FACULTY OF GRADUATE STUDIES

Graduate Award Competition

Graduate Scholarship Office
Leigh Conroy, Killam Scholar, Medical Physics
Kyle Wilson, Killam and NSERC Vanier Scholar, Biological Sciences

December 2016 & January 2017
Process

General tips for application prep.

Perspectives from UCalgary Graduate Leader
Top Reasons to Apply

Money!

- The GAC is a major source of funding for Graduate Students
- It creates a culture of applying for funding and experience in scholarly writing (esp. proposals)
- You don’t want to wait until the first time you think you have a legitimate shot at a scholarship to try preparing an application
- It creates an ongoing desire to disseminate research
- Added prestige of awards. Your success helps the university/program distribute funding to others
- You may be the only eligible student who has applied for an award
Graduate Award Competition (GAC)

- Scholarships range in value up to $72,000
  - Izaak Walton Killam Pre-Doctoral Scholarship
  - Open Doctoral Scholarships
  - Alberta Innovates - Technology Futures (AITF)
  - Special Awards
  - Bursaries
Eligibility Criteria

- **Izaak Walton Killam Pre-Doctoral Scholarship**
  - Unrestricted field of study (except for the Arts as defined in the Canada Council for the Arts Act)
  - Registered full-time, or have applied for admission, to a doctoral program
  - Have completed at least one year of graduate study (master’s or PhD)
  - Must be in the first three years of PhD when taking up the award
  - Have a first class academic standing (equivalent to 3.5 GPA or greater at UCalgary)

- **Open Doctoral - Unrestricted field of study**
  - Registered full-time, or have applied for admission, to a doctoral program
  - Have a first class academic standing (equivalent to 3.5 GPA or greater at UCalgary)
  - Applicants submit one application to be considered for all open doctoral scholarships. Awards are assigned based on overall rank and eligibility.
Eligibility Criteria

- **Special Awards and Bursaries**
  - Restricted field of study (see each award)
  - Funded by donors who wish to support a particular area of interest or specific field of study
  - Open to eligible PhD and Master’s students
  - Applicants must meet the eligibility criteria for each Special Award and Bursary (*Appendices A, A.1, and possibly A.2*)

- **Bursaries**
  - Applicants must also demonstrate financial need
  - *Appendix B* (emailed directly to gsaward@ucalgary.ca)
Alberta Innovates - Technology Futures (AITF)

- Open to high calibre doctoral and master’s students conducting research in Nanotechnology, Information and Communication Technology (ICT) or Omics

- Note: This program will not support medical or health-related research initiatives that qualify for support from the Alberta Innovates – Health Solutions (AIHS), the Canadian Institutes of Health Research (CIHR), or similar medical research agencies.

- Detailed eligibility criteria is available on the AITF website http://www.albertatechfutures.ca/GSS.aspx
Graduate Award Competition

The following scholarships are awarded through the annual Graduate Award Competition (GAC):

- Izaak Walton Killam Pre-Doctoral Scholarships
- Open Doctoral Scholarships
- Alberta Innovates – Technology Futures (AITF) Scholarships
- Special Awards
- Bursaries

<table>
<thead>
<tr>
<th>Value</th>
<th>Up to $72,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Graduate Award Competition

The following scholarships are awarded through the annual Graduate Award Competition (GAC):

- Izaak Walton Killam Pre-Doctoral Scholarships
- Open Doctoral Scholarships
- Alberta Innovates – Technology Futures (AITF) Scholarships
- Special Awards
- Bursaries

<table>
<thead>
<tr>
<th>Value</th>
<th>From $750 to $60,000</th>
</tr>
</thead>
</table>

| Eligibility | You must meet the eligibility criteria for each award you are applying for. Terms of reference for the Killam, Open Doctoral, Special Awards and Bursaries can be found on the [Graduate Award Database](#). Terms for the AITF can be found at [Alberta Innovates – Technology Futures](#). |
| Selection Criteria and Indicators | To be eligible for the Killam and Open Doctoral categories students must have achieved a first-class average, as determined by the university issuing the transcripts, in the last two completed years of study (full-time equivalent). At the University of Calgary, a student must have achieved a grade point average of 3.5 or higher in the last 2 years of study. Each institution has their own definition of first-class average. The University of Calgary does not convert scales. |
Graduate Awards Database

Unsuccessful notices for all award categories will go to students by late August

<table>
<thead>
<tr>
<th>Workshops</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday, November 25, 2016</td>
</tr>
<tr>
<td></td>
<td>Thursday, December 01, 2016</td>
</tr>
<tr>
<td></td>
<td>Tuesday, December 06, 2016</td>
</tr>
</tbody>
</table>

| Questions                  | Contact gsaward@ucalgary.ca   |

Unsuccessful notices for all award categories will go to students by late August.
### Graduate Studies Awards

You must meet the eligibility criteria at the time the award is paid.

