

Faculty of Graduate Studies Award Holder's Guide University of Manitoba

Effective January 2025 and governing administration of:

- **UMGF** – University of Manitoba Graduate Fellowships (UMGFs) (including Supplemental Awards)
- **Tri-Agency Master's and Doctoral Awards** (SSHRC, NSERC, and CIHR)
- **TMSA** – Tri-Agency Master's Supplement Awards
- **Research Manitoba** – Master's Studentship Award, PhD Research Studentship, Research Postdoctoral

Please read this Guide carefully in full, upon receipt of your notice of award or award offer. It contains important information regarding award conditions, payment and administration.

- This guide supersedes previous versions of Fellowship/Scholarship regulations, and the [Tri-Agency Research Training Award Holders Guide](#).
- The Faculty of Graduate Studies may, without notice, change award regulations or the terms and conditions of the awards. Any major changes will be announced as soon as possible, communicated to award holders and/or posted on the FGS website.

Conditions for Award Holders

All award holders (UMGF, UMGF Supplemental Awards, Tri-Agency Master's and Doctoral Awards, TMSA, Research Manitoba) must:

- Abide by the terms and conditions set out in this Award Holders Guide.
- Be admitted to a full-time graduate program at the University of Manitoba as a Master's or Ph.D. student.
- Not have an active, admission-related hold on their student account during their provisional admission period.
- Accept (or decline) the award in Slate by activating the award as outlined in the Notice of Award or the award offer letter. See below for awards with specific deadlines to accept/decline.
- Be progressing satisfactorily in the program for which they were funded.
- Inform FGS Awards immediately of any discontinuation of studies or changes to program.
- Report any changes that may impact award eligibility or overpayment, which may lead to repayment.
- Acknowledge, wherever possible, the UMGF, the Faculty of Graduate Studies, or the Tri-Agencies' assistance for research.
- Not be enrolled as a full-time student in two programs simultaneously.
- Maintain full-time status and devote themselves full time to the expeditious completion of their degree program. Maintain registration in all terms that the award is tenable.
- Report any additional funding that impacts award eligibility and/or necessitates the termination of an award. Failure to do so will require the student to repay the value of the affected award. Please review the section "Termination of Award" included below.

Specific additional award-specific conditions for UMGF, TMSA, Tri-Agency, and Research Manitoba award holders are itemized below.

UMGF recipients must, in addition to the above conditions for all award holders:

- Accept the UMGF Award in Slate (Activate the award) within one (1) month of the offer date or the offer will be deemed invalid.
- Select the award start date when activating the award. Normally, the start date for the award is the anniversary of the start date of the program, unless otherwise stated by FGS Awards.
 - Students who wish to change their recommended start date must contact and have approval from the department that recommended them for a UMGF. The recommended start date cannot be prior to the first admit term and must be within the same fiscal year the award is being offered in either May 2025 September 2025, or January 2026.
 - UMGFs may be deferred by one term only and no later than January of that academic year.
 - Students who must defer the UMGF past January 2026 must decline the UMGF and can request that their department consider them in a future academic year. For example, if the award cannot be taken up in January 2026 after having been deferred from September 2025, it must be declined. Please note, there is no guarantee that a department will recommend a student in a future year.
 - A change to the recommended start date will not extend the duration of the award.
- Not hold UMGF support for more than 4 years in total.
- Be registered full-time in a graduate program of study in the unit that recommends them for a UMGF, in a program that is eligible for NSERC, SSHRC, or CIHR graduate student awards (thesis dissertation, major research paper/project).
- Maintain a minimum **degree** GPA of 3.00 and not receive any grade below C+ (including AX courses) in the current year.
- Not be receiving any other award or scholarship that is of equal or greater monetary value than the annual value of the UMGF (\$20,000 Master's; \$25,000 Doctoral), with the exception of stipends/assistantships from the advisor, and GETS and MITACS. Students offered an award that is equal to, or exceeds, the value of the UMGF can no longer hold the UMGF and must notify FGS Awards Office at Graduate.Awards@umanitoba.ca to terminate their UMGF.
- Note that there is no separate application or process required to be considered for Supplemental Awards, providing recommendations are received from the department by July 31st. Eligible UMGF applicants will automatically be considered for Supplemental Awards by the FGS Awards Office. Each supplemental award has their own terms of reference, including GPA and renewal criteria, outside of the UMGF terms of reference. (copied from the Unit Guidelines).
- Not change programs or departments/units while receiving the UMGF award. If considering admission to a different department the existing UMGF award will be terminated.
- Apply for and, if offered, accept Tri-Agency scholarships for which they are eligible, at every possible competition. Some of these Tri-Agency awards include those offered by NSERC, SSHRC, and CIHR.

