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Office of the Dean
Faculty of Graduate Studies

MEMORANDUM

Date: September 26, 2008
To: Department Heads, Grad Chairs, Associate Deans of Research, Awards Contacts
From: John (Jay) Doering, Dean, Faculty of Graduate Studies
Re: 2008-2009 Top Up Program

After discussion and consideration, The Faculty of Graduate Studies is pleased to announce a new cost sharing top up program for the 2008/2009 academic year.

Students are eligible for a top up if they meet the following criteria:

1. are a recipient of a Tricouncil award or other major external award such as the MHRC
2. are starting or started their award in May 2008, September 2008 or January 2009
3. the Department, Advisor or Faculty must be willing to provide funds which the Faculty of Graduate Studies will double to a maximum contribution of \$6,666

Example: Department X is willing to contribute \$3,334 to a top up for a Tricouncil recipient. The Faculty of Graduate Studies will double this amount to contribute \$6,666 toward the top up. The Tricouncil recipient will receive a total top up of \$10,000.

Please note that funds will be allocated on a first come first serve basis until funds are exhausted.

Departments or Faculties interested in contributing to a top up should provide the following:

1. A completed and signed original Scholarships, Fellowships, Bursaries form (see HR website) for each student they wish to provide a top up to. The completed

form is proof of funds being provided by the Department, Advisor or Faculty. The Faculty of Graduate Studies will forward this form on to Budgets and Grants after including their contribution and signature on the form. Please note that Faculty of Graduate Studies RA funds cannot be used for the Department, Advisor or Faculty contribution.

2. Indicate which award the student is receiving that is being topped up.

After receipt of the form the Faculty of Graduate Studies will notify the student of their top up award.

Deadlines: October 31, 2008
 January 30, 2009 (January award starts only)

Please submit top up requests and enquiries to:

Marcia Labiuk, Awards Officer
Faculty of Graduate Studies
500 University Centre
marcia_labiuk@umanitoba.ca