



Research
Manitoba

2020

*Master's Studentship
Awards*

PROGRAM GUIDE

1. Preface

Research Manitoba is a provincial funding agency, which provides funds for research and innovation in health, natural sciences and engineering, and social sciences and humanities in Manitoba. Through funding received from the Province of Manitoba, Research Manitoba facilitates a number of research grants and awards programs.

2. Purpose

Research Manitoba Master's Studentship Awards support highly qualified Master's trainees in health, social sciences and humanities, and natural sciences and engineering, to prepare for careers as independent researchers in industry or within Manitoba's research enterprise.

3. Award Amounts and Duration

Each category (health, natural sciences and engineering, social sciences and humanities) has been allocated eight (8) awards. The final distribution of awards is subject to change based on number of applications received and eligible for funding. The maximum term for the Research Manitoba Master's Student Awards is one year.

Master's students are eligible to receive a Research Manitoba Master's Studentship Award at any point in their Master's degree.

Master's Studentship Awards are valued at \$12,000 and are granted on a competitive basis. Funding decisions will be announced by the end of June 2020 and the start date for successful grants is September 1, 2020. All funding decisions are final.

4. Application Deadline

Application Deadline: **Monday, February 3, 2020 (4:00PM CST)**

Assessor Letters and Transcripts Deadline: **Tuesday, February 18, 2020 (4:00PM CST)**

5. Eligibility

All applicants must meet the following criteria to be considered for support:

- i. Currently be in, or will be starting, a full-time Master's program in the Province of Manitoba by September 1st of the competition year
- ii. Apply with a supervisor who currently is, or will be, a university faculty member
- iii. Not simultaneously hold any major awards for salary purposes for the term of the Research Manitoba Master's Studentship Award
- iv. Not simultaneously hold a university faculty appointment or equivalent

Note: Though multiple students from the same lab may apply, only one student per supervisor will be funded.

Exception where training is not available in Manitoba

In disciplines where graduate training is not available within Manitoba, Research Manitoba will consider funding for training programs elsewhere if documented evidence and a written statement is provided indicating:

- The unavailability of provincial training opportunities
- A need in Manitoba for individuals trained in the discipline
- A firm commitment by the applicant to return to Manitoba after training.

6. Joint Health Research Graduate Studentship Competition

Research Manitoba is holding a joint health research graduate studentship competition with the following partner institutions:

- CancerCare Manitoba Foundation
- Children's Hospital Research Institute of Manitoba (CHRIM) supported by the Children's Hospital Foundation of Manitoba
- Health Sciences Centre Foundation
- Manitoba Lung Association

Note: The joint competition is open to all applicants, whether or not they are affiliated with an institution listed above.

Partner Eligibility Requirements

The following are eligibility requirements for funding from partner organizations:

CancerCare Manitoba

- The supervisor of the trainee has an appointment with CancerCare Manitoba or the Manitoba Institute of Cell Biology.

Children's Hospital Research Institute of Manitoba (CHRIM)

- The supervisor of the trainee is a member of CHRIM.
- The project is related to child health and the application specifically explains the relationship.

Health Sciences Centre (HSC) Foundation

- The supervisor of the trainee has an appointment within the area of Health Research, as defined by the University of Manitoba Faculty of Graduate Studies and/or the Rady Faculty of Health Sciences, specifically including the Colleges of Dentistry, Medicine (including Clinical Health Psychology), Nursing and Pharmacy.
- The funding is for research or researchers at HSC. Priority will be given to proposals for research completed exclusively at HSC or John Buhler Research Centre (JBRC) 7 and/or 8 or the

Kleysen Institute for Advanced Medicine. The applicant must clearly describe where each phase of the project will take place (subject recruitment, lab, data analysis, evaluation, etc.).

7. Other Sources of Income (Employment and Other Awards)

Holders of Research Manitoba Master's Studentship Awards are not permitted to hold any other award that exceeds 100% of the stipend of the Research Manitoba Studentship.

Holders of Research Manitoba Master's Studentship Awards may be remunerated for a limited amount (usually not more than 12 hours per week) of instructing, demonstrating or other paid employment with approval from their supervisor.

Note: The supervisor must provide Research Manitoba, in writing, with assurance that the supplementary employment activity will not hinder the student's full-time Master's program.

8. Application Requirements

Applicants are to ensure that they apply to the category (Health, NSE, SSH) where reviewers will be able to adequately and accurately assess their application. Research Manitoba adheres to the Government of Canada's guidelines on [Selecting the Appropriate Federal Granting Agency](#) for health, natural sciences and engineering, and social sciences and humanities applicants. It is up to the applicant to ensure their application goes to the correct review committee.

Applications for the Master's Studentship Awards require the following information to be included:

- i. **Lay Summary of Research Project (maximum 2000 characters):** Provide a non-technical summary of your research, written in simple and clear language suitable for a lay audience reading at a grade 6 level. If this application is seeking support from one of the partner organizations, use this section to explain, in terms appropriate for a lay audience, why your project fits the mission of that organization.
- ii. **Research Project Description (maximum 3 pages, not including appendices):** Clearly indicate the rationale and methodology for the proposed study.
 - Any materials provided in the appendices must be supplementary in nature, such as references and/or figures. The appendices must not be used as a means to provide essential details of methods or study rationale that would normally be included in the Research Project Description.
- iii. **Assessor Letters:** Each candidate must arrange to have three individuals agree to provide supporting letters for their application. These letters should speak to the applicant's academic accomplishments and aptitude for research.