<table>
<thead>
<tr>
<th>Award Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>- Bursaries</td>
<td></td>
</tr>
<tr>
<td>- Open Doctoral</td>
<td></td>
</tr>
<tr>
<td>- Travel</td>
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<tr>
<td>Keywords</td>
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<tr>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>- Master's Course-based</td>
<td></td>
</tr>
<tr>
<td>- Master's Thesis-based</td>
<td></td>
</tr>
<tr>
<td>- Doctoral</td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td>- Canadian or Permanent Resident</td>
<td></td>
</tr>
<tr>
<td>- International</td>
<td></td>
</tr>
<tr>
<td>Registration Status</td>
<td></td>
</tr>
<tr>
<td>- Full-Time</td>
<td></td>
</tr>
<tr>
<td>- Part-Time</td>
<td></td>
</tr>
</tbody>
</table>

[Search]
## Graduate Awards Database

### Search Results

You must meet the eligibility criteria at the time the award is paid.

<table>
<thead>
<tr>
<th>Award Name and Donor</th>
<th>Award Value</th>
<th>Number of Awards</th>
<th>Deadline</th>
<th>Field of Study</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alexa W Church Graduate Scholarship in Medical Sciences</strong></td>
<td>$12,600</td>
<td>One</td>
<td>February 1 to the candidate's graduate program office, unless the program has an earlier deadline</td>
<td>Medical Sciences</td>
<td>Open to students registered full-time in a graduate program who are conducting research within the area of medical sciences. Preference will be given to a student with a rural background. Awards are made solely on the basis of academic excellence. In addition to the one-page research proposal, students must submit a statement outlining their rural background (Appendix A.2 - Additional Eligibility Statement of the Graduate Award Application).</td>
</tr>
<tr>
<td>B.C. Church family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APEGA Education Foundation Graduate Scholarship</strong></td>
<td>$5,000</td>
<td>Two</td>
<td>February 1 to the candidate's</td>
<td>Engineering</td>
<td>Open to students registered full-time in a graduate program in the Schulich School of Engineering.</td>
</tr>
</tbody>
</table>
## Alexa W Church Graduate Scholarship in Medical Sciences

<table>
<thead>
<tr>
<th><strong>Donor</strong></th>
<th>Endowed by the B.C. Church family</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field of Study</strong></td>
<td>Medical Sciences</td>
</tr>
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<tr>
<td><strong>Number</strong></td>
<td>One</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>One year</td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
<td>Open to students registered full-time in a graduate program who are conducting research within the area of medical sciences. Preference will be given to a student with a rural background. Awards are made solely on the basis of academic excellence. In addition to the one-page research proposal, students must submit a statement outlining their rural background (Appendix A.2 - Additional Eligibility Statement of the Graduate Award Application).</td>
</tr>
<tr>
<td><strong>Citizenship</strong></td>
<td>Canadian Citizen, Permanent Resident</td>
</tr>
<tr>
<td><strong>Where Tenable</strong></td>
<td>University of Calgary, Faculty of Graduate Studies</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Special Awards</td>
</tr>
<tr>
<td><strong>Apply</strong></td>
<td>Students should consult the Graduate Award Competition guidelines and application at <a href="http://www.grad.ucalgary.ca/awards/internal_awards">http://www.grad.ucalgary.ca/awards/internal_awards</a></td>
</tr>
<tr>
<td><strong>Deadline</strong></td>
<td>February 1 to the candidate’s graduate program office, unless the program has an earlier deadline</td>
</tr>
<tr>
<td>Criteria</td>
<td>Indicators</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Academic Excellence</td>
<td>GPA, Awards, Courses, Reference letters</td>
</tr>
<tr>
<td>Research Potential</td>
<td>Research proposal, Publications/Abstracts, Reference letters</td>
</tr>
<tr>
<td>Personal Characteristics and Interpersonal Skills</td>
<td>Leadership Statement, Reference letters</td>
</tr>
</tbody>
</table>
Graduate Award Competition

