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## MEMORANDUM

**Date:** 7 June 2010

**To:** Heads of units with Graduate Programs, Grad Chairs, Award Contacts  
**xc:** Deans of units with Graduate Programs, Barbara Crutchley, Colin Nicolson

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

**Re:** Administration of External Graduate Student Awards

A handwritten signature in blue ink that reads "John Doering".

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Consistent with our role and mandate, the Office of Research Services will be transferring the administration of all external graduate student awards that do not involve a research allowance to the Faculty of Graduate Studies; such awards include Manitoba Health Research Council (MHRC), Manitoba Institute for Child Health (MICH), amongst others. Please note that this change in process is not retroactive and will not include the 2010/2011 MHRC renewals, which will continue to be paid out of their current FOPs and are the responsibility of the advisor.

To activate an external award, the award recipient and advisor will be required to complete an External Award Activation form. This form is currently being developed and will be available at the following website: [http://umanitoba.ca/faculties/graduate\\_studies/funding/112.html](http://umanitoba.ca/faculties/graduate_studies/funding/112.html)

It should be noted that while the Faculty of Graduate Studies will be responsible for the administration of these award payments, the advisor will remain responsible for ensuring that the conditions of the award are met.

Please note that this information will be distributed to all graduate students.

If you have questions or concerns about this process, feel free to contact the awards officer, Marcia Labiuk at [marcia\\_labiuk@umanitoba.ca](mailto:marcia_labiuk@umanitoba.ca) or 474-9836.