Dr. Forough Khadem Memorial Award - Application Instructions

All application should be submitted through the **Award Application Submission Form.**

Important Note 1: only submit applications for open competitions (i.e., after you receive a call for application email and within the deadline presented in the email). Submissions outside those dates will not be accepted.

Important Note 2: read the Terms of Reference (TORs) and Instructions and verify eligibility before submitting the application package.

To apply for this award, applicants will be required to ensure the submission of the following:

APPLICATION PACKAGE: An application package, in a single PDF file with file name *"department - applicant surname"* (for example, Immunology – Smith]. Applications must include the following (in order):

1. application form[1];
2. curriculum vitae;
3. a description of the candidate's proposed or ongoing research (maximum 500 words);
4. a description of the candidate's leadership experience through formal or informal roles in our community (maximum of 500 words).

and attached as a separate file -

5. digital photo of the candidate suitable for use in the presentation of award, should the candidate be selected as recipient of the award (landscape format; high resolution [0.5 – 1 MB] preferred);

REFERENCE LETTERS:

6. two letters of reference; at least one letter must be provided from a professor at a post-secondary institution that supports their scientific excellence and leadership/initiative;
   i. Applicants should submit a maximum of two (2) reference letters;
   ii. Reference letters should be submitted through the Reference Letter Submission Form. Only submit reference letters for open competitions (i.e., after you receive a call for application email and within the deadline presented in the email). Submissions outside those dates will not be accepted.
   iii. *Referees would preferably submit their letters as a PDF file with file name applicant surname – referee surname.pdf.*

Please, feel free to contact our office at rfhsgraduateawards@umanitoba.ca should you have any questions.

_____
[1]The application form needs to be printed as PDF (e.g., Microsoft Print to PDF) to preserve the signatures. After printing as PDF, you can combine all the files together.