Note: Referees upload Letters of Assessment directly to Research Manitoba. Applicants need to add each referee's name and active email address in the application form. Once an application is submitted, referees will be automatically sent an email with an embedded link. The referee must go to the linked page and upload their signed PDF letter by the Assessor Letter and Transcript deadline. See [Referee Instructions](#) for additional information.

- iv. **Transcripts:** The candidate's complete academic record to date including transcripts of each of the following (as applicable):
- undergraduate studies;
 - graduate studies, and;
 - any studies that are in progress (even where no grades have so far been given for the current coursework).

Transcripts must be up-to-date and official. 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.

Transcripts printed by the student from their own online academic record are not considered official and will not be accepted.

Students with international (outside Canada and the USA) degrees may submit 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.

Students with International degrees must also provide a printout showing their current GPA as calculated by their institution in Manitoba. This printout should be provided to Research Manitoba in an envelope sealed by the institution, with an institutional signature over the seal of the envelope, by the Assessor Letter and Transcript deadline.

- v. **Grade Point Average (GPA):** Master's Studentship 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, see: [Calculating Canadian / US GPA's](#) and the [Canadian GPA Equivalency Table](#).

For International transcripts please use the conversion tables on 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.

- vi. **Canadian Common CV (CCV):** An updated Research Manitoba Canadian Common CV (no older than six months) is required from **both** the student and supervisor for submission. Publication and funding updates are accepted via email up to the day before the review committee meets. Please email the [Manager, Programs](#) with relevant updates after the application deadline.

For support completing your application and CCV please see the **Trainee GMS User Guide**.

9. Assessment Criteria

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

- i. Potential of the applicant. Key aspects that will be of particular note to the review committee includes:
 - The education history and trajectory of the applicant
 - The training and experience the applicant has had
 - Academic achievement (e.g., a strong GPA above 4.0)
 - The publication of peer-reviewed manuscripts
 - Strong letters of reference
 - The ability of the applicant to successfully complete the project
- ii. The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design, feasibility, and promise of the methods proposed;
- iii. The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise.

10. Reporting, Policies and Other Information

Research Manitoba reserves the right to determine the eligibility of applications, based on the information therein. Research Manitoba also reserves the right to interpret the regulations and policies governing its funding opportunities.

All applicants and grant holders must comply with the regulations set out in the Research Manitoba [Finance and Administration Guide](#).

Award recipients are to report the outputs and outcomes of their funded research project at the completion of their award. Award recipients will be informed by Research Manitoba when the reports are to be completed. You can view the report templates on [Research Manitoba's website](#) under the 'Funding' tab.

11. Contact Information

For questions regarding the application and submission process, please contact:

Jennifer Cleary

Manager, Programs

jennifer.cleary@researchmb.ca

204.924.7070

For support with GMS, please contact:

Research Manitoba Helpdesk

helpdesk@researchmb.ca

Monday – Friday – 8:30AM – 4:30PM

Masters Studentship Application Checklist

Please see the **Trainee GMS User Guide** for additional support on the GMS and the CCV.

- Carefully review the eligibility requirements to ensure you are eligible to apply
- Determine which transcripts you will need to submit and order official transcripts from each institution
- Complete or update your Research Manitoba Canadian Common CV (CCV) and attach it to your GMS account
- With the guidance of your supervisor, complete the detailed description of your proposed research project.
- With the help of your supervisor, select three people to write letters of reference for you. Send your referees the **Referee Instructions** available on the Research Manitoba website.
- On the **Letters of Assessment** page in your application, provide the names and email addresses of the three individuals who have agreed to provide letters.
- Ensure your supervisor does the following:
 - Creates their own GMS account (if they do not already have one)
 - Provides you with their GMS account email
 - Submits an updated Research Manitoba CCV, ensuring that it is attached to their GMS account
- Ensure your supervisor knows they must consent to your application from their GMS portfolio before your application can be submitted
- Send your supervisor the **GMS User Guide for Supervisors and Department Heads**
- Ensure your Department Head does the following:
 - Creates a GMS account (if they do not already have one)
 - Provides you with their GMS account email
- Ensure your Department Head knows that they will be receiving an email confirming that your supervisor has approved your application and that they will need to consent to your application from their GMS portfolio
- Send your Department Head the **GMS User Guide for Supervisors and Department Heads**

- Ensure that both your supervisor and Department Head have consented to your application, then submit your completed application before **4:00 PM CST, Monday, February 3, 2020.**
- Ensure that a hard copy of the required transcript(s) is received by Research Manitoba before **4:00 PM CST, Tuesday, February 18, 2020.**
- Confirm within your GMS Portfolio page that the three (3) supporting letters have been uploaded directly by your Referees into the GMS before **4:00 PM CST, Tuesday, February 18, 2020.**

Transcripts 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