

June 6th, 2024

Dear Fellow Graduate Students,

Applications for the **2024-2025 University of Manitoba Graduate Students' Association Awards (UMGSA)** are now open. In the following pages, you will be guided on the application process and the Terms of Reference for the Awards. Application forms for the Student Award can be downloaded directly at [www.umgsa.org/student-award/](http://www.umgsa.org/student-award/).

With thanks to the FGS, I would like to also announce that this year we have 1 additional award per category to the approved number by the Senate on April 3, 2013.

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](mailto:vpa@umgsa.org) or stop by the GSA office during my office hours on **Mondays between 11am and 1pm**.

The deadline for the receipt of application materials is **Friday, June 21st, 2024 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.

[Student Award Application Form](#)

[Student Award Reference Form](#)

Yours sincerely,

**Oyo Jakpa**

Vice-President Academic and Senator

UMGSA

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## 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 four of this document.
3. Go to [www.umgsa.org/student-award/](http://www.umgsa.org/student-award/) to access the application form.
4. Complete the application electronically.
5. Submit the following documents with the application as PDF files:
  - I. Resume (outlining *academic, employment, and community experience*).
  - II. A letter (Max. 500 words) demonstrating your dedication to scholarship and community involvement.
  - III. Most recent transcripts (Undergrad and Graduate) both as a single file.
6. Ask your referees to fill up a referee form with a letter of recommendation as a PDF file at [www.umgsa.org/student-award/](http://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 with whom you've conducted research).
  - II. A letter of reference from a community member who can speak to your volunteer, leadership, and other non-academic commitments.

### Status of Your Application

Your application form will be processed one week after the submission of a 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 **Friday, June 21st, 2024 at 4 PM.**

The University of Manitoba Graduate Students' Association Academic Affairs Committee understands and respects the need for confidentiality in the evaluation processes. Once an application has been successfully received by the Vice-President Academic, all materials contained therein will be the property of the Graduate Students' Association Academic Affairs Committee until the close of the competition, after which they will be destroyed. The Chair of the Graduate Students' Association Academic Affairs 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](mailto:vpa@umgsa.org) or during office hours at **204-474-9181**.



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## 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/](http://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-masters), 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** each, 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.

**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 Award recipients will get an email notification should there be an Awards Luncheon in Fall-2024.

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

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## FAQs

### **What is Community Reference?**

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

### **Who can be your academic reference?**

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

### **I have applied for XYZ scholarships or fellowships, or I am holding XYZ scholarship, fellowships, or research assistantships which will expire before the 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 2024 to August 2025. 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 2024 to August 2025. 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.