The following scholarships are awarded through the annual Graduate Award Competition (GAC):

- Izaak Walton Killam Pre-Doctoral Scholarships
- Open Doctoral Scholarships
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<table>
<thead>
<tr>
<th>Value</th>
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Eligibility

You must meet the eligibility criteria for each award you are applying for. Terms of reference for the Killam, Open Doctoral, Special Awards and Bursaries can be found on the Graduate Award Database. Terms for the AITF can be found at Alberta Innovates – Technology Futures.

Selection Criteria and Indicators

To be eligible for the Killam and Open Doctoral categories students must have achieved a first-class average, as determined by the university issuing the transcripts, in the last two completed years of study (full-time equivalent). At the University of Calgary, a student must have achieved a grade point average of 3.5 or higher in the last 2 years of study. Each institution has their own definition of first-class average. The University of Calgary does not convert scales.

Application

Only one application is required regardless of how many awards you are applying for.

2017 GAC Application

Appendix B
IMPORTANT: It is your responsibility to ensure your application is completed in the correct file format

1. Install Adobe Acrobat Reader prior to opening the application form. [Download the reader for free.]

2. Opening this form in any software other than Adobe Reader will corrupt the file

3. This application is not compatible with all browsers

4. Open the blank application form from our website. Choose “save as” and save a copy on your computer. Name your application: GAC_YourLastName_YourFirstName.pdf

5. Confirm your application is in the correct format: all fillable fields and text must be visible. Do not add or delete fillable fields

6. Complete one or two test fields on your application, save, close and reopen on a different computer to ensure the form is correctly saved

7. Printed or scanned applications will not be accepted
APPLICATION PROCESS

Only one application is required for all awards.

Application Checklist:

1. Confirm your eligibility by reading the terms of reference on the Graduate Award Database
2. Complete all requirements outlined in the terms of reference.
3. Obtain two references
   - Use these reference forms
   - If you are currently in an academic program, one of the referees must be your supervisor or someone familiar with your current academic work
   - References for admission may be used if they have been written in the last twelve months
4. Obtain transcripts from all post-secondary institutions you have attended
5. Complete the following:
   - Award Category Selection – GAC and
   - Parts 1-7 of Graduate Award application and
   - Appendices A and A.2 (if you are applying for Special Awards and Bursaries) and
   - Appendix A.2 (if required by the terms of reference) and
   - Appendix B (if you are applying for Bursaries) Email Appendix B directly to gsaward@ucalgary.ca by February 1
6. Save your application as GAC_YourLastName_YourFirstName.pdf
   - printed or scanned applications will not be accepted
7. Email your application to your Graduate Program Administrator
   - Include your full name and UCID number
   - Ask them to attach your reference letters and transcripts to your application. List the transcripts.

Programs forward applications to the Faculty of Graduate Studies Scholarship Office. Each application is adjudicated by three members of the Graduate Scholarship Committee. More applications are received than can be funded. All applicants will be notified of results by the Graduate Scholarship Office.

Applicants will be assessed according to:
- academic record
- letters of reference
- research proposal or statement of study
- awards held
- contributions to research
- other relevant experience

To create a strong application, see Tips for Success
GRADUATE AWARD COMPETITION (GAC) APPLICATION GUIDELINES

The Graduate Award Competition (GAC), open to University of Calgary graduate students, encompasses scholarships ranging in value from $750 to $60,000. Applicants will be assessed according to academic record, letters of reference, research proposal or statement of study, awards held, contributions to research and other relevant experience. Only one application form is required regardless of the number of awards that you are applying for.

SPECIAL AWARDS AND BURSARIES

Open to doctoral and master’s students. These awards support a particular field of study or other specific eligibility criteria as stated in the terms of reference of each award.

- You must confirm that you meet the specific terms of reference of the individual award(s) and/or bursary(s) that you are applying for. Detailed terms of reference are found in the Graduate Award Database under “Special Awards and Bursaries” category.
- You must complete Appendix A.1 and, when required by the terms of reference, Appendix A.2.
- When applying for a bursary(s), you must also complete Appendix B demonstrating financial need equal to or greater than the value of the bursary(s) you are applying for.

