



University of Manitoba
Graduate Fellowship
(UMGF)

Unit Guidelines
2023-2024

Introduction

In 2007 the devolution of University of Manitoba Graduate Fellowships (UMGFs) to the unit level was initiated. A Unit is typically a Department but in the case of non-departmentalized faculties (*e.g.*, Kinesiology and Recreation Management, Law, Music, Pharmacy, and Social Work) can refer to a faculty, or even a program (*e.g.*, Applied Health Studies, Disability Studies, Peace and Conflict Studies, and Biomedical Engineering). While devolution to the Unit may be appropriate as the Faculty of Graduate Studies (FGS) interfaces primarily with Units as opposed to budget faculties, in many cases devolution to the unit level may not be practical as this will require too fine a discretization of UMGF funds to be useful, *i.e.*, less than a full award. In such cases, Units may wish to develop an MOU at their budget faculty level. The requirements for this process are described below.

Devolving UMGF funds allows for Units to have greater flexibility in the timing of their UMGF offers. The goal is to help to prevent the loss of potential “star” students who might receive offers of funding from other institutions. By eliminating the once per year UMGF competition and devolving to the unit level, Units will have greater control over who gets funding and when the offers of funding are made. Units also have greater control over what factors are used to select UMGF recipients, provided the minimum GPA criterion is met.

Allocation Table

There is a single column on the preliminary UMGF allocation table which lists the allocation (*i.e.*, number of awards available). This number can be used for Master’s or PhD students.

Units should consider that recommending students for UMGF awards with longer durations (*i.e.*, 2-4 years) will affect their UMGF allocations in future years as the renewals for those awards will be factored into the UMGF budget/allocation as applicable.

Unit Based UMGF Budget Allocations

Each year, a preliminary University wide UMGF budget is set. From this, a UMGF budget for each Unit is determined.

Only those Units whose graduate programs meet the eligibility criteria for Tri-Agency graduate student awards will be given an allocation. The Faculty of Graduate Studies reserves the right to cap any Units’ allocation.

A final UMGF budget for each Unit is released in the spring after the Tri-Agencies announce their awards. Please note that the date by which the Tri-Agencies announce their awards can vary, and so the release of the final budget can vary as well.

Units who do not use their awards in the academic year allocated cannot carry them forward for use in future years. If for any reason your Unit cannot use its full allocation in the current year, please advise the Faculty of Graduate Studies as soon as possible so that

budgets can be adjusted as necessary.

Units with a small allocation may not be able to offer an award every year.

Renewals will be accounted for (and subtracted from) each Unit's UMGF allocation as part of the budgeting process each year.

Summary of FGS Responsibilities

1. Provide instructions and guidance to Units in allocating their UMGF funds.
2. Provide budget allocation and number of awards per Unit:
 - a. preliminary allocation; and
 - b. a final allocation (released in the spring) after Tri-Agency awards are announced.
3. Final approval of recommended applicants.
4. Arrange an overall ranking of UMGF recipients used by FGS to select senate-approved supplemental awards.
5. Send out award offer letters and regulations to UMGF recipients and to recipients of supplemental awards.
6. Administer award payments to awardees and maintain budget.
7. Manage unspent or carried over funds as required.

Summary of Unit Responsibilities

1. Establish internal application process and deadlines. Advertise to eligible students in their Unit as necessary.
2. Ensure all recommendations meet eligibility criteria and are complete as per the recommendation form. Only recommendations made prior to July 31st each year will be considered in selection of supplemental awards. *All UMGF recommendations must be submitted to FGS by September 30, 2023.*
3. Offer all awards in year allocated. *Carry-over of allocation/funds is not permitted.*
4. Contact students who were not offered a UMGF to advise them of their status.

Note on Unit Responsibilities:

Units in a faculty may choose to participate in a (budget) faculty wide UMGF competition. Unit Heads in their budget faculty will be required to sign an agreement indicating that they are opting to participate (freely and without duress) in a faculty wide competition and will be combining their allocation with all participating Units. This agreement would be forwarded to the Faculty of Graduate Studies well prior to any award recommendations being made for that year. This agreement would need to be renewed each year that the faculty continues to use a faculty-wide competition. Please contact the Awards Officer at Mandy.Laing@umanitoba.ca if your Unit has any concerns regarding these regulations.

