Research Manitoba

2020

Research Manitoba/ Rady Faculty of Health Sciences Graduate Entrance Scholarship Program Guide

1. Purpose

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

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, and associated with, 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 a graduate program with a delineated research component; whose primary advisor holds a primary appointment within the RFHS; and are admitted in the 2019-2020 graduate academic year (i.e., Summer 2019, Fall 2019, or Winter 2020).

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 in either the Rady Faculty of Health Sciences **OR** Applied Health Sciences (Faculty of Graduate Studies) in the 2019-2020 graduate academic year (i.e., Summer 2019, Fall 2019, or Winter 2020);

(ii)   be supervised by a faculty member whose primary appointment is within the Rady Faculty of Health Sciences;

(iii)   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;

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

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), 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;

(iv) *New* quality of the applicant's research and training environment, and commitment to professional development and training from the applicant's supervisor(s).

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

5. Application Materials

(i) **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

(ii) *New* **Supervisor(s) letter of support:** Candidates must arrange to have their supervisor(s) provide a supporting letter for their application. This letter should speak to the research and training environment in which the candidates will carry out their studies, and a commitment to the professional development and research training of the candidate.

(iii) **Additional letters of support**: Each candidate must arrange to have two additional individuals agree to provide supporting letters for their application. These letters should speak specifically to the following criteria: 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.

(iv)   **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.

(v)   **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). GPAs 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 Admission GPA, which is found in the SOAGPAT form in Banner (Aurora). This printout of the SOAGPAT form 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 Admission GPA upon graduate student admission. Program/department staff who hold the relevant access may find this GPA on Banner (Aurora):

   1.   Select Aurora Admin under Faculty and Staff (University of Manitoba website);
   2.   Enter the username and password;
   3.   At the Welcome Page, type SOAGPAT in the search field and select SOAGPAT from the dropdown menu.
   4.   In the **ID** field box, enter the student number prefaced with 00.
   5.   Click **GO**
   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 (i.e. outside Canada and the United States), 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.

(vi)   **Publication and Funding Updates:** Updates to the publication and funding information provided in the Canadian Common CV are accepted until the day before the review committee meets. Please email Jennifer Cleary, Manager, Programs with relevant updates that occur after the competition deadline.

(vii)   See *Appendix B: Graduate Studentship Application Checklist* for a list of all submission requirements.

(viii) For support completing the online parts of your submission, see the *RFHS Graduate Student Entrance Scholarship Trainee GMS User Guide*.

Note for all applicants: an updated Canadian Common CV (no older than six months) is required for submission for all applications.

6. Deadlines:

Application: January 20, 2020 (4:00 PM CST)

Supervisor Letter, Assessor Letters, SOAGPAT Printouts, and Transcripts: January 27, 2020 (4:00 PM CST)

7. Funding decisions:

Funding decisions will be announced by the beginning of April 2020. All funding decisions are final.

Appendix A: Application Requirements Involving Other People

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 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 complete a letter of reference for your application which speaks to the research and training environment in which the candidates will carry out their studies, and a commitment to the professional development and research training of the candidate • 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
Information about supervisor(s) CCVs can be found in the *GMS User Guide for Supervisors and Department Heads,* available from your program page. **Note for all applicants:** An updated Canadian Common CV (no older than six months) is required for submission of 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 Two (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 letters directly to the GMS via a unique web link that will be emailed to them *once you SUBMIT your application*
Send each referee (assessor) a copy of the *Referee Instructions,* available [here.](#)

Appendix B: 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 GPA, found on the SOAGPAT form within Banner (Aurora). 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.**

- ✓ *New* Ask your supervisor(s) to write a letter of support for your application. Send them the *Referee Instructions*, available here.

- ✓ With the help of your Supervisor, select two people to write **additional letters of support** for you. 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 will 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 three individuals who will be providing letters. This includes your supervisor(s) letter and the two additional letters of support.

- ✓ Complete your online application, including attaching any required documents.

- ✓ <u>Advise your Supervisor</u> 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, Monday, January 20, 2020.**

- ✓ 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, January 27, 2020**

- ✓ Confirm within your GMS Portfolio page that the **3 supporting letters** have been uploaded directly by your Referees into the GMS before **4:00 PM CST, January 27, 2020.**

Transcripts and SOAGPAT form 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