

# INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM

## Part I of the UMGF application – FOR APPLICANT

### TITLE

Mr/Ms/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 labeled "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 endeavors. 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 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.

#### 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 copy 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.

#### Departmental Comments

The Director/Department Head, the head's representative or a departmental committee of the department you are applying through must complete this form.

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## 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.

- 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.

### 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.

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## How to complete Part III of the UMGF application – FOR DIRECTOR 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/Director 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.

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 3.50
- 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.