UMGF Renewals:

- For multi-year UMGF awards, the continuation of the award requires satisfactory progress in the graduate program.
- Grades of C+ and higher (including AX course) in the current year, and a degree grade point average of 3.00 or better are required to continue to hold the UMGF.
- UMGF holders are required to apply for Tri-Agency Awards (i.e., NSERC, SSHRC, CIHR) wherever eligible to continue to hold the UMGF.
- UMGF Supplemental awards, where renewable, must meet the specified requirements including GPA requirements.

Tri-Agency Master's and Doctoral recipients must, in addition to the above conditions for all award holders:

- Review and abide by the terms and conditions of the award as set out in the [Tri-Agency research training award holder's guide](#).
- Accept or decline the award through the respective Tri-Agency Research Portal. Please be aware of deadlines as indicated in the Tri-Agency decision letter.
 - If you are not currently registered in a graduate program and have applied for admission starting September 2025, you are required to select a September 2025 or January 2026 start for this award.
 - If you are a current University of Manitoba graduate student already registered in your graduate program, you may select a start date of May 2025 or September 2025.
- Complete any other steps or instructions you may have received from the Tri-Agency as indicated in the decision documents.
- Accept or decline the award in Slate, upon receipt of the award offer letter from FGS Awards.
- Not hold UMGF funding simultaneously with Tri-Agency funding (NSERC, SSHRC, CIHR), and if offered, recipients must notify FGS Awards Office at Graduate.Awards@umanitoba.ca to terminate their UMGF prior to accepting and receiving alternate funding.
- Not hold more than one scholarship or fellowship from NSERC, CIHR, or SSHRC at the same time.
- Maintain full-time status. Refer to the agency's guidelines for any exceptions.
- Must not share the information contained in your letter from the Tri-Agencies outside of your organization as the Tri-Agency may be working on coordinating potential public announcements.

TMSA recipients, in addition to the above conditions for all award holders:

- Must be registered full time in their Master's program.
- May not receive additional funding equal to or greater than the value of the TMSA in the second year of the Master's program.

Research Manitoba recipients, in addition to the above conditions for all award holders:

- Must accept or decline your studentship award in Research Manitoba's GMS by clicking the 'Offer' link under the Status column in your GMS profile.
- Must not share the information contained in your letter from Research Manitoba outside of your organization as Research Manitoba may be working on coordinating potential public announcements.
- Must be registered full time in their graduate program for the entire academic year of the Studentship.
- Must review and abide by the appropriate Research Manitoba Award Holder's Guide. Please note that there are restrictions on holding other awards during the term of the Research Manitoba Studentships and Postdoctoral Fellowships:
 - [Master's Studentship Award Program Guide](#)
 - [PhD Research Studentship Award Program Guide](#)
 - [Research Postdoctoral Fellowship Program Guide](#)
- Must not simultaneously hold a university faculty appointment or equivalent.
- Must notify Research Manitoba (helpdesk@researchmb.ca) and FGS (graduate.awards@umanitoba.ca) immediately if the status of your award changes. For example, if you take a leave of absence, end your program earlier than anticipated, change supervisors, or if the scope of your project changes, etc.

Please note:

Awards may be cancelled without notice if the conditions under which they are granted are violated.

Program Transfers – Specific to UMGF

UMGF recipients who:

- Transfer from a Master's or Ph.D. program without completion of the degree, will have the number of months spent in the previous program considered as part of the new program.
- Complete their Master's degree (or who transfer to a Ph.D. program), may request to be considered by their unit for a new UMGF at the Ph.D. level.
- Transfer within the same faculty/department from a Master's to a Ph.D. program or vice versa in the middle of an academic year (September – August) will receive funding at the Master's level until the end of that academic year or until their current award ends (whichever comes first). The UMGF total value awarded in the new program may be adjusted to offset any overpayment received due to the transfer. The award will terminate if no new UMGF recommendation is offered.

