



Research  
Manitoba

**2018-2019**  
***Research Manitoba/  
Rady Faculty of Health Sciences  
Graduate Entrance Scholarship  
Program Guide***

# Research Manitoba/Rady Faculty of Health Sciences

## Graduate Entrance Scholarship 2018/2019

Research Manitoba and the University of Manitoba Rady Faculty of Health Sciences (RHFS) are holding a Graduate Entrance Scholarship Competition.

### 1. Purpose

The RFHS is comprised of five Colleges: Dentistry, Medicine, Nursing, Pharmacy, and Rehabilitation Sciences; each of these colleges offers graduate programs (i.e. Master's and/or Ph.D.).

The purpose of the award is to attract outstanding students to graduate programs offered by units in the RFHS, and to provide initial support as they prepare for careers as independent health researchers, in non-academic sectors, or within the health system. This scholarship is open to students who are enrolled full time in an RFHS graduate program with a delineated research component and admitted in the 2018-2019 graduate academic year (ie. Summer 2018, Fall 2018, or Winter 2019).

### 2. Eligibility

To be eligible, ***ALL graduate entrance scholarship applicants*** must:

- (i) be admitted to, and enrolled full time in, a Master's or Doctoral program with a delineated research component, delivered by a unit in the RFHS, in the 2018-2019 graduate academic year (ie. Summer 2018, Fall 2018, or Winter 2019);
- (ii) have achieved a minimum 3.5 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full-time university study (60 credit hours).

### 3. Funding

Entrance scholarships:

- (i) are awarded on a competitive basis and are valued at \$7500 for one year;
- (ii) are one-time awards;
- (iii) may be held with other awards, as allowable by the Terms of Reference of the latter.

### 4. Assessment Criteria

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- (i) academic excellence, as demonstrated by education, training, academic achievement, honors and awards;
- (ii) research potential, as indicated by interest and initiative in discovery (as would be expected for the candidate's academic experience), quality of the applicant's training environment, potential for the candidate to develop research skills and expertise, and relevance of previous experience and achievements;
- (iii) personal characteristics and interpersonal skills, as demonstrated by the applicant's past professional and relevant extracurricular endeavors.

The selection committee will also consider how to use the scholarships effectively to attract outstanding graduate students.

**Note for all applicants:**

An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications.

## 5. Application Materials

- (i) See the **APPLICATION CHECKLIST** for Graduate Studentship submission requirements.
- (ii) For support completing the online parts of your submission, see the ***Trainee User Guide***.
- (iii) **PROJECT SUMMARY:** A brief description of the proposed research project following these format requirements must be attached as a PDF to your online application:

PAGE SETUP AND FORMAT FOR PROJECT DESCRIPTION  
ATTACHMENT

**Outline of Proposed Research:** maximum of one (1) page

**Bibliography/citations:** maximum of one (1) page

**Margins:** ¾" (2 cm)

**Page:** 8.5"x11" (21.5 x 28.0 cm)

**Font:** 12 points

**Spacing:** No condensed fonts or spacing

**Line spacing:** single-spaced

- (iv) **Letters of support:** Each candidate must arrange to have two individuals agree to provide supporting letters for their application. These letters should speak to the aforementioned criteria (i.e. academic excellence, research potential, and personal characteristics and interpersonal skills).


**Referees upload Letters of Assessment directly:** The **applicant** will add each referee's name and active email address where required in the applicant's GMS application. At the time of application submission, that referee will be automatically sent an email with an embedded link. The **referee** must go to the linked page and upload their signed letter (PDF) by the deadline listed below.

See the GMS and ***Trainee User Guide*** and ***Referee Instructions*** for additional information.

