University of Manitoba
Faculty of Graduate and Postdoctoral Studies
Award Holder's Guide

Effective January 2026 and governing administration of:

- **UMGF** – University of Manitoba Graduate Fellowships (UMGFs) (including Supplemental Awards)
- **Tri-Agency Master's and Doctoral Awards** (SSHRC, NSERC, and CIHR)
- **TMSA –** Tri-Agency Master's Supplement Awards
- **Research Manitoba –** Master's Studentship Award, PhD Research Studentship, Research Postdoctoral Fellowships

Please read this Guide carefully in full, upon receipt of your notice of award or award offer. It contains important information regarding award conditions, payment, and administration.

- This guide supersedes previous versions of Fellowship/Scholarship regulations, and the **Tri-Agency Research Training Award Holders Guide**.
- The Faculty of Graduate and Postdoctoral Studies may, without notice, change award regulations or the terms and conditions of the awards. Any major changes will be announced as soon as possible, communicated to award holders and/or posted on the FGPS website.

Conditions for Award Holders

All award holders (UMGF, UMGF Supplemental Awards, Tri-Agency Master's and Doctoral Awards, TMSA, Research Manitoba) must:

- Abide by the terms and conditions set out in this Award Holders Guide.
- Be admitted to a full-time graduate program at the University of Manitoba as a Master's or Ph.D. student.
- Not have an active, admission-related hold on their student account during their provisional admission period.
- Accept (or decline) the award in Slate by activating the award as outlined in the Notice of Award or the award offer letter. See below for awards with specific deadlines to accept/decline.
- Be progressing satisfactorily in the program for which they were funded.
- Inform FGPS Awards immediately of any discontinuation of studies or changes to program.
- Report any changes that may impact award eligibility or overpayment, which may lead to repayment.
- Acknowledge, wherever possible, the UMGF, the Faculty of Graduate and Postdoctoral Studies, or the Tri-Agencies' assistance for research.
- Not be enrolled as a full-time student in two programs simultaneously.
- Maintain full-time status and devote themselves full time to the expeditious completion of their degree program. Maintain registration in all terms that the award is tenable.
- Report any additional funding that impacts award eligibility and/or necessitates the termination of an award. Failure to do so will require the student to repay the value of the affected award. Please review the section "Termination of Award" included below.

Specific additional award-specific conditions for UMGF, TMSA, Tri-Agency, and Research Manitoba award holders are itemized below.

UMGF recipients must, in addition to the above conditions for all award holders:

- Accept the UMGF Award in Slate (Activate the award) within one (1) month of the offer date or the offer will be deemed invalid.
- Select the award start date when activating the award. Normally, the start date for the award is the anniversary of the start date of the program, unless otherwise stated by FGPS Awards.
    - Students who wish to change their recommended start date must contact and have approval from the department that recommended them for a UMGF. The recommended start date cannot be prior to the first admit term and must be within the same fiscal year the award is being offered in either May 2026, September 2026, or January 2027.
    - UMGFs may be deferred by one term only and no later than January of that academic year.
    - Students who must defer the UMGF past January 2027 must decline the UMGF and can request that their department consider them in a future academic year. For example, if the award cannot be taken up in January 2027 after having been deferred from September 2026, it must be declined. Please note, there is no guarantee that a department will recommend a student in a future year.
    - A change to the recommended start date will not extend the duration of the award.
- Not hold UMGF support for more than 4 years in total.
- Be registered full-time in a graduate program of study in the unit that recommends them for a UMGF, in a thesis dissertation, major research paper/project program that is eligible for NSERC, SSHRC, or CIHR graduate student awards
- Maintain a minimum **degree** GPA of 3.00 and not receive any grade below C+ (including AX courses) in the current year.
- Not receiving a singular award or scholarship that is of equal or greater monetary value than the annual value of the UMGF ($20,000 Master's; $25,000 Doctoral), with the exception of stipends/assistantships from the advisor and GETS and MITACS. Students offered an award that is equal to, or exceeds, the value of the UMGF can no longer hold the UMGF and must notify FGPS Awards Office to terminate their UMGF.
- Supplemental Awards do not require a separate application or process for students to be considered providing UMGF recommendations are received from the department by July 31st. Eligible UMGF applicants are automatically considered for Supplemental Awards by the FGPS Awards Office. Each Supplemental Award has their own terms of reference, including GPA and renewal criteria, outside of the UMGF terms of reference (refer to the FGPS Award Database).
- Not change programs, route or departments/units while receiving the UMGF award. If considering admission to a different department or non-research/thesis route, the existing UMGF award will be terminated.
- Apply for and, if offered, accept Tri-Agency scholarships for which they are eligible. These Tri-Agency awards include the Canada Graduate Research Scholarship-Master's (CGRS-M) and the Canada Graduate Research Scholarship-Doctoral (CGRS-D).

