



UNIVERSITY
OF MANITOBA



Graduate Students' Association

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University of Manitoba
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January 31, 2012

Dear Colleagues,

Applications for the **2012-2013 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 **Thursday, May 24, 2012**. Students or individuals interested in nominating are welcome to submit the application form. I hope to hear from you soon.

Sincerely,

Yijie (Jennifer) 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 seven (7) pages. Please ensure that you have all seven (7) pages and then finish reading these instructions.
2. Read the terms of reference spanning pages three (3) and four (4) of this package.
3. Complete page five (5) and page six (6) of this package.
4. Print all seven (7) 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, one from your advisor and one from a person of your choosing.
7. Complete page seven (7) of this package.
8. Make a copy of all of the above materials for your records.
9. Deposit the original application documents, containing all seven (7) 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 two 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 **Thursday, May 24, 2012**.

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 (May 13, 2008) and approved by the Senate of the University of Manitoba on June 25, 2008. 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.

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. will be registered as a full-time Master's student for the 2012-2013 academic year;
3. do not hold any major fellowships [including, but not limited to, SSHRC, NSERC, CIHR, MHRC, UMGF];
4. 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. will be registered as a full-time Doctoral student for the 2012-2013 academic year;
3. Master's students who are entering a Doctoral program will be eligible pending acceptance to the program;
4. does not hold any major fellowships [including, but not limited to, SSHRC, NSERC, CIHR, MHRC, UMGF];
5. has contributed to society through scholarship and community involvement.

Awards for part-time Master's or Doctoral 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. will be registered as a part-time Master's (not pre-Master's) or Doctoral student for the 2012-2013 academic year;
3. do not hold any major fellowships [including, but not limited to, SSHRC, NSERC, CIHR, MHRC, UMGF];
4. 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.

In order to properly assess the impact of the applicant, the Graduate Students' Association Awards Committee requires that the applicant provide the following:

1. One (1) completed Graduate Student Award Form that includes:
 - 1.1 One (1) Statement of Intent that demonstrates how, through dedication to scholarship and community, the student has bridged academic theory and social practice in order to better serve the local, national, and/or international community.
2. One (1) curriculum vitae that outlines academic, employment and community service.
3. One (1) letter of recommendation from the student's advisor or supervisor.
4. One (1) letter of recommendation from a person of the student's choosing.

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.

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, 2012): _____

Student email: _____

Student phone#: _____

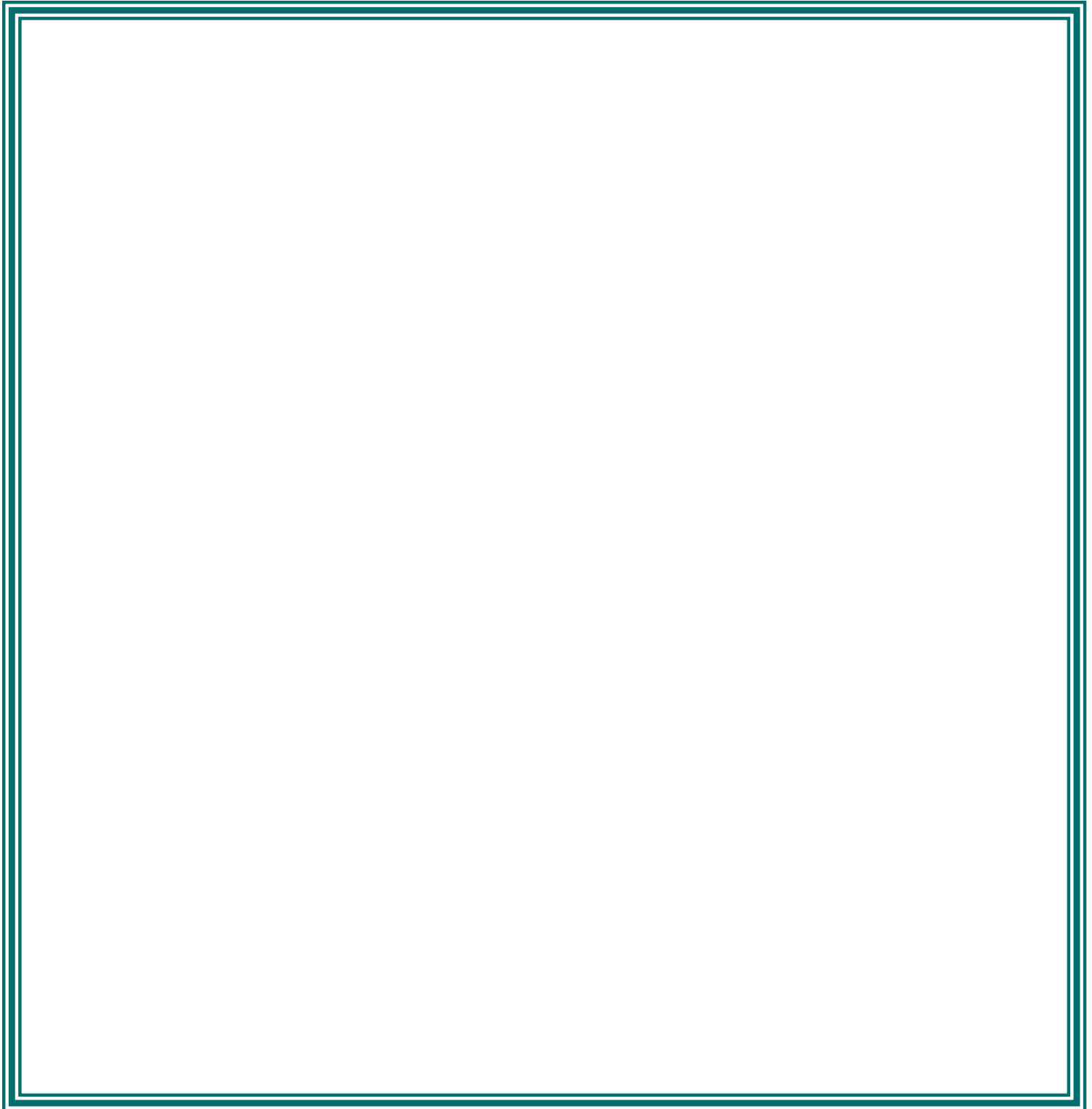
FOR OFFICE USE ONLY

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 letter of recommendation from your advisor.
- One (1) sealed, signed and attached letter of recommendation from a person of your choosing.