- (v) **Academic Transcripts:** The following are required:
  - a. the candidate's complete academic record to date, including transcripts of all
    - i. undergraduate studies;
    - ii. graduate studies, and
    - iii. any studies that are in progress (even where no grades have so far been given for the current coursework).
  - b. transcripts must be up-to-date and official. Transcripts are considered official when

- i. sent directly from the academic institution to Research Manitoba, or
  - ii. sent directly to the student, the transcript remains inside the sealed envelope provided by the institution, or
  - iii. for students with **international** (i.e. outside Canada and the United States) degrees, they are certified true copies of their Official Transcript(s), provided by their department, and certified as true copies by their Department Head or delegate. 'International' transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.
- (vi) **Grade Point Average (GPA):** Graduate Entrance Scholarship applications submitted through the Research Manitoba GMS require the identification of an applicant's Grade Point Average (GPA) in the last two (2) previous years of full-time university study (60 credit hours). **GPA's must be presented using the University of Manitoba grading system – that is, the 4.5 grading scale. All applicants must ask their Department to provide a printout of their SOAGPAT from Banner (Aurora INB). The SOAGPAT printout must be mailed, couriered or dropped off to Research Manitoba in a sealed institutional envelope with a signature from the department over the seal.**

**The Faculty of Graduate Studies (University of Manitoba) calculates the SOAGPAT upon graduate student admission. Program/department staff who hold the relevant access may find this GPA on Banner (Aurora INB):**

1. Select Banner – Aurora INB under Faculty and Staff (University of Manitoba website);
2. Enter the username and password;
3. In the **Go To** Field box, type SOAGPAT and enter.
4. In the **ID** field box, enter the student number prefixed with 00.
5. Click the **Next Block** 
6. The GPA of the student will pop up in the **GPA** field below.

Rough GPA calculations (to determine eligibility before preparing the application) may be done using the following resources:

For Canadian and American transcripts, see [Calculating Canadian/US GPAs](#) and the [Canadian GPA Equivalency Table](#).

For International transcripts (neither Canadian nor American), see [International GPA Calculations and International Degree Equivalency](#) on the University of Manitoba Faculty of Graduate Studies website. If your institution is not found in the listing, please contact the University of Manitoba Faculty of Graduate Studies for assistance.

- (vii) **PUBLICATION AND FUNDING UPDATES**, if available, are accepted until the day before the review committee meets. Please email Marcie Fehr, [Manager, Programs](#) with your publication if your application and CCV have already been submitted.

**6. Deadlines:**

APPLICATION: November 13, 2018 (4:00 pm CST)

ASSESSOR LETTERS, SOAGPAT PRINTOUTS, AND TRANSCRIPTS: November 26, 2018 (4:00 pm CST)

**7. Funding decisions:**

Funding decisions will be announced by the beginning of January 2019. All funding decisions are final.

# Graduate Studentship Application Checklist

- ✓ Open a GMS account with Research Manitoba. Please see the GMS User Guide for instructions for how to open a GMS account.
- ✓ Determine which transcripts you will need to submit and order official transcripts from each institution. See the **Transcripts** section in the **Program Guidelines** section of your Program Guide.
- ✓ Ask your department for a printout of your SOAGPAT from Banner INB. Ask them to provide the printout in a sealed institutional envelope with their signature over the seal of the envelope.
- ✓ Complete or update your Canadian Common CV (CCV) - **Research Manitoba version** (note that all CCV's must have been updated within six months of submission to be eligible) and attach it to your GMS account (see **GMS User Guide**).
- ✓ With the guidance of your Supervisor, complete the detailed description of your proposed research project, save it as a pdf., and have it ready to upload as an attachment to your GMS application. See the requirements in the **Project Description** part of the **Application Materials** section of your **Program Guide**.
- ✓ With the help of your Supervisor, select two people to write **letters of reference** for you. It is appropriate to ask your Supervisor to write one of those letters of reference. Send them the **Referee Instructions**, available [here](#).
- ✓ Begin to complete your GMS application.
- ✓ Ensure your **Supervisor** does or has done the following:
  - Creates their own **GMS account**
  - Provides you with their GMS account email (you'll need to enter it in your GMS application)
  - Submit an **updated CCV - Research Manitoba version** (note that all CCV's must have been updated within six months of submission to be eligible), ensuring that it is attached to their GMS account, and
  - Knows that you will need them to consent to your application from **their** GMS portfolio before your application can be submitted.
  - Send them the **GMS User Guide for Supervisors and Department Heads**, which can be found [here](#).
- ✓ Ensure your **Department Head** does or has done the following:
  - Creates a **GMS account**
  - Provides you with the GMS account email, and

