



May 19th, 2023

Dear fellow graduate students,

Applications for the **2023-2024 University of Manitoba Graduate Students' Association (UMGSA) Student Awards** are now open. In the following pages, you will find instructions for completing the application process and the Terms of Reference for the Awards. Application forms for the Students Award can be downloaded directly at <https://www.umgsa.org/student-award/>.

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 at vpa@umgsa.org. The deadline for the receipt of application materials is **Monday, June 23th, 2023 at 4 PM**. Students interested in nominating themselves for a student award are welcome to submit the relevant application form(s) electronically. I hope to hear from you soon.

Sincerely,

Hanieh Rezasoltani

Vice-President Academic

University of Manitoba Graduate Students' Association

Instructions for Submitting the Graduate Student Award Application Form

1. Read the application instructions on page two of this document.
2. Read the terms of reference on page five of this document.
3. Go to www.umgsa.org/student-award/ to access the application form.
4. Complete the application electronically.
5. Submit following documents with the application:
 - I. Curriculum vitae (outlining academic, employment, and community experience) as a PDF file.
 - II. A letter (Max. 500 words) demonstrate dedication to scholarship and community involvement as a PDF file.
 - III. Most recent transcripts (Undergrad and Graduate both) as a single PDF File.
6. Ask your referees to fill up a referee form with letter of recommendation as a PDF file at www.umgsa.org/student-award/. Please ensure that your referees submit their recommendations before the deadline. You need two letters of recommendation, as follows:
 - I. An academic letter of reference (preferably from your supervisor or any professor whom you conducted research)
 - II. A letter of reference from a community member who can speak to your volunteering, leadership, and other non-academic commitments.

Please note that the current UMGSA Financial Policy outlines different distributions of the UMGSA Awards. These changes have been approved by the UMGSA Council but are pending approval by the University of Manitoba Senate. We expect the new Awards distribution system to be in place for the 2019-2020 academic year.

Status of your Application

Your application form will be processed no later than one week after the submission of complete application (i.e. after receiving two reference letters), but not judged until past the deadline. **Only completed applications will be considered for the Awards.** It is your responsibility to ensure that the Vice-President Academic receives a complete application by **Monday, June 23th, 2023 at 4 PM.**

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, after which they will be destroyed. The Chair of the Graduate Students' Association Awards Committee will notify successful candidates by email, and the student body through the UMGSA Newsletter.

If you have any questions, please feel free to contact the Vice-President Academic by email at vpa@umgsa.org or during office hours at 204-474-9181.

Senate Approved Terms of Reference of the UMGSA 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 of 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 UMGSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative.

Students will submit their applications electronically at www.umgsa.org/student-award/

Award for Full-Time Master's Students

Two awards valued at **\$12,000** each, will be offered to students who are enrolled full-time in the Faculty of Graduate Studies in a Master's program (not pre-master's), who do not already hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, University of Manitoba Graduate Fellowships) and 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 full-time student in a Doctoral program who does not hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, University of Manitoba Graduate Fellowships) and has contributed to society through scholarship and community involvement. Master's students entering a Doctoral program will be eligible pending acceptance to the Doctoral program.

Awards for Part-Time Students

Two awards valued at **\$5,000** each, will be offered to students enrolled part-time in the Faculty of Graduate Studies in any Master's or Doctoral program who do not hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, University of Manitoba Graduate Fellowships) and have contributed to society through scholarship and community involvement.

In addition to that UMGSA will offer 3 additional student awards this year due to the availability of unspent capital funds. In Summer 2021, a review of Trust and Endowment reports revealed that the UMGSA Senate Approved Awards have unspent capital funds available. These funds will be used by the UMGSA to offer additional awards to students in this year's awards competitions. In the 2023-2024 academic year, the UMGSA is offering three additional awards as follows:

- 1 additional award valued at \$12,000 for the full-time Master's student award
- 1 additional award valued at \$16,000 for the full-time PhD student award
- 1 additional award valued at \$5,000 for the part-time graduate student award (Master's or PhD level)

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. The starting date of the award is usually September. The award may be deferred for one term only (four months). All Awards recipients will get email notification should there be an Awards Luncheon in Fall-2023.

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

FAQs

What is Community Reference?

Any person can be your community reference as long as he can speak to your volunteering, leadership, and other non-academic commitments

Who can be your academic reference?

Your academic reference can be a professor and whom you conducted research.

I have applied for XYZ scholarship or fellowships, or I am holding XYZ scholarship, fellowships or research assistantship which will expire before UMGSA Awards disbursement period. Can I still apply for UMGSA awards?

You can still apply for the UMGSA awards. The disbursement period of the awards is from September 2023 to August 2024. If you hold or accept any other scholarship or fellowship in that disbursement period, you will be automatically disqualified from the UMGSA award and won't receive any payment.

I have a possibility to finish my graduation next year. Can I apply for UMGSA awards? You can still apply for the UMGSA awards. The disbursement period of the awards is from September 2023 to August 2024. You will only receive payment while you are a student in that disbursement period if you are selected for any UMGSA awards. Also award payment will be stopped once you declare yourself graduated in the disbursement period.