UMGF Renewals:

- For multi-year UMGF awards, the continuation of the award requires satisfactory progress in the graduate program.
- Grades of C+ and higher (including AX course) in the current year, and a degree grade point average of 3.00 or better are required to continue to hold the UMGF.
- UMGF holders are required to apply for Tri-Agency Awards (i.e., CGRS-M and CGRS-D) wherever eligible to continue to hold the UMGF.
- UMGF Supplemental Awards, where renewable, must meet the specified requirements including GPA requirements.

Tri-Agency Master's and Doctoral recipients must, in addition to the above conditions for all award holders:

- Review and abide by the terms and conditions of the award as set out in the **Tri-Agency research training award holder's guide**.
- Accept or decline the award through the respective Tri-Agency Research Portal. Please be aware of deadlines as indicated in the Tri-Agency decision letter.
  - If you are not currently registered in a graduate program and have applied for admission starting September 2026, you are required to select a September 2026, or January 2027 start for this award.
  - If you are a current University of Manitoba graduate student already registered in your graduate program, you may select a start date of May 2026 or September 2026.
- Complete any other steps or instructions you may have received from the Tri-Agency as indicated in the decision documents.
- Accept or decline the award in Slate, upon receipt of the award offer letter from FGPS Awards.
- Not hold UMGF funding simultaneously with Tri-Agency funding (NSERC, SSHRC, CIHR), and if offered, recipients must notify FGPS Awards Office to terminate their UMGF prior to accepting and receiving alternate funding.
- Not hold more than one scholarship or fellowship from NSERC, CIHR, or SSHRC at the same time.
- Maintain full-time status. Refer to the agency's guidelines for any exceptions.
- Must not share the information contained in your letter from the Tri-Agencies outside of your organization as the Tri-Agency may be working on coordinating potential public announcements.

TMSA recipients, in addition to the above conditions for all award holders:

- Must be registered full time in their Master's program.
- May not receive additional funding equal to or greater than the value of the TMSA in the second year of the Master's program.

Research Manitoba recipients, in addition to the above conditions for all award holders:

- Accept or decline your studentship award in Research Manitoba's GMS by clicking the 'Offer' link under the Status column in your GMS profile.
- Do not share the information contained in your letter from Research Manitoba outside of your organization as Research Manitoba may be working on coordinating potential public announcements.
- Maintain full-time status in their graduate program for the entire academic year of the Studentship.
- Review and abide by the terms and conditions set out in the appropriate Research Manitoba Award (Master's, PhD, Research Postdoctoral Fellowship). Refer directly to the Research Manitoba website for supporting documents, Program Guides, FAQs and deadlines: https://researchmanitoba.ca/funding/programs/masters-studentship-award/
- Adhere to the restrictions on holding other awards during the term of the Research Manitoba Studentships and Postdoctoral Fellowships.
- Not simultaneously hold a university faculty appointment or equivalent.
- Notify Research Manitoba (helpdesk@researchmb.ca) and FGPS Awards Office (**Graduate.awards@umanitoba.ca**) immediately if the status of your award changes. For example, if you take a leave of absence, end your program earlier than anticipated, change supervisors, or if the scope of your project changes, etc.

Please note:

Awards may be cancelled without notice if the conditions under which they are granted are violated.

Program Transfers – Specific to UMGF

UMGF recipients who:

- Transfer from a Master's or Ph.D. program without completion of the degree, will have the number of months spent in the previous program considered as part of the new program.
- Complete their Master's degree (or who transfer to a Ph.D. program), may request to be considered by their unit for a new UMGF at the Ph.D. level.
- Program route changes from thesis route to comprehensive exam/course-based route with no research component are no longer eligible for the UMGF.
- Transfer within the same faculty/department from a Master's to a Ph.D. program or vice versa during the academic year (September – August) will be terminated.