Interruption of Awards

The following applies to all awards:

- A student must obtain approval from the Faculty of Graduate Studies prior to any interruption of their award, or continuation of their award in the case of parental leave.
- A student may interrupt their award on approved leaves as outlined in the [UM Academic Guide](#). Normally, the interruption may not exceed one year.
 - Tri-Agency award recipients should refer to [the Tri Agency Research Training Award Holders Guide](#).
- For approved interruptions, award payments will be suspended for the duration of the interruption and will resume only when all the conditions of the award are met (generally, upon return to full-time studies), except for approved parental leaves. The interruption will not reduce the total amount of the award.
- Research Manitoba Studentship recipients should contact Research Manitoba at helpdesk@researchmb.ca for their policy on approved interruptions.
- For the purposes of determining eligibility for future scholarships, approved interruptions or continuations will not count when the number of months spent in FGS is being calculated.
- A student may not interrupt their UMGF or TMSA award in order to take up another award of equal or greater value than the UMGF, or to pursue studies other than those for which they received the UMGF or TMSA.

Reinstatement of Award

- To reinstate an interrupted award, or to continue/extend an award in the case of parental leave, the student must notify the FGS Awards Office at Graduate.Awards@umanitoba.ca in writing at least eight weeks before resuming their studies, confirming the exact date they intend to return and resume/continue their award. Processing a reinstatement or interruption may take up to (6) weeks to process.
- Depending on the award, additional processes, such as Tri-Agency forms, may be required.
- Awards will be governed and administered by the award conditions applicable at the time of reinstatement.

Travel and Vacation

- Award holders are permitted a maximum of 21 calendar days (three weeks) for vacation without penalty or adjustment to their fellowship. If an award holder's vacation leave is longer than three weeks, the award will be suspended for the additional vacation time. In this case, the award holder must contact the FGS Awards Office at Graduate.Awards@umanitoba.ca with details of the vacation.
- Award holders who travel for field work or conferences and/or will remain working on their graduate program while on vacation, are not required to notify the FGS Awards Office.

Termination of Award

An award will terminate when:

- A student meets the requirements for their respective degree.
- A student fails to meet the requirements for satisfactory progress, or another FGS requirement for continuation as previously outlined.
- A student's registration status changes; for example, when the degree is complete, starting another program of studies, terminating studies, changing to part-time studies, etc. Where uncertain, FGS Awards should be contacted as soon as possible at Graduate.Awards@umanitoba.ca.
- A student plans to terminate an award early for any reason. Students must contact FGS Awards immediately at Graduate.Awards@umanitoba.ca to avoid overpayment.

Additional Notes on Award Terminations:

- Any fellowship payment received by the student covering any period of ineligibility must be repaid by the recipient in full. Timely reporting of ineligibility by the recipient will assist with preventing overpayment.
- If a student's registration status changes, the final value of the award will be prorated based on the end date as determined by the Faculty of Graduate Studies and/or the applicable agency.
- Awards may be cancelled without notice if the conditions under which they are offered or granted are violated.

Payment Schedule

These awards are paid in bi-weekly instalments with a one-week delay via standard UManitoba payroll process and schedule. Payment is made by the Payroll Office via direct deposit to Canadian bank accounts only and will not be initiated until all initial eligibility requirements have been met. To assist with timely payment, award holders should submit a direct deposit form directly to the UM Payroll Office as soon as possible. Initial payment via direct deposit may take four to six weeks once all conditions are met.

It is recommended that award holders monitor their pay stubs in UM [VIP](#) and alert the FGS Awards Office at Graduate.Awards@umanitoba.ca if they notice any issues with their bi-weekly payments.

Tax and Personal Information

Tax Information:

Students can access their tax forms through their Aurora Student account. Information, instructions, and relevant links can be found on the [Registrar's Office website](#). Please refer to the Canada Revenue Agency website for current and detailed information on taxation of scholarships and fellowships, eligible amounts, and claim procedures.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used for the purposes of determining eligibility for admission and financial aid and awards, assessment of academic status, statistical analysis and communication with the applicant. Your information may be disclosed to other educational institutions for the purpose of determining eligibility for admission into joint-programs and it may be disclosed to government departments and co-sponsoring organizations to determine eligibility for financial aid and awards. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA).

If you have any questions about the collection of personal information, contact:

Access and Privacy Office

233 Elizabeth Dafoe Library

University of Manitoba

Winnipeg, Manitoba, Canada, R3T 2N2

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