



Graduate Students' Association



221 University Centre
University of Manitoba
Winnipeg MB, Canada R3T 2N2
Tel: 204-474-9181
Fax: 204-474-7560
email: gsa@umgsa.ca

April 3, 2013

Dear fellow graduate students,

Applications for the **2013-2014 University of Manitoba Graduate Students' Association Awards** are now open. Attached you will find:

1. Instructions for completing the application process;
2. The terms of reference for the awards; and
3. The application form.

Please review all materials carefully before beginning the process. If you have any questions, please feel free to contact me at any step of the process. The deadline for the receipt of application materials is **Monday, May 27, 2013**. Students or individuals interested in nominating are welcome to submit the application form. I hope to hear from you soon.

Sincerely,

Jennifer (Yijie) Chen
Vice-President Academic
University of Manitoba Graduate Students' Association

Instructions for Submitting Graduate Student Award Application Form

1. Your package should contain a total of eight (8) pages. Please ensure that you have all eight (8) pages and then finish reading these instructions.
2. Read the terms of reference spanning pages four (4) and five (5) of this package.
3. Complete page six (6) and page seven (7) of this package.
4. Print all eight (8) pages of this package.
5. Attach your curriculum vitae and include page numbers on these and all additional pages.
6. Attach two (2) letters of recommendation: the first one being an academic letter of reference (preferably from the supervisor) and the second letter of reference from a community member.
7. Complete the declaration and checklist on page eight (8) of this package.
8. Make a copy of all of the above materials for your records.
9. Put the original application documents, containing all eight (8) pages of this document, a curriculum vitae and two letters of recommendation in an envelope with the following information clearly marked on the envelope:

Graduate Student Award
Category:
Prepared by:
From the Department of:

10. Hand in or mail the envelope to the following address:

To: The Vice-President Academic
University of Manitoba Graduate Students' Association
221 University Centre
University of Manitoba
Winnipeg, MB R3T 2N2

11. Send an email to **vpa@umgsa.ca** requesting a confirmation of receipt of your materials.

Status of your Nomination

Your application form will be processed no later than three working days after your submission. You will be notified in your confirmation of receipt as to the status (complete / incomplete) of your submission. Only completed applications will be considered. It is your responsibility to ensure that the Vice-President Academic receives a complete application by **Monday, May 27, 2013**.

The University of Manitoba Graduate Students' Association Awards Committee understands and respects the need for confidentiality in evaluation processes. Once an application has been successfully received by the Vice-President Academic, all materials

contained therein will be property of the Graduate Students' Association Awards Committee until the close of the competition, at which point they will be destroyed. The Chair of the Graduate Students' Association Awards Committee will notify all candidates within five (5) working days of the committee's final decision.

If you have any questions, please contact the Vice-President Academic at the GSA office, by phone at (204) 474-9181 or by e-mail at **vpa@umgsa.ca**.

Terms of Reference of the Graduate Student Awards

These Terms of Reference are based upon those approved by the University of Manitoba Senate Committee on Awards (February 27, 2013) and approved by the Senate of the University of Manitoba on April 3, 2013. As per the Terms of Reference for the Graduate Students' Association Awards:

The Graduate Students' Association confers peer-to-peer recognition of fellow graduate students who are currently not recognized by the University of Manitoba Graduate Fellowship or other national awards. The Awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement. The awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate students approved through a GSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative.

Students will submit their applications to their department. Each graduate department will be eligible to nominate one candidate for the Master's level award, one candidate for the Ph.D. level award and one candidate for the part-time award.

Awards for full-time Master's students

Two awards valued at \$12,000 each will be offered to students who:

1. are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master's (not pre-Master's) program;
2. do not hold any major fellowships (including, but not limited to, Social Sciences and Humanities Research Council (SSHRC), Natural Sciences and Engineering Council (NSERC), Canadian Institute for Health Research (CIHR), Manitoba Health Research Council (MHRC), University of Manitoba Graduate Fellowship (UMGF));
3. have contributed to society through scholarship and community involvement.

Awards for full-time Doctoral students

One award, valued at \$16,000, will be offered to a student who:

1. is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Doctoral program;
2. does not hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, UMGF);
3. Master's students who are entering a Doctoral program will be eligible pending acceptance to the program;
4. has contributed to society through scholarship and community involvement.

Awards for part-time students

Two awards, valued at \$5,000 each, will be offered to students who:

1. are enrolled part-time in the Faculty of Graduate Studies at the University of Manitoba in either a Master's (not pre-Master's) or Doctoral program;
2. do not hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, UMGF);
3. have contributed to society through scholarship and community involvement.

Recipients must be registered in the academic session for which the awards are tenable in order to accept the award. The awards will not be renewable for a second year but a recipient at the Master's level may apply and be considered again at the Ph.D. level of study. Normally, the starting date of the award is September. The award may be deferred for one term only (four months). Recipients will be invited to present on their academic and community contributions at the Graduate Students' Association Awards Luncheon.

The Graduate Students' Association will distribute application packages to all graduate departments. Applications must submit: (a) a one-page letter to demonstrate how, through their dedication to scholarship and community, they have bridged academic theory and social practice in order to better serve our local, national, and/or international community; (b) one academic letter of reference (preferably from the supervisor); (c) a second letter of reference from a community member; (d) and curriculum vitae outlining academic, employment, and community experience.

The Awards cannot be held with the Graduate Students' Association Bursaries.

Members of the GSA Senior Executive and the GSA Awards Committee will not be eligible for the Graduate Students' Association Awards due to their role on the selection committee.