Interruption of Awards

The following applies to all awards:

- A student must obtain approval from the Faculty of Graduate and Postdoctoral Studies prior to any interruption of their award, or continuation of their award in the case of parental leave.
- A student may interrupt their award on approved leaves as outlined in the **UM Academic Guide**. Normally, the interruption may not exceed one year.
    - Tri-Agency award recipients should refer to **the Tri Agency Research Training Award Holders Guide**.
- For approved interruptions, award payments will be suspended for the duration of the interruption and will resume only when all the conditions of the award are met (generally, upon return to full-time studies), except for approved parental leaves. The interruption will not reduce the total amount of the award.
    - Research Manitoba Studentship recipients should contact Research Manitoba at **helpdesk@researchmb.ca** for their policy on approved interruptions.
- For the purpose of determining eligibility for future scholarships, approved interruptions or continuations will not count when the number of months spent in FGPS is being calculated.
- A student may not interrupt their UMGF or TMSA award in order to take up another award of equal or greater value than the UMGF, or to pursue studies other than those for which they received the UMGF or TMSA.

Reinstatement of Award

- To reinstate an interrupted award, or to continue/extend an award in the case of parental leave, the student must notify the FGPS Awards Office in writing at least eight (8) weeks before resuming their studies, confirming the exact date they intend to return and resume/continue their award. Processing a reinstatement or interruption may take up to six (6) weeks to process.
- Depending on the award, additional processes, such as Tri-Agency forms, may be required.
- Awards will be governed and administered by the award conditions applicable at the time of reinstatement.

Travel and Vacation

- Award holders are permitted a maximum of 21 calendar days (three weeks) for vacation without penalty or adjustment to their fellowship. If an award holder's vacation leave is longer than three (3) weeks, the award will be suspended for the additional vacation time. In this case, the award holder must contact the FGPS Awards Office with details of the vacation.
- Award holders who travel for field work or conferences and/or will remain working on their graduate program while on vacation, are not required to notify the FGPS Awards Office.

Termination of Award

An award will terminate when:

- A student meets the requirements for their respective degree.
- A student fails to meet the requirements for satisfactory progress, or another FGPS requirement for continuation as previously outlined.
- A student's registration status changes; for example, changing from thesis route to comprehensive exam/course-based route with no research, when the degree is complete, starting another program of studies, terminating studies, changing to part-time studies, early graduation, etc.
  Where uncertain, FGPS Awards Office should be contacted as soon as possible.
- A student plans to terminate an award early for any reason. Students must contact FGPS Awards Office immediately to avoid overpayment.

Additional Notes on Award Terminations:

- Any fellowship payment received by the student covering any period of ineligibility must be repaid by the recipient in full. Timely reporting of ineligibility by the recipient will assist with preventing overpayment.
- If a student's registration status changes, the final value of the award will be prorated based on the end date as determined by the Faculty of Graduate and Postdoctoral Studies and/or the applicable agency.
- Awards may be cancelled without notice if the conditions under which they are offered or granted are violated.

Payment Schedule

These awards are paid in bi-weekly instalments with a one-week delay via standard UManitoba payroll process and schedule. Payment is made by the Payroll Office via direct deposit to Canadian bank accounts only and will not be initiated until all initial eligibility requirements have been met. To assist with timely payment, award holders should meet all conditions outlined within their Award Offer Letter, submit an Award Activation form and submit a direct deposit form directly to the UM Payroll Office as soon as possible. Initial payment via direct deposit may take four to six weeks once all conditions are met.

The initial payment may include one (1) week of pay or retroactive back payments if there is a delay meeting the conditions of the award.

It is recommended that award holders monitor their pay stubs in UM **VIP** and alert the FGPS Awards Office (not Payroll Services) if there are any issues with their bi-weekly payments.

Tax and Personal Information

Students can access their tax forms through their Aurora Student account. Information, instructions, and relevant links can be found on the **Registrar's Office website**. Please refer to the Canada Revenue Agency website for current and detailed information on taxation of scholarships and fellowships, eligible amounts, and claim procedures.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Student and faculty information is being collected under the authority of *The University of Manitoba Act*. The information provided on this form will be used by the University for the purposes of administering the University of Manitoba Graduate Fellowship (UMGF), including issuing payments for this program. Information regarding graduation and awards may be made public. The personal information that is provided will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act (FIPPA)*.

If you have questions about the collection of personal information, contact the Access and Privacy Office (204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.