- Knows that they will be receiving an email confirming that your supervisor has approved your application and that you will need them to consent to your application from **their GMS** portfolio.
  - Send them the **GMS User Guide for Supervisors and Department Heads**, available [here](#).
- 
- ✓ On the **Letters of Assessment** page in your GMS application, provide the names and email addresses of the two individuals who have agreed to provide letters.
  - ✓ Complete your online application, including attaching any required documents.
  - ✓ Advise your Supervisor that they can review your application and CCV and provide their consent.
  - ✓ Ensure that both your Supervisor and Department Head have consented to your application, then **SUBMIT** your completed application before **4:00 PM CST, Tuesday, November 13, 2018.**
  - ✓ Ensure that a Hard Copy of the **required transcript(s) and SOAGPAT Banner printout** are received by Research Manitoba before **4:00 PM CST, Monday, November 26, 2018.**
  - ✓ Confirm within your GMS Portfolio page that the **2 supporting letters** have been uploaded directly by your Referees into the GMS before **4:00 PM CST, November 26, 2018.**

**Transcripts and SOAGPAT printouts can be mailed, couriered, or dropped off (or have the institution send to):**

Research Manitoba  
A201 Chown Building  
753 McDermot Avenue  
Winnipeg, MB  
R3E 0T6

## Other People and What they need to do for your Application

### 1. Your DEPARTMENT HEAD and your SUPERVISOR (and Co-Supervisor, if applicable)

BOTH need to go online and consent to your application

Send them a copy of their very own help guide:

The GMS User Guide for Supervisors and Department Heads, available [here](#).

### 2. Your SUPERVISOR (and Co-Supervisor, if applicable)

- needs to work closely with you to develop and complete your Research Manitoba application, particularly with your *Project Description* and your selection of *Referees*
- needs to create or update their CV in the Canadian Common CV (CCV) website, and then know how to attach their Research Manitoba CV to their own GMS account

The information about their CCVs is also in this guide:

The GMS User Guide for Supervisors and Department Heads, available from your program page.

#### **Note for all applicants:**

**An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications. Student applicants, be aware that both your and your supervisor(s)'s CCV must have been updated within six months of your submission for your application to be accepted.**

### 3. Your 2 Referees (assessors)

- need to be asked to provide you with a *Letter of Reference* (Letter of Assessment) that *speaks to your academic accomplishments and aptitude for research*
- must upload their PDF'ed letters directly to the GMS via a unique web link that will be emailed to them *at the time that you finally SUBMIT your application*

Send each of them a copy of their very own **Referee Instructions**, available [here](#).

### 4. Your SUPERVISOR may ALSO be one of your REFEREES\*

- If they are, they will need to follow both sets of instructions

Send them both the:

- GMS User Guide for Supervisors and Department Heads, and
- **Referee Instructions.**





# Trainee Grant Management System (GMS) User Guide

## CONTENTS

Click on the any of these links to go to that section of the GMS user guide

1. [Creating your Research Manitoba GMS User Account](#)
2. [Creating your Canadian Common CV \(CCV\) and attaching it to your GMS Account](#)  
2.1 [CLICK HERE FOR HELP ATTACHING YOUR CCV](#)
3. [Completing your GMS Application](#)

**Application Deadline:** [4:00pm Tuesday, November 13, 2018](#)

4. [Referees, follow-up](#)
5. [Transcripts: \*\*Not Submitted On GMS\*\*](#)

**Reference Letter and Transcript Deadline:** [4:00pm, Monday, November 26, 2018](#)

6. [System requirements](#)

For Additional Support, please contact the [Research Manitoba Helpdesk](#) (Mon-Fri, 8:30 am – 4:30 pm).

Each application form in the Grant Management System (GMS) follows the same basic process.

