



UNIVERSITY
OF MANITOBA

Faculty of Education

University of Manitoba
Graduate Fellowship (UMGF)
Application 2017 - 2018

Deadline Date for all Education Doctoral Graduate Students (PhD)* is

Wednesday, May 17, 2017 at 4:00 pm

Please submit applications and all supportive documents
in hard-copy format by the above deadline to:

**Graduate Programs & Research Office,
Faculty of Education
Room 203 Education Building
University of Manitoba
Winnipeg, Manitoba
R3T 2N2**

* At this time only doctoral students may apply for the UMGF

University of Manitoba Graduate Fellowships (UMGF)

Overview

The University of Manitoba and the Faculty of Graduate Studies offer the University of Manitoba Graduate Fellowships (UMGFs). The fellowships are awarded annually to graduate students who have demonstrated superior intellectual ability and academic accomplishments. The fellowships, valued at \$18,000 at the PhD level and at \$14,000 at the Master's level, are offered each year to graduate students who:

- 1) are enrolled in or plan to enrol in the Faculty of Graduate Studies at the University of Manitoba in either the Master's or PhD program as full-time students (not including pre-master's or Occasional students);
- 2) have achieved a minimum grade point average of 3.75 in each of the last two full years of study;
- 3) show great promise as researchers and as graduate students; and]
- 4) are admitted to, or registered in, a program that is eligible for tri-council graduate student awards.

The UMGFs may be held in part or full, for the first two years of the Master's program (from the date of admission) and for the first four years of a PhD program (from the date of admission). Total UMGF years of part-time study in a graduate program will be deemed equivalent to one year of full-time study at both the Master's and the PhD level. In the case of a transfer from Master's to PhD without completion of the Master's degree, transfer denotes that the course work completed in the master's program would normally become part of the PHD program. Therefore, the number of years spent in the Master's program would be calculated as years spent in the PhD program.

During Tenure of the award, recipients must maintain a minimum degree grade point average of 3.5 and cannot receive a grade lower than a C+ (including AX courses).

The UMGF is not tenable with any other scholarship that is of equal or greater monetary value than the award UMGF.

Detailed information can be obtained from the Awards Officer of the Faculty of Graduate Studies or on the awards web site at www.umanitoba.ca/faculties/graduate_studies/awards

The above define minimum conditions of eligibility. Individual faculties are responsible for selecting recipients from amongst the students admitted to, or enrolled in, a program offered by a department of unit within that Faculty.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

I. Value

Value for a 12-month period	PhD	\$18,000.00 Maximum
	Masters	\$14,000.00 Maximum

II. Eligibility

Applicants must meet ALL eligibility requirements.

In addition to the above stated Terms, applicants must have been admitted without provision or have cleared provisional admission as a master's or PhD student into a graduate program at the University of Manitoba. Applicants must be planning to, and maintain, full-time status within their graduate program. Applicants who are enrolled as full-time students in two programs simultaneously will not be considered.

Academic standing - Students with a **minimum GPA of 3.75 (above B+)** within each of the last two full years of recognized university study, based on a Bachelor, Masters, Graduate Diploma or a Doctoral degree.

To verify academic work, students must order original transcripts from all universities attended in the past, to be sent in a sealed envelope directly from the university attended to the Education Graduate Programs & Research Office, Room 203 Education Building, University of Manitoba, Winnipeg, Manitoba R3T 2N2.

Citizenship – All students regardless of citizenship are eligible to apply, provided their program is eligible for tri-council funding.

Years of Graduate study - Students are eligible to receive the UMGF for the first 48 months of their PhD program. Total maximum UMGF support for any individual graduate student is 48 months. Note specifically that eligibility is based on the start date of the award. Therefore, for the 2017-2018 UMGF competition, students who started their PhD program in January 2014 or earlier are NOT eligible.

The following Table outlines duration of the UMGF award on the number of months completed in a graduate program, effective the 2017-2018 competition year.

Master's students

Number of months completed as a Master's student	Number of months eligible to receive the UMGF
0-4 months	24 months of funding
5 – 16 months	12 months of funding
Completed more than 16 months	Not eligible

PhD students

Number of months completed as a Ph.D. student	Number of months eligible to receive the UMGF
0-4 months	48 months of funding
5-16 months	36 months of funding
17-28 months	24 months of funding
29-40 months	12 months of funding
Completed more than 40 months	Not eligible

Please refer to the Award Holder's guide for more detailed eligibility criteria. The Award Holder's Guide and all other UMGF documents can be found at >http://umanitoba.ca/faculties/graduate_studies/funding/forms.html>

III. External Funding

UMGF awards are funded from University sources. With more students applying for and gaining external funding, more UMGF funds are available to students who are not eligible for external funding. Departments are requested to ensure that all eligible students apply for external funding.

