



Research
Manitoba
researchmanitoba.ca

Master's Studentship Award Program Guide

**Last updated:
February 13, 2024**

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. These awards provide trainees with a stipend as they conduct their Master's research and 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 (1) year.

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

Trainees are eligible to receive a maximum of one (1) Research Manitoba Master's Studentship Award in their academic career.

Master's Studentship Awards are valued at \$20,000* and are granted on a competitive basis. Funding decisions will be announced in April 2024 and the start date for successful grants is September 1, 2024. All funding decisions are final.

*Master's Studentships funded by partners may include a top-up of funds to a maximum of \$20,000.

4. APPLICATION DEADLINE

Application Deadline: **Monday, November 13, 2023 (4:00PM CST)**

Assessor Letters and Transcripts Deadline: **Monday, November 27, 2023 (4:00PM CST)**

5. Eligibility

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

- i. Be enrolled in a full-time Master's program in the Province of Manitoba as of September 1, 2024, for the entire 2024-2025 academic year;
 - a. Applicants who transition into a PhD program before September 1, 2024 will not be eligible to hold a Research Manitoba Master's Studentship Award.
- 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
- George & Fay Yee Centre for Health Care Innovation (CHI)
- Health Sciences Centre Foundation
- Manitoba Lung Association
- WM Ross Scholarship, Regenerative Medicine Program, University of Manitoba

Partner Eligibility Requirements

The following are eligibility requirements for funding from partner organizations:

CancerCare Manitoba

- The supervisor of the trainee is an appointed scientist with the CancerCare Manitoba Research Institute.
- The theme of the research project must be directly related to either cancer or blood disorders.

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.

George & Fay Yee Centre for Healthcare Innovation (CHI)

- The supervisor must possess a record of productive patient-oriented research (POR) as described in their letter of support.

- The project needs to meaningfully engage patients as partners in research decision-making and/or focus on demonstrated patient-identified priorities (e.g. chosen from a priority-setting exercise, a priority set by the James Lind Alliance, etc.)

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.).

WM Ross Scholarship, Regenerative Medicine Program, University of Manitoba

- The Winnifred Margaret Ross Scholarship supports graduate student research projects working in stem cell research and regenerative medicine, as it applies to Oncology.

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 primary 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 and evaluation committee (Health, Natural Sciences & Engineering, Social Sciences & Humanities) 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:

- 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. It is recommended that applicants utilize a readability tool, such as

the [Flesch Kincaid Calculator](#), to assess the reading level of their lay summary. 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.
- Applicants applying for Master’s Studentships which are partnered with the George & Fay Yee Centre for Healthcare Innovation POR program need to include specific details in their Research Project Description, as well as within the Letter of Support to be provided by their supervisor. Please see [Appendix A](#) for more information.
 - Figures used within the Project Description do not count towards the page limit. Where figures are used within the Project Description, additional space equivalent to the size of the figure(s) may be used for narrative.
 - 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. Reviewers will be under no obligation to read more than the first 10 appendix pages.
- iii. **Assessor Letters:** Each candidate must arrange to have **three (3)** individuals agree to provide supporting letters for their application. These letters should speak to the applicant’s academic accomplishments and aptitude for research.
- 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. Please see the [Referee Instructions](#) for additional information.
- iv. **Transcripts:** 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).

Up-to-date official transcripts are to be emailed to helpdesk@researchmb.ca by the *Assessor Letters and Transcripts Deadline (Monday, November 27, 2023)*. 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.

- iv. **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) using a 4.5 numerical scale, limited to three (3) decimal places.

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.

- v. **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 [Program Officer](#) 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)
 - Research output (e.g. publication of peer-reviewed manuscripts, publication of community-based reports, conference presentations/posters, etc)
 - Strong letters of support
 - The ability of the applicant to successfully complete the project
 - The career aspirations of the applicant
- 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. Where research projects are part of a larger research program, please clearly indicate how this research project is unique and fits within the overall research program;
- iii. The role of the applicant in the proposed research program. This should be clearly outlined within the proposal.
- iv. 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.
- v. **CHI POR Applications** – In addition to the key aspects noted above, applicants which indicated CHI POR must clearly indicate how they propose to engage patients in decision-making about the research process (including budgeting for and implementing the engagement) and/or how the project focuses on patient-identified priorities (including an explanation of how patients were involved in identifying these priorities).

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.

Research Manitoba provides information sessions on our awards. Please contact your Faculty of Graduate studies for information on upcoming sessions, or to request one. We also provide grant writing tips on our [YouTube channel](#).

11. Contact Information

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

For support with GMS, please contact:

Research Manitoba Helpdesk

helpdesk@researchmb.ca

Monday – Friday – 8:30AM – 4:30PM

Appendix A: George & Fay Yee Centre for Healthcare Innovation Patient Orientated Research Training Program

As home to the Manitoba SUPPORT Unit under CIHR's Strategy for Patient Oriented Research, the George and Fay Yee Centre for Healthcare Innovation (CHI) adopts CIHR's definition of patient-oriented research (POR) as a continuum of research with five key components: the meaningful engagement of patients as partners, a focus on patient-identified priorities, the improvement of patient outcomes, multidisciplinary partnerships with relevant stakeholders, and the application of knowledge to improve healthcare systems and practices. CHI operates under the principle that patient engagement in decision-making about the research process (e.g. identifying research priorities, clarifying and defining the research question; identifying outcomes that matter most to patients, informing research design and methods; collecting and interpreting data; and active involvement in knowledge translation) should be maximized and facilitated to the extent that patients and caregivers can and want to be involved. Working in accordance with CIHR's Patient Engagement and Capacity Development frameworks, CHI seeks to incorporate and build capacity with trainees around participatory approaches that reach beyond traditional research meetings to meet people where they are at and facilitate engagement on their terms, according to their interests and abilities.

Applicants should:

- Ensure that the hypothesis/research question, objectives, methodological approach and expected outcomes are described in sufficient detail for the reviewers to be able to assess the feasibility and overall merit of the proposed research in terms of its suitability as a training opportunity. The background information should provide the rationale and help to position the proposed research in the context of the current state of the field and the significance of the work being proposed.
- Ensure that the principles of POR (specifically patient engagement and identifying patient-orientated priorities) are demonstrated in sufficient detail for the reviewers to assess the applicant's understanding of POR and how POR is embodied in the proposed research project. The benefit of the proposed research study to patients must be clearly articulated. If the applicant has secured partnerships with patients, stakeholders, or community members this must be included, indicating how these partners are involved and how these partnerships will help make the project successful. If the applicant intends to obtain patient, stakeholder, or community partnerships or engagement, the strategy to obtain and implement these must be feasible and sufficiently detailed (including which research decisions partners will be engaged in; the level of engagement and potential participatory approaches used to engage partners). Partnerships are defined as collaborative and shared decision-making around the research process.
- Applications must include a letter of support from their supervisor that outlines the supervisor's experience with patient engagement and/or POR and how the student will be supported in this work within the broader context of their supervisor's program of research.

[Appendix B: 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, November 13, 2023**.
- Ensure that an electronic copy of the required transcript(s) is received by Research Manitoba before **4:00 PM CST, Monday, November 27, 2023**. Transcripts are to be emailed to the Research Manitoba HelpDesk (helpdesk@researchmb.ca).
- 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, Monday, November 27, 2023**.