The selection committee will consist of twelve members of the University community, as set out in the bylaws of the Graduate Students' Association.

Graduate Student Award Application Form Part I

(To be filled out electronically)

Applicant Information

Name: _____ Student #: _____

Department: _____ Year of Study: _____

Level of Study (Ph.D./Master's): _____ Status (Full-time/Part-time): _____

Advisor's Name: _____ Advisor Phone#: _____

Advisor's Email: _____

2nd Reference Name: _____ 2nd Ref. Phone#: _____

2nd Ref. Email: _____

Mailing Address (as of August 1st, 2013): _____

Student email: _____

Student phone#: _____

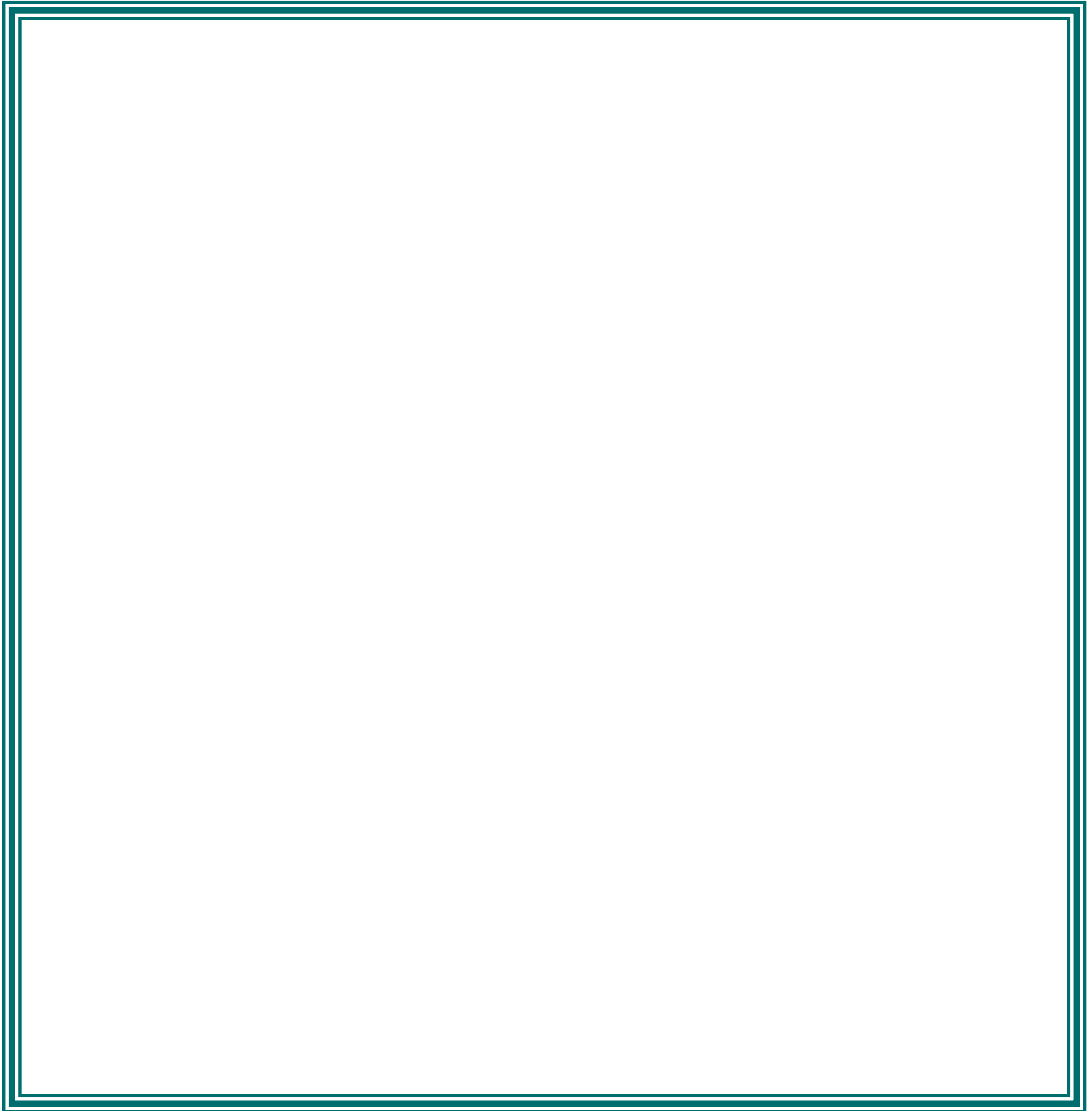
FOR OFFICE USE ONLY

Received by: _____ on _____ at _____.

Verified by the Vice-President Academic on _____ at _____.

Graduate Student Award Application Form Part II (Statement of Intent)

(To be completed electronically, attach more pages if required)



Graduate Student Award Application Form Part III

(To be completed by hand)

Declaration

I certify that I have carefully read all the material contained within this package. I declare that all information contained within this application is correct and accurate. I authorize the University of Manitoba Graduate Students' Association Awards Committee to investigate the information provided in this application to assess the qualification for this award.

Signature of Applicant/Nominee

Date

Document Checklist

☐

One (1) completed Graduate Student Award Form (Parts I, II & III).

☐

One (1) curriculum vitae that speaks to both your academic as well as community involvement.

☐

One (1) sealed, signed and attached academic letter of reference (preferably from the supervisor).

☐

One (1) sealed, signed and attached letter of reference from a community member.