If you do not complete all requirements of an individual award, you will not be considered.

ALBERTA INNOVATES - TECHNOLOGY FUTURES (AITF)

Open to doctoral and master’s students conducting research in Nanotechnology, Information and Communication Technology (ICT), or Omics. This program

OPEN DOCTORAL SCHOLARSHIPS

Selecting individual Open Doctoral awards is not required; you will be considered for all scholarships within this category. Field of study is unrestricted.

- Detailed terms of reference for each award are found in the Graduate Award Database “Open Doctoral” category.
- You must be registered full-time in, or have applied for admission to, a doctoral degree program at the University of Calgary.
- You must be eligible to accept an Open Doctoral Award in the upcoming award year as per the Multiple Award Policy.
- You must have a first class academic standing (GPA of 3.5 or greater at the University of Calgary or equivalent) in:
  - each of your doctoral and master’s programs;
  - your current master’s program and last two years of Bachelor’s program (full-time equivalent), when master’s not completed;
  - the last two years of your Bachelor’s program when transferring directly into the doctoral program.

IZAAK WALTON KILLAM PRE-DOCTORAL SCHOLARSHIP

The Izaak Walton Killam Pre-Doctoral Scholarship is awarded to doctoral students of outstanding calibre. The field of study is unrestricted except for the Arts as defined in the Canada Council for the Arts Act.

- Detailed terms of reference are found in the Graduate Award Database.
- You must be registered full-time in, or have applied for
# 2016 GRADUATE AWARD COMPETITION (GAC)

**AWARD CATEGORY SELECTION – Graduate Award Competition**

**Must be completed by applicant**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name(s)</th>
<th>UCID #</th>
</tr>
</thead>
</table>

**Select the award category(s) to which you are applying**

- [ ] Killam Doctoral
  - Minimum GPA of 3.5 required or First Class Standing
  - Selecting individual awards is not required; you will be considered for all scholarships within this category.

- [ ] Open Doctoral
  - Minimum GPA of 3.5 required or First Class Standing

- [ ] Special Awards and Bursaries*
  - For a special award, you must complete Appendix A and Appendix A.1 for each award, and Appendix A.2 when required by terms of reference
  - For a bursary, you must complete Appendix A and Appendix A.1 and Appendix B, and Appendix A.2 when required by the terms of reference

* You must meet the eligibility criteria for each award and bursary you are applying for.

- [ ] Alberta Innovates - Technology Futures (AITF)
  - Degree Stream: **Select One**
  - Research Proposal Title: 
  - Research Area: **Select One**
  - Application Area: **Select One**
Part 2: Scholarships, Awards, and Bursaries Received

- List up to ten:
  - Sometimes the value of an award does not convey its true prestige.
  - If awards are for presentations or leadership, they likely address a different criteria than one simply based on academics. If the name of the award does not convey this, clarify it for the reader.
  - The name of the award must still be present in case reviewers want to look it up.

Example:

Jane Doe Prize in Engineering

vs.

Jane Doe Prize in Engineering: Quality & Creativity in Written Communication
List and provide transcripts for **ALL** post-secondary institutions you have attended whether or not you received a degree from those institutions:

- Include current University of Calgary degree even if no grades are assigned.

- Indicate the dates of tenure in order from newest to oldest.

- Additional institutions may be attached on a separate page.
Part 3: Research Proposal/Statement of Study

This section is required for all applicants. Students who would not normally have a Research Proposal (most often course-based) must explain what they are studying, why and what impact their work will have on the field. Convince the committee that you should be funded and why.

- **Rule 1: Keep it simple and explain everything**
  - GAC committee is not specialty-specific (i.e. engineering application could be reviewed by Biological Sciences, English by Political History etc.), so write for a broad audience
  - Jargon in your field does not make you look like an expert, it says you can’t communicate outside your field
  - Have someone outside your field read it before submitting
  - **Tip:** Use “Hourglass” format:
    - **Introduction:** Write it for a general audience (think newspaper article)
    - **Methods:** Add in SOME technical detail to show that you know what you are doing and that your work is cutting-edge, but explain EVERYTHING
    - **Significance:** Explain in general terms, pretend you are pitching your idea to the average public. Sell yourself, what will the outcomes be? Explain the potential impact of your work.
Rule 2: Make it visually appealing. The last thing reviewers want to see is a massive block of text. Separate sections, underline key points. Less is more. Do not make it hard to find important points.

