

Research Manitoba Trainee Applications Frequently Asked Questions

Please note, all answers to these FAQs can also be found in the:

- Program Guide
 - Master's Studentship Awards
 - PhD Health Research Studentship Awards
 - Health Research Postdoctoral Fellowship
- Application Form
- Trainee GMS User Guide
- GMS User Guide for Supervisors and Department Heads
- Instructions for Referees of Applicants for Trainee Awards

When will results be announced?

All applicants to trainee programs will be notified of the results of the competition by the end of June. All applicants, whether successful or otherwise, will receive a notification letter through their GMS account.

When and where will awardees be announced?

A list of awardees will be posted to our website after the Research Manitoba Board of Directors meets in June.

When can I see reviewer comments?

All trainees will be able to see comments from reviewers in their GMS account by the end of June.

What will the reviewers be looking for in my application?

Please see the *Assessment Criteria* in the **Program Guide**. Applications are evaluated in a competitive peer-review process.

I have previously submitted a Canadian Common CV (CCV) to Research Manitoba, do I have to do it again?

As an applicant you will need to update your CCV (Research Manitoba version) to be no older than six months before the application deadline. Once you have an updated version of your CCV, you will need to upload the current version to your GMS account. Your GMS *Portfolio Page* will indicate the most recent date you attached your CCV to your application.

Please note that your supervisor(s) will also need to submit an updated CCV, no older than six months, to their GMS account in order for you to submit your application.

Where is the University of Manitoba on the CCV list of institutions?

When you create your CCV account we ask you for the name of the institution with which you are affiliated. Applicants affiliated with the University of Manitoba will find it listed under 'U' for 'The'.

How do I attach my CCV to my GMS account?

Instructions are provided in the *Creating your CCV and Attaching it to your GMS Account* section of the **Trainee GMS User Guide**. The PIN/System Account that you use to validate (connect) your CCV to your GMS Account is the e-mail address you use to login to your GMS account.

What is the deadline for the Assessor Letters?

All letters must be received by Research Manitoba before the deadline date and time provided in the **Program Guide**. Research Manitoba will **not** accept any letters received after this date and time.

More information on assessor letters can be found in the **Instructions for Referees of Applicants for Trainee Awards**.

What are official transcripts? Where should transcripts be sent? What is the deadline for transcripts?

Review the instructions for submitting transcripts in the *Application Requirements* section of the **Program Guide**. Only official transcripts will be accepted. Transcripts are considered official:

- when sent directly from the academic institution to Research Manitoba; or
- if sent directly to the student, the transcript remains inside the sealed envelope provided by the institution.

All transcripts **must** be provided in hard copy to Research Manitoba. Transcripts can be mailed, couriered, or sent by your home institution to:

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

All transcripts must be received by Research Manitoba by the deadline date and time provided in the **Program Guide**.

Grade Point Average (GPA)

Applications submitted through the Research Manitoba GMS require the identification of an applicant's Grade Point Average from the last 60 credit hours (the equivalent of the last full two years of study).

For Canadian and American transcripts please see: [Calculating Canadian / US GPA's](#) and the [Canadian GPA Equivalency Table](#).

For International transcripts please use the conversion tables linked from the [International GPA Calculations page](#) of the University of Manitoba Faculty of Graduate Studies website.

If your institution is not found in the listing, please contact the University of Manitoba's Faculty of Graduate Studies for assistance.

How do my Supervisor and Department Head consent to my application?

Information on this can be found in the **GMS User Guide for Supervisors and Department Heads**. If you have not already done so it is recommended you email this guide, or the link to the guide, to your Supervisor and your Department Head.

I can't see or open any of the PDFs attached to the GMS portfolio page.

Check your browser to make sure that your pop-up blocker is disabled.

Are hard copies of the applications required?

No, please do not submit hard copies.

I still have questions.

Please contact:

Research Manitoba Helpdesk

helpdesk@researchmb.ca

Monday – Friday – 8:30AM – 4:30PM