Students are strongly encouraged to take advantage of every funding opportunity to allow those students ineligible for external scholarships access to UMGF awards. Canadian residents and permanent residents are encouraged to apply to CIHR, NSERC and SSHRC scholarships, if they are eligible for funding from these research councils. Tri-council eligible students who do not apply for a Tri-council award may be considered ineligible for a UMGF.

Students offered a national, provincial or international funding for full-time study and/or research at the University of Manitoba will be required to accept the external funding and decline the UMGF.

UMGF Renewals - Students who are awarded a UMGF are required to apply for external funding if they are eligible, to qualify for subsequent year(s) of funding. Students who are eligible to apply for external funding but do not do so will be considered ineligible for renewal of their award.

IV. Funding Limits

The UMGF is not tenable with any other scholarship that has a greater monetary value than the UMGF award.

V. Transfers

Students awarded a UMGF may transfer their award from one University of Manitoba (U of M) department to another, with the approval of the Dean of the Faculty of Graduate Studies. The student must request the transfer in writing to the Dean of Graduate Studies, which will be recommended and signed by the student's advisor/supervisor, the Head of the former department and the proposed new Head of the department.

If a student transfers courses from one Masters program to another, their eligibility in the second program is limited to 24 months less the number of months spent in the first year of their Masters program. If no courses (i.e., credit hours) are transferred to a second Masters program, then the student is eligible for the full 24 months of UMGF support at the Masters level.

UMGF Master's recipients who transfer from a Master's to a PhD in the middle of an academic year will continue to receive funding at the Master's level until the end of that academic year. To receive funding at the PhD level, the student must re-apply in the next competition as a PhD student.

VI. Start Date and End Date

Start Date

Normally the start date for the UMGF is September – the beginning of the academic year. An early (May) start date may be approved upon receipt of a signed letter on letterhead from the student's advisor supporting the request payments to begin in May. Please note that if the first instalment is paid in May and the first admission date to the current program was in the month of September, the fellowship will terminate at the end of April in a subsequent year.

Fellowships may be deferred to January only. Recipients must decline the UMGF and reapply in the next competition if they are unable to accept the fellowship upon a deferral to January (i.e., if the award cannot be taken up in January, after having been deferred from September, then it must be declined).

Students admitted under the "provisional status" may not receive the award during the provisional period and may not accept the award if the provisional status is not cleared within a 4-month (one-term) period.

End Date

All awards are terminated as follows:

Completion of Degree – Students will have their UMGF award pro-rated to the end of the month in which they complete their degree requirements. The date of **degree completion** is the date on which all requirements for a degree have been met, including successful defence and submission of the final two copies of thesis to the Faculty of Graduate Studies. Students will be required to return any amounts issued to them for the time period after this date.

Withdrawal from Program – Students will have their UMGF award pro-rated to the date by which their withdrawal from their degree program is effective. Students will be required to return any amounts issued to them for the time period after their effective withdrawal date.

Any fellowship payment received covering any period of ineligibility must be repaid in full.

VII. Award Payment

Students must be admitted and registered as full-time graduate student without provision in the academic year that they are receiving a UMGF.

UMGF payments are disbursed in biweekly instalments and will be directly deposited to their account. May payment is contingent upon continued eligibility and approval of a satisfactory renewal form which UMGF recipients will receive in December. Award payments are not credited towards tuition. Students are responsible for paying their own tuition.

VIII. Selection and Announcement

The Faculty of Graduate Studies Awards Committee, which consist of 12 faculty members and 3 graduate students provide equal representation from the three disciplines – natural sciences and engineering, social sciences and humanities and medical health sciences.