**The RFHS Graduate Entrance scholarship** applications have these common elements:

- Online Award Application completed by applicant;
- Applicant's current CCV (RESEARCH MANITOBA version) **and updated within the last six months** must be attached to the applicant's GMS account;
- Online consent prior to application submission is required by both your Supervisor AND Department Head;
- Supervisor's CCV (RESEARCH MANITOBA version) must be attached to the **supervisor's** GMS account;
- Assessor (reference) letters must be uploaded by each referee to a private location on the GMS on or before the *Assessor letters and transcripts deadline*;
- Transcripts and SOAGPAT printouts are not attached to the GMS application, but must be sent directly to RESEARCH MANITOBA and arrive on or before the *Assessor letters and transcripts deadline*.

See **Application Materials** in the **Program Guidelines** section of your program's description in your Program Guide.

## 1. Creating your RESEARCH MANITOBA GMS User Account

- a) If you do not already have a user account, you will need to create one.
- b) From the [login page](#), click on a **sign-up** link – second line in the center, top right or in the menu, left.
- c) Review the **Terms of Use** and then click "I ACCEPT" at the bottom of the page to continue.
- d) Enter the required information in the following Create your RESEARCH MANITOBA System Account page. All asterixed fields are required. The system won't let you move forward until these fields are completed. Be sure to select your institution, at the bottom of the page.

**NOTE:** The **University of Manitoba** is listed under "T" for 'The'

- e) The email you use here will be your GMS **system account email**. It will also be your **PIN** for the Research Manitoba version of your [CCV](#) (see following).
- f) Clicking on "Submit Registration" at the bottom of this page will result in an account verification email being sent to the email address you have provided.
- g) Follow the link from within this email and add your password to validate your account.

## Returning Users

Forgot your password?

From the [login page](#), click on '**Forgot Your Password?**' next to the login button, or in the left menu.

You'll be taken to a *Password Reset Page* where you'll need to enter your email address and click the '**Reset my password**' button. Follow the instructions in the email you are sent to reset your password

*Forgot your username OR BOTH your username (the email address you used last time) AND password?*

DO NOT CREATE A NEW ACCOUNT if you think you already have one. This could cause problems with the GMS account that your currently have.

Please contact the [Research Manitoba Helpdesk](#) (Mon-Fri, 8:30 am – 4:30 pm), for support.

## **Portfolio Page**

Once you've logged in to your GMS account, you will arrive at your '**Applicant Portfolio**' page.

Access RESEARCH MANITOBA Support Material from Portfolio Page

From this page, you can access the

- Trainee GMS User Guide,
- *Trainee FAQs*,
- *Application Checklists* and the
- *Research Manitoba Finance and Administration Guide*, in the left side menu.

The screenshot shows the 'Applicant Portfolio' page for the year 2017. The page header includes the Research Manitoba logo, a welcome message for 'marcie.fehr@researchmb.ca', and a 'Logout' link. The main content area is titled 'Applicant Portfolio' and features a green 'Apply for Grant or Award' button. Below this, there are instructions for users to open the Common CV site, attach their CCV to their GMS Account, and note that their CV is not yet attached. A 'Grant Application Status' table is displayed, showing one application in progress. The left sidebar contains a navigation menu with various links.

ID	Program	Deadline	Status	Last Update	Print/Preview	Review
2782	Health Research New Investigator Operating Grant	March 1, 2017, 4 p.m.	In Progress	Dec. 8, 2016		

## 2. Creating your CCV and Attaching it to your GMS Account

### Note for all applicants:

An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications. Student applicants, be aware that **both your and your supervisor(s)'s CCV must have been updated within six months of your submission for your application to be accepted.**

Your GMS portfolio page, above, shows whether you have a CCV attached to your account, and if you do, when that CCV was attached (see above). If you created one earlier, we encourage you to update it and attach the newest version of it to your GMS account.

### ***Getting to the CCV site***

If you haven't attached a CCV, the text 'Your CV is not yet attached' will appear above the *Grant Application Status* list. To create your CV, Open the Common CV website link.

**Note** that at any time you can go to the [CCV site](#) directly to work on your CV (*without going via the GMS*). You do not have to complete your CV all at once.

***Create a CCV user account / log in. (Register with CCV).***

### ***Select a Funding Source CV***

The CCV enables researchers to create CVs for different funding agencies. Select CV from the second-row menu, then Funding, then "Research Manitoba" as *Funding Source*, and then "Research Manitoba" as your CV Type.

### ***Complete your CV***

The CCV is completed section by section by selecting the 'pencil' to **edit/or enter** that section's information. The pencil takes you to a selection page from which you click the **Add** button to add a single entry (you could add more than one entry) for each information group required.

### ***Validate your PIN***

You need to do this to create the link between your Research Manitoba CV (on the CCV site) **AND** the Research Manitoba GMS system account (on our GMS site).

Click PIN/System Account from the second-row menu above. The PIN for Research Manitoba here is your **GMS system account email** (i.e., the **email address** you use to login to your GMS account). Be sure to click the Validate button. You will then be taken through several screens, ending with the entry of your RESEARCH MANITOBA GMS **password**.

### *Submit your CV*

Once all sections are complete/have a ✓, you can submit your CV.

If you have missed some sections or have not validated your PIN, you will receive an error message. Go back and complete everything you need to.

**Submit** by clicking the Submit button. This will take you to a consent page, which needs review and “I Agree” clicked.

You should then see a notice in **green text** confirming your CCV submission to Research Manitoba and providing a confirmation number. **Please keep this number for your records. (Record and/or print out the page).**

**Log back into your Research Manitoba GMS account to check to see if your CCV is there.** If you didn't logout, then logout and log back in. You should now see that in your portfolio page, your CCV is now attached, and the date of attachment. Please note that the update may take several minutes to take effect. If you log into your GMS and your new CCV is not attached, log out and wait 15 minutes before logging back in.

**NOTE:** you can revise and re-submit your CCV up to the submission of your GMS application. When you re-submit your CCV to the GMS, the previous version is replaced.

Once you **submit** your **GMS Grant or Award Application**, however, the version of your **CCV attached** at that moment, **will be submitted** with your application.

ANY CHANGES YOU MAKE TO YOUR CCV AFTER YOUR GMS APPLICATION IS SUBMITTED WILL NOT BE UPDATED ON THE VERSION SUBMITTED WITH YOUR APPLICATION.

## **2.1 Help with Attaching your CCV:**

The PIN you need to use to ‘validate’ your CCV account (to make the connection between the CCV site and your Research Manitoba account) is the email you use to login to your GMS account.

If you used the correct PIN and it looks like your CCV is ‘validated’ but still not attached, please try the following: **DELETE your PIN validation in your CCV account.**

When you click on PIN/System Account, use the garbage can to delete your Research Manitoba validation (see image following). Then, Click ADD and follow through, manually entering your GMS user account email and GMS password etc.

Finish by clicking 'Validate'.

Then, go back into your CV (click on CV in the black menu above), and go through selecting the 'funding CV', selecting Research Manitoba and then selecting "Research Application" to get back to the screen that lets you edit your CCV.

From there, click SUBMIT once again (assuming there are no errors to be fixed), and follow through. Wait a few minutes and then go back to your GMS account -- logout and then login -- and then look in your portfolio, to see if the CCV is attached now.



Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

Agency PIN/System Accounts 2016-12-09 12:45 EST

Agency	PIN/System Account	Status
 Research Manitoba	marcie.fehr@researchmb.ca	Valid

Modified: 2016-09-06\_CCVPRODUCTION [Important Notices](#)

[Top of Page](#)


If the CCV site states that your PIN is valid:

