

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 in April. 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 by the end of 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 April.

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.

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**. Up-to-date official transcripts of all undergraduate and graduate studies are required, including any studies that are in-progress (even where no grades have so far been given for the current coursework). Only official transcripts will be accepted.

Transcripts are to be emailed to helpdesk@researchmb.ca by the *Assessor Letters and Transcripts Deadline*. Applicants can provide e-copy transcripts in any of the following ways:

- Transcripts emailed directly from the academic institution to Research Manitoba
- Transcripts emailed to the applicant from the academic institution, and then forwarded to Research Manitoba (please include the original email from the academic institution in the forwarded email)
- Hard copy transcripts uploaded by the applicant and emailed to Research Manitoba. Retain the paper copy of any uploaded transcripts, as you may be asked to provide it for verification purposes.

International Transcripts

- Applicants with international (outside Canada and the USA) transcripts may request the Manitoba institution they are currently accepted to, to email Research Manitoba a copy of the official transcript(s) used for acceptance into their current program. This would be in lieu of requesting a new transcript from their international institution.
- Students with international degrees must also request an email showing their GPA as calculated by their institution in Manitoba be sent directly from the institution to Research Manitoba.

Up-to-date transcripts are defined as transcripts dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered).

International transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

If you do not provide an up-to-date official transcript(s) your application will be deemed ineligible. 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, hard copies will not be accepted.

I still have questions.

Please contact:

Research Manitoba Helpdesk

helpdesk@researchmb.ca

Monday – Friday – 8:30AM – 4:30PM