Selection Criteria

Applicants for the UMGF are evaluated and selected according to the criteria in the following categories:

- **Academic excellence**
 - demonstrated by the required GPA
 - academic record

- **Students must order original transcripts from all universities attended in the past, to be sent in a sealed envelope directly from the university attended to the Graduate Programs & Research Office, Faculty of Education, Room 203 Education Building, University of Manitoba**
- **Awards, as listed in the application form**
 - scholarships and awards held
- **Research ability or potential, as detailed in the statement of planned research** (see application form)
 - quality of contributions to research and development (including works considered creative endeavors)
 - relevance of work experience and academic training to field of proposed research
 - significance, feasibility, and merit of proposed research
 - ability to think critically
 - ability to apply skills and knowledge
 - judgment
 - originality
 - initiative and autonomy
 - enthusiasm for research
 - determination and ability to complete projects within an appropriate period of time
- **Communication Skills, as shown in the application form**
 - The ability or potential to communicate scientific concepts clearly and logically in written and oral formats. For example this could include:
 - i. quality of the application's presentation
 - ii. participating in preparing publications
 - iii. awards for oral presentations or papers
- **Interpersonal and leadership abilities, as shown in the application form**
 - Professional and relevant extracurricular interactions and collaborations. For example, this could include:
 - i. mentoring
 - ii. teaching
 - iii. supervisory experience
 - iv. project management
 - v. chairing committees
 - vi. organizing conferences and meetings
 - vii. elected positions held
 - viii.

Selection Criteria Weightings		
	<u>Masters</u>	<u>PhD</u>
Academic Excellence (GPA)	60%	50%
Awards, Publications, Research, Communications, Experience, creative endeavors	20%	30%
Advisor's Assessment and Department Head Comments and Ranking	20%	20%

Notification of decision

The Faculty of Graduate Studies endeavours to announce the award results approximately four weeks after the application deadline date, and notifies successful applicants of the results in writing. **The Faculty of Graduate Studies and the Faculty of Education will not provide results by telephone, by e-mail or in person.** Students may also obtain the results from their respective departments.

Successful applicants will receive a notice of award and must refer to the relevant *UMGF Award Holder's Guide*, which contains instructions on how to obtain payment as well as the regulations pertaining to their award. This *Guide* can be viewed at http://umanitoba.ca/faculties/graduate_studies/funding/forms.html.

General Regulations (addendum):

To hold the UMGF award, you must:

- Have been admitted **without provision or have cleared your provisional admission** as a PhD student into a graduate program at the University of Manitoba
- Be registered full-time in a graduate program of study in the unit that recommended you for a UMGF
- Accept the terms and conditions of the award, as set out in this guide and in the Notice of Award
- Be members in good standing and adhere to the Rules/Principles within the university community as outlined in the “Student Discipline By-Law”
- Acknowledge, wherever possible, the UMGF/MGS assistance for research
- Not hold or accept full-time employment that exceeds 720 hours over a 12 month period; the 720 hour limit includes employment both inside and outside the university
- Maintain a minimum **degree** GPA of 3.50 and not receive any grade below C+ (including AX courses) in the current year
- Not be enrolled as full-time students in two programs simultaneously
- Apply for and accept (if offered) National Scholarships for which you are eligible, at every possible competition. Some of these National Awards are NSERC (Natural Sciences and Engineering Research Council), SSHRC (Social Sciences and Humanities Research Council), and CIHR (Canadian Institutes for Health Research).
- RM – Research Manitoba (formerly MHRC – Manitoba Health Research Council) is another agency to which eligible students must apply. If UMGF recipients who are eligible for a National Award do not apply, the University of Manitoba Graduate Fellowship shall not be renewed.
- The **date of degree completion** is the date on which all requirements for your degree have been met, including successful defence and submission of a copy of your thesis to MSpace or equivalent forms/correspondence to the Faculty of Graduate Studies
- Awards may be cancelled without notice if the conditions under which they are granted are violated

INSTRUCTIONS ON COMPLETING THE UMGF APPLICATION FORM

General Presentation

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

- Print must be in black ink (**typed**), and be of letter quality (minimum standard).
- 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.

Notes:

The UMGF on-line application form cannot be saved and cannot be sent electronically. You must print out a hard copy of the application form after it is completed and signed, to be submitted it to your department.

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 regulations (attached to the application form) and the Award Holder's Guide.
- You will acknowledge, wherever possible, UMGF's funding assistance.
- You will 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 disentitlement from eligibility for future funding.

PART I – FOR APPLICANT

TITLE

Mr/Ms/Mrs/Miss/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 (i.e., 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. **To verify academic work, students must order original transcripts from all universities attended in the past, to be sent in a sealed envelope directly from the university attended to the Graduate Programs & Research Office, Room 203 Education Building, University of Manitoba, Winnipeg, Manitoba R3T 2N2.**

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.

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 (e.g., 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 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.

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.

