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UNIVERSITY  
OF MANITOBA

Office of the Dean  
Faculty of Graduate Studies

## MEMORANDUM

**Date:** 13 February 2009

**To:** Heads of units with Graduate Programs  
Grad Chairs  
Award Contacts  
**xc:** Deans of units with Graduate Programs

**From:** John (Jay) Doering, Dean, Faculty of Graduate Studies

**Re:** 2009/2010 University of Manitoba Graduate Fellowship Quota

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Attached are the preliminary UMGF quotas for the 2009/2010 academic year and the form to be used to recommend UMGF recipients. Quotas are based on the average of the last two years enrollment numbers. Quotas are provided for both Departments and Faculties. A number of comments are probably warranted.

1. Some units have a negative budget available, which indicates the unit has historically awarded more funds than its current entitlement.
2. Unit quotas that are not greater than 1.0 have to be assigned a value of zero at the unit level as it is not possible to round up for all 80 units because the cumulative effect of rounding up puts the FGS Awards account in a significant deficit situation.
3. It takes 4.2 students (this year) to yield an award. Don't ask - it's somewhat empirical based on years of UMGF award statistics! Please remember that this year's ratio of 4.2 students = 1 UMGF award is a total funding envelope, *i.e.*, the total funding envelope includes new awards PLUS ongoing renewal commitments.
4. In many cases it appears more practical for units to coordinate their awards at the Budget Faculty level; this is especially true of a Faculty with many units, of which many will not receive an award unless they accumulate their fractions of an award to yield an award(s). For example, the Departments of Classics (0.4), Icelandic (0.2), and Sociology (0.4) would receive no awards individually (as a result of point 2 above), but together they could generate 1.0 award.

5. In light of my last point and despite what I wrote in my December memo, devolution to the unit (i.e., department) level is not practical for all Faculties. Therefore, coordination at the Faculty level is required for some Faculties and will be handled on a case-by-case by FGS. The quota for each Faculty allocation has been rounded up to the closest positive integer.

Updated allocations will be distributed in the spring, after the Tricouncil announce their results. Some units that may not have funds to make award offers now may have enough funds after the Tricouncil awards are announced. Please note that the MGS offers have already been included in the UMGF allocations and as a result upgrades of UMGFs to MGSs will not impact quotas.

**How to use your quota:**

Offers may be made immediately using the attached recommendation form. Please keep in mind that a PhD level award has a commitment of up to 4 years and a Master's level award has a commitment of up to 2 years. Please note that the Faculty of Graduate Studies will send out award notices to all recommended recipients after confirming eligibility.

While there is not a set deadline for UMGF recommendations, we ask that you make the majority of your recommendations prior to the end of September. Please let us know as soon as possible if you are unable to use your allocation for the 2009/2010 academic year so that we or your Budget Faculty can redistribute the funds.

The Guidelines, Award Holder's Guide and the Recommendation Form will be available at [http://umanitoba.ca/faculties/graduate\\_studies/funding/112.htm](http://umanitoba.ca/faculties/graduate_studies/funding/112.htm)

Please feel free to contact Marcia Labiuk, Awards Officer at [marcia\\_labiuk@umanitoba.ca](mailto:marcia_labiuk@umanitoba.ca) or 474-9836 if you have any questions or concerns.

Thank you.