



Graduate Studies

Rowena Krentz
500 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9836
Fax (204) 474-7553
Email: Rowena.Krentz@umanitoba.ca

MEMORANDUM

Date: May 4, 2016

To: Heads of units with Graduate Programs, Grad Chairs, Award Contacts

Cc: Deans of units with Graduate Programs

From: Rowena Krentz, Awards Officer, Faculty of Graduate Studies

Re: 2016-2017 UMGF Final Quotas (May)

Attached are the final UMGF quotas for the 2016-2017 academic year. Please be reminded that there are two options to submit your recommendations to the Faculty of Graduate Studies:

1. Current graduate students or students who have already been admitted to FGS:
 - Complete the online recommendation form
https://universityofmanitoba.formstack.com/forms/umgf_rec_form
2. Students who have **not yet been admitted** to FGS
 - Submit the UMGF recommendation via AY. The admission letter and UMGF offer will be available via AY in one document.

How to use your quota:

Please refer to the columns labeled Final Quota (May) for your total UMGF quota. The Preliminary Quotas (January) is also available for your reference. *The final quota is the total number of awards that can be offered, not awards in addition to the preliminary quota.*

Quotas have been updated to reflect the funds freed up due to the Tri-Council award competition results, in addition to any late renewals and early terminations which were not included in the previous spreadsheet.

Per the preliminary quota memo, a weighting of .05 or 5% was incorporate in the quota calculation, accounting for a unit's proportion of the total population of graduate students that are beyond their expected time-to-completion.

As of 2016-2017 there are separate columns for Master's and Ph.D allocations. Units must allocate the awards in accordance to these distributions.

Department/Unit quotas are to be rounded down, while Faculty quotas are to be rounded up. The Faculty determines which Department/unit receives the extra allocation if applicable.

Example:

			UMGF Recommendations to FGS
Faculty A	Department 1	1.2	1
	Department 2	1.9	1
	Department 3	2.5	2
Faculty Total		5.6	6*

***The Faculty determines which Department(s) may recommend 2 more UMGFs**

Recommendations should be made prior to June 30, 2016 to be eligible for any supplementary awards. Please submit your recommendations no later than September 30, 2016. Please let us know as soon as possible if you are unable to use your allocation for the 2016-2017 academic year so that we or your Budget Faculty can redistribute the funds.

The Guidelines, Award Holder's Guide is available on our website at http://umanitoba.ca/faculties/graduate_studies/funding/forms.html

Please feel free to contact Rowena Krentz, Awards Officer at Rowena.Krentz@umanitoba.ca or 474-9836, if you have any questions or concerns.

Thank you