Part II

STUDENT'S MAIN ADVISOR

Only **one letter of support** may be included with the UMGF application form, additional letters will not be sent to the Awards Committee. Students who do not have an University of Manitoba academic record, however, may append one extra letter of support from a person most knowledgeable about their academic work.

What you should do

Provide a photocopy of your completed application to your Advisor. Please tell your Advisor that instructions and the Part II form will be made available to him/her electronically.

Allow sufficient time to enable your referee to complete, print and return the form. The Advisor must submit the Part II form and the letter of reference in a signed and sealed envelope directly to the department you are applying through. Again, Part II will be made available internally to your Advisor within the faculty; or by request from Julianna.Enns@umanitoba.ca

Part III

Departmental Comments

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

Application for
UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP
FACULTY OF EDUCATION DEADLINE: May 17, 2017

PART I

Title	Last Name of Applicant	First Name	Initial of all given names
-------	------------------------	------------	----------------------------

ADDRESSES

Current address (street name & number/City/Province/Postal Code)		Permanent mailing address (if different than current address) (street name & number/City/Province/Postal Code)	
If current address is temporary, indicate leaving date		Telephone number at permanent mailing address	
Telephone number	Facsimile number	E-mail address	
U of M student #	Present Department	Present Institution	

CITIZENSHIP

Canadian Citizen _____ Permanent resident of Canada _____ Visa student _____

SIGNATURE

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 *Award Holder's Guide*.

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.

I authorize the university to verify any information, transcripts, or reference letters provided as part of this application.

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 Faculty of Graduate Studies. In such an event I understand that future applications from me will not be considered.

_____ Date

X _____ Signature of Applicant

This personal information is being collected under the authority of *The University of Manitoba Act* and will be used for the purpose of assessing your application for the UMGF competition. It may be shared with other educational institutions. Information regarding graduation and awards may be made public. Upon your graduation, name, address and degree information you have provided will be given to and maintained by the Alumni Records department in order to assist in the University's advancement and development efforts. This information is protected by the Protection of Privacy provisions of Manitoba's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives and Special Collections, 331 Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Last Name of Applicant	First Name
------------------------	------------

ACADEMIC BACKGROUND (current and past degree programs, including programs in-progress)
 Students must order original transcripts from all universities attended in the past. Transcripts must be sent by the university in an envelope, sealed by the university and be sent directly from the university attended to the Education Graduate Programs & Research Office, Room 203 Education Building, University of Manitoba, Winnipeg, Manitoba R3T 2N2.

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)

Last Name of Applicant

First Name

AWARDS & SCHOLARSHIPS RECEIVED
(indicate whether they are national, provincial, or institutional)

Award & Value	University	Period (mm/yyyy – mm/yyyy)

Last Name of Applicant	First Name
AWARDS APPLIED FOR (Please note that in order to be considered for the UMGF eligible students are expected to apply to NSERC, SSHRC, CIHR & MHRC)	
Award	Year applied for
PROPOSED LOCATION OF TENURE (in order of preference)	
Department	Proposed Advisor
Indicate if you are attending university at the time of application Attending part-time _____ Attending full-time _____ Not attending _____	
I propose to study for _____ PhD degree _____ Master's degree in the 2017/2018 academic calendar.	

Last Name of Applicant	First Name
------------------------	------------

PUBLICATIONS (List papers published in refereed journals, book and proceedings, beginning with the most recent. One additional page may be appended if needed).

--

Last Name of Applicant	First Name
------------------------	------------

THESIS COMPLETED OR IN PROGRESS

1. Degree	Supervisor	Date degree requirements completed
------------------	-------------------	---

Title of thesis

2. Degree	Supervisor	Date degree requirements completed
------------------	-------------------	---

Title of thesis

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. Your statement must be understandable to someone outside of your field.** Use plain language and do not reproduce abstract of thesis. **(Only one additional page including references may be appended using 12 pt. Font with 6 lines per inch.)**

Last Name of Applicant		First Name	
REFEREES Provide information on <u>one</u> referee who will complete Part II of the UMGF application and will 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.	Facsimile No.	E-mail address	
Last Name		First Name	
Position		Department/Division	
Institution			
Telephone No.	Facsimile No.	E-mail address	
UNIVERSITY TRANSCRIPTS List all university transcripts appended to this application. You must arrange to include all undergraduate and graduate transcripts. Only official transcripts, "student histories" from the Registrar's Office and certified true copies are acceptable. <u>Web printouts and Student Aurora printouts are not acceptable.</u> These documents must be sealed upon receipt at the departmental level.			