (Not applicable to current Psychology Department graduate students.)	
Signature	
<p>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 <i>Award Holder's Guide</i>.</p> <p>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.</p> <p>I authorize the University of Manitoba to verify any information, transcripts, or reference letters provided as part of this application.</p> <p>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 Department of Psychology. In such an event I understand that future applications from me will not be considered.</p> <p>_____</p> <p>Date Signature of Applicant</p>	
<p>Notice Regarding Collection, Use, and Disclosure of Personal Information by the University</p> <p>Your personal information is being collected under the authority of <i>The University of Manitoba Act</i>. The information you provide will be used by the University for the purposes of determining your eligibility for the University of Manitoba Graduate Fellowship and for communication with the Department of Psychology. Your personal information may be disclosed to other educational institutions, government departments and co-sponsoring organizations. Information regarding awards may be made public. Your personal information will not be used or disclosed for other purposes, unless permitted by <i>The Freedom of Information and Protection of Privacy Act</i> (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.</p>	

Please submit complete application to:
Psychology Graduate Office, University of Manitoba
P514 Duff Roblin Building, 190 Dysart Road
Winnipeg, MB R3T 2N2
Email: Psychology.GraduateOffice@umanitoba.ca

Deadline: on or before February 1, 3 pm