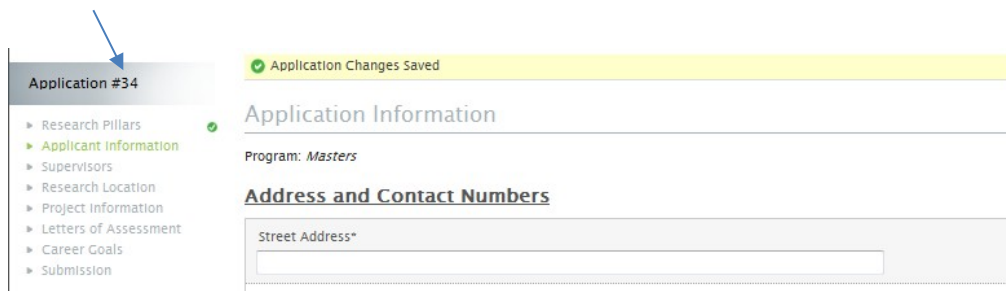
Unfortunately, the CCV may state that a PIN is 'VALID' even if the WRONG PIN has been entered, or if your PIN (GMS account email address) has changed. Please follow the instructions [above](#).

### 3. Completing your Rady Faculty of Health Sciences Graduate Entrance Scholarship Application

- From the portfolio page within your GMS account click on the large green button 'Apply for Grant or Award'.



- b) You will be taken to a page enabling you to select which application you'd like to complete. Select your application **program**. The name of the award program will appear on each application page.
- c) Select which *Research Pillar* your research falls under, click 'Save and next page' and then your screen will change to the next stage.
- d) As you move through the application, the page you are on will be highlighted in the left menu. If you have entered all the required information for a section, a  will appear next to that section name. At any time, you can *click* on a page in the menu to either return to it or preview it.
- e) Your application has been given a number. Keep this number for your reference as well as the reference of your Supervisor and Department Head.



### Required Fields

Whenever you have tried to save and go to the next page without filling in all the REQUIRED\* fields, you will be required to complete them before you can move forward.

### No need to complete your application in one try

You can log out of the GMS (logout, top right corner) and return to your application (by logging back in) as many times as you need to complete your application.

Once an application is opened, that application will show up in your portfolio, and you can click on

the 'edit pencil' to re-enter your application.

### Application Status

The 'Status' of your application will be "In Progress" until it is successfully submitted, at which time the status will change to "Submitted".

The screenshot shows the 'Applicant Portfolio' page. On the left is a navigation menu with options like 'Portfolio', 'Apply for Grant or Award', 'Account Settings', 'Trainee FAQ', 'PI FAQ', 'Trainee User Guide', 'PI User Guide', and 'Contact Us'. The main content area has a green button 'Apply for Grant or Award' and a list of instructions: 'Open the [Staging] Common CV site in a new window' and 'Your CV is not yet attached'. Below this is a 'Grant Application Status' table with columns for ID, Program, Deadline, Status, Last Update, and Print/Preview. One row is visible with ID 34, Program Masters, Deadline Dec. 1, 2012, 3:15 p.m., Status In Progress, and Last Update Nov. 27, 2012. A '1 rows' indicator is at the bottom of the table.

ID	Program	Deadline	Status	Last Update	Print/Preview
34	Masters	Dec. 1, 2012, 3:15 p.m.	In Progress	Nov. 27, 2012	

### Supervisor Identification Page

To complete this page, you will need to have asked both your Supervisor and Department Head to provide you with their Research Manitoba Grants Management System account **email address**. Make sure you have the EXACT email address that they use to login to their GMS user account. Other emails will not work.

The screenshot shows the 'Supervisor Identification' form. It includes a 'Program' dropdown set to 'Masters'. Below is a text prompt: 'Please provide the system account e-mail addresses of the project supervisor, co-supervisor (if any) and department head.' The form has three sections: 'Supervisor\*' with the email 'Ms. Liz Ford (waiting for consent) (change)', 'Co-Supervisor' with an 'Account e-mail address' field and a '(verify)' link, and 'Department Head\*' with an 'Account e-mail address' field and a '(verify)' link. At the bottom are buttons for 'Save', 'Save & Next Page', and a 'PDF Version' link with a printer icon.

Enter each email address and click on **(verify)** to create a link between your application and your Supervisor or Department Head's GMS account. Once verified, the message will change to **(waiting for consent) in your (applicant) account** AND your Supervisor/Department Head will be able to see your application from their GMS account.

