

Reference letter guidelines for student awards in aging applications

For the 2024–2025 awards, reference covers letters are **not required** with your letter of reference. As the student's referee, review the guidelines below for the required information to include in your letter.

You are asked to provide a confidential reference for a student award applicant. Email your letter before **May 17, 2024** to: nicole.dunn@umanitoba.ca. Paper copies will not be accepted.

Reference letters make up 10% of the student's evaluation.

Instructions for referees

Include the following details in your letter of reference:

1. Student's name
2. Student's proposal title
3. Identify which award(s) the student intends to apply. Separate letters are required for Centre on Aging (these can be combined), University of Manitoba Retirees Association Scholarship, and Alzheimer Society of Manitoba Fellowship awards.
4. Identify in the letter if you are the student's **advisor** or a **faculty reference**.
 - **If you are student's advisor:** indicate your familiarity with the applicant's work and address the progress the applicant has made in their program of study, as well as your estimation of their performance and ability to succeed in the proposed endeavour. Emphasize how the student meets the purpose of the award.
5. If you are writing reference letters for more than one student, provide a ranking of all students for whom you are writing a reference letter. Send this ranking to nicole.dunn@umanitoba.ca before the deadline.
6. If you are a co-advisor for the student, please write one reference letter from both co-advisors.
7. Ensure that your email or phone number is included in the letter or letterhead, should Centre on Aging staff have any follow up questions about your submission.

Awards information

The purpose of these awards is to encourage student interest and research activity in aging. To be eligible to apply, a student must meet the requirements as outlined by the Centre on Aging. For additional details about eligibility and the student awards, visit the Centre on Aging's Web site:

- Centre on Aging [Betty Havens Memorial Graduate Fellowship](#) (\$2000*)
- [Jack MacDonell Scholarship for Research in Aging](#) (\$4000*)
- [Dr. Barbara Payne Scholarship](#) (\$800*)
- [Esther and Samuel Milmot Scholarship](#) (\$1000*)
- University of Manitoba Retirees Association [\(UMRA\) Scholarship](#) (\$1000)
- [Alzheimer Society Fellowship Awards](#) (\$4000)

** The value of these awards is dependent on the available annual income of the fund. The amount listed is the minimum to expect.*