Value (for a 12-month period)

PhD: \$18,000
Master's: \$14,000

Eligibility Criteria

Academic standing: Students must have a minimum admission GPA of 3.00 based on their admission to their current graduate program.

Citizenship: All students regardless of citizenship are eligible to apply.

Fields of study: Students in all fields of graduate studies are eligible to apply provided their program is eligible for Tri-Agency funding.

Years of graduate study:

Below is a table outlining the maximum duration of the award based on the number of months completed in a graduate program.

Master's students

Number of months completed as a Master's student	Number of months eligible to receive the UMGF
0-4 months	24 months of funding
5-16 months	12 months of funding
Completed more than 16 months	Not eligible

PhD students

Number of months completed as a PhD student	Number of months eligible to receive the UMGF
0-4 months	48 months of funding
5-16 months	36 months of funding
17-28 months	24 months of funding
29-40 months	12 months of funding
Completed more than 40 months	Not eligible

Please refer to the UM Faculty of Graduate Studies Institutional Award Holder's Guide for more detailed eligibility criteria. The Award Holder's Guide and all other UMGF documents (including this one) can be found on the "Forms" section of the FGS [website](#) near the bottom of the page under the heading "UM Graduate Fellowship (UMGF)."

Recommending a UMGF Recipient

UMGF Recommendations can be made upon release of the preliminary allocations in January.

To recommend a student for a UMGF, Units should proceed as follows:

1. Conduct a preliminary assessment to ensure the applicant has an admission GPA of 3.00 based on admission to their current graduate program.
2. Determine and indicate the duration of the UMGF. Please note that the duration must be in yearly increments and must meet the UMGF regulations pertaining to time in their program.

For example: A recommended student who is in the first year of their Master's program in the 2023-24 academic year may be recommended for a UMGF for one year with a value of \$14,000 or for two years with a total value of \$28,000. However, a student who was admitted to the Master's program in 2021-22 and is recommended for the UMGF in 2023-24 may only receive the UMGF for one year at \$14,000.

3. Determine and indicate the start date of the UMGF award (May 2023, September 2023, or January 2024). (Recommendations submitted via *Slate* will have a start date that coincides with the admission term.)
4. Submit the recommendation to FGS. There are two ways to recommend a student for a UMGF:
 - Through *Slate* (the admission system) at the same time as the recommendation for admission is submitted. **This option is only available for students who have not yet been admitted.** Please note that recommending a student for a UMGF prior to admission does not guarantee admission.
 - Submit the recommendation using the [online UMGF recommendation form](#).

If the UMGF recommendation is submitted with the recommendation for admission via *Slate*, please do not also submit the recommendation through the online form.

Please note that students whose recommendations were made via *Slate* will receive their UMGF offer noted in their Admission letter (and will not receive a stand-alone UMGF offer letter).

The Faculty of Graduate Studies reserves the right of final approval of all recommended applicants.

Supplemental Awards

The UMGF is used to determine the recipients of senate-approved supplemental awards meant to be held with the UMGF, or in place of the UMGF. The Faculty of Graduate Studies will use an admission grade point average list of newly admitted UMGF recipients to allocate supplemental awards and upgrades for students entering their first year. UMGF recipients who take up the award after beginning their program will still be considered for the supplemental awards (within the terms of each individual award), but their current grade point average as outlined in the terms of reference for the award will be used.

Supplemental awards are typically offered as early in the academic year as possible. Only students who have been recommended for a UMGF as of July 31st will be considered for supplemental awards.

List of Supplemental Awards

(list and generalized descriptions included for information purposes only, subject to change)

Alfred Rea Tucker Memorial Scholarships: for a graduate student in any discipline ranked immediately below students receiving the Clarence Bogardus Sharpe.

Clarence Bogardus Sharpe Memorial Scholarships: for the highest ranked graduate students in any discipline.

Gordon P. Osler Graduate Scholarship: for the highest ranked PhD students in Management, Engineering or Science.

Gordon P. Osler Book Prize: for the highest ranked Gordon P. Osler Scholarship candidate.

J.S. Lightcap Award: for the highest ranked PhD student in any discipline.

R.G. and E.M. Knight Graduate Fellowship: for PhD and Master's students with the highest admission grade point averages.

Robert A. Rodgers Graduate Award in Education: for the top Master of Education student.

Sir Gordon Wu Graduate Scholarships: for full-time PhD students in their first year.

University of Manitoba Alumni Association Graduate Fellowship: for highly-ranked PhD students in their first year.