### Supervisor Consent

Once you have completed all sections of your application (including your Project Description attachment), and have your CCV attached to your GMS account, **you** need to advise your Supervisor (and Co-Supervisor if you have one) that they should now view/consent to your completed application. When your application is consented, you will see a green checkmark next



to that person's name.

#### *Department Head Email and Consent*

Once your Supervisor provides consent, an email is automatically sent to your Department Head, advising that your Supervisor has consented to your application and that they (Department Head) can now log on to **their GMS account** and view/consent to your application. Their consent will also show as a green check mark next to that person's name on your **Supervisor Page**.

**It is your responsibility** to ensure that you have received both consents BEFORE you submit your application. The GMS system will not allow you to submit your application without both consents.

**NOTE:** If a **Co-Supervisor** is listed in the application (**not mandatory**), the Co-Supervisor must also link a revised CCV to the GMS and provide consent to the application.

#### *Submission of your Application*

The GMS system will not allow you to submit your application without:

- your **Referee names** and **email** addresses
- the **required attachments**
- your **own CCV** attached to **your** GMS account
- your **Supervisor's CCV** (and **Co-Supervisor's CCV**, if applicable) attached to **their** GMS account(s)

#### **Note for all applicants:**

**An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications. Student applicants, be aware that both your and your supervisor(s)'s CCV must have been updated within six months of your submission for your application to be accepted.**

- both your Supervisor and Department Head have **consented to your application**, or the consents of your Supervisor and Department Head

If you try to submit before all the required information is completed, you will receive messages in **red text** indicating what is still required.

When complete and submitted, a **confirmation page** with your submission number will appear. Make a note of this number for your records and/or print off the page.

**Your referees will be sent system-generated emails when you submit your online application.**

See [REFEREES, FOLLOWUP](#) for additional information.

**APPLICATION DEADLINE: 4:00 PM CST, Tuesday, November 13<sup>th</sup>, 2018**

**4. Referees, Follow-up**

If you have not already done so, email your referees the link to their Referee Instructions. Once you SUBMIT your online application, your referees will each be sent emails with the following text:

**Subject line:** Research Manitoba Reference Letter: Applicant Name

Dear Referee [[referee email address](#)]  
Re: [Applicant Name]

Thank you for agreeing to write a letter of reference for this Research Manitoba [Award Name] candidate.


Please follow the instructions following and when you are ready, click on the link provided below to be taken to a site on Research Manitoba’s online grant/award application system (GMS) where you can upload your letter.

Instructions:

- Please write your letter and print on letterhead, if possible
- Sign your letter
- Scan the letter to PDF and give the scanned version the file name: Letter [your name]
- Click on the link to a confidential GMS site where you will be asked to upload your PDF

From your **GMS portfolio**, you will be able to see which referees have uploaded their letters and which have not by hovering your mouse over the green text in the Application Status section.

**Grant Application Status**

<input type="checkbox"/>	ID	Program	Deadline	Status	Last Update	Print/Preview	Review
<input type="checkbox"/>	 45	Masters	January 31, 2014	Submitted (0/3 referees)	January 23,		

It is your responsibility to ensure that your referees upload their letters by the **Reference Letter and Transcript deadline**.

## 5. Transcripts: **Not Submitted on GMS**

See the *Program Guide (Application Materials Section)* and your award *Application Checklist* for information and requirements.

**REFERENCE LETTER, SOAGPAT PRINTOUT and TRANSCRIPT DEADLINE:  
4:00 PM CST, November 26, 2018**

## 6. GMS System Requirements

**Browsers:** The GMS will work on Safari, Firefox, Internet Explorer, and Google Chrome.

**Pop-Ups:** We suggest that you disable your pop-up blocker on your browser when using this site.

**PDFs:** Please use the [Adobe Reader](#) to open any PDF documents that you download to your desktop/device.

**\*If you still have questions on any aspect of the application process, please email Research Manitoba's [helpdesk](#) for support (Monday – Friday, 8:30 a.m. – 4:30 p.m.)\***