Rule 3: Impact of your work is more important than impact of your research field. Explain your role in the proposed project.

Tip: Provide evidence for why your training environment is going to help you excel in the program and link to national/university priority areas (if applicable).
Part 6: Leadership Experience and Interpersonal Skills

- The requirements for this section are vague – *use this to your advantage!*

- Quantify your role and impact – do not assume that anything will be obvious.

- This is an opportunity for your “voice” to be heard.
  - What are your interests? What motivates your leadership and non-academic activities?

- Potential formatting strategies (chose one that works for you!):
  - Paragraphs with roles and impact bolded or highlighted.
  - Expanded CV (give context, explain role, quantify impact).
  - Headings grouping similar-themes activities together.
  - Advise against lists of activities without context.
Part 6: What is “Leadership”? 

- Broad and undefined

Can include:

- **Personal achievement:**
  - professional involvement in dance, arts, music, etc.;
  - significant artistic achievement;
  - recognized athletic achievement, especially in a leadership role;
  - entrepreneurial achievement (startup company); and/or
  - **foreign travel and study.**

- **Involvement in academic life:**
  - mentoring/teaching;
  - supervisory experience;
  - Involvement in student government and in the university community, including committees, teams, senate, boards, ethics committees, etc.;
  - project management;
  - roles in professional societies; and/or
  - organization of conferences and meetings.

- **Volunteerism/community outreach:**
  - community involvement in charity or not-for-profit organizations.

- **Civic engagement:**
  - parliamentary page positions and internships;
  - political activity; and/or
  - elected positions.
## Appendix A — Award Selection

Select the awards and bursaries you are applying for. Complete Appendix A.1 for ALL awards you are applying for and complete Appendix A.2 and/or Appendix B if required. **Incomplete applications will be removed from the competition.**

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Application Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexa W. Church Graduate Scholarship in Medical Sciences (also requires Appendix A.2)</td>
<td>☐</td>
</tr>
<tr>
<td>APEGA Education Foundation Graduate Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>Archibald Wayne Dingman Memorial Graduate Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>Arthur J.E. Child Memorial Bursary in Economics (also requires Appendix B)</td>
<td>☐</td>
</tr>
<tr>
<td>Arthur J.E. Child Memorial Bursary in History (also requires Appendix B)</td>
<td>☐</td>
</tr>
<tr>
<td>ASME Pipeline Systems Division Award</td>
<td>☐</td>
</tr>
<tr>
<td>Bea and Ken Morgan Excellence in Oncology Graduate Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>Calgary Airport Authority Graduate Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>Calgary Chamber of Commerce &amp; ENMAX Graduate</td>
<td>☐</td>
</tr>
<tr>
<td>Humanities Graduate Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>Ian N. McKinnon Memorial Fellowship</td>
<td>☐</td>
</tr>
<tr>
<td>Interdisciplinary Degree Doctoral Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>John D. Petrie QC Memorial Graduate Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>John S. Poyen Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>John Waters Memorial Graduate Scholarship (also requires Appendix A.2)</td>
<td>☐</td>
</tr>
<tr>
<td>Lloyd and Florence Cooper Doctoral Scholarship in Integrative Medicine</td>
<td>☐</td>
</tr>
<tr>
<td>Lorne and Pat Gordon/YWCA of Calgary Graduate/Undergraduate Award (also requires Appendix A.2)</td>
<td>☐</td>
</tr>
<tr>
<td>Margaret P. Hess Graduate Scholarship</td>
<td>☐</td>
</tr>
<tr>
<td>Maritime Awards Society of Canada Graduate</td>
<td>☐</td>
</tr>
</tbody>
</table>
APPENDIX A.1—Statement of Eligibility

You must demonstrate how you meet the Terms of Reference for each Special Award and Bursary that you are applying for. (Example: APEGA Education Foundation Graduate Scholarship – I am a Canadian citizen and am registered full-time in a graduate program in the Schulich School of Engineering). If you require additional pages to this form, contact gsaward@ucalgary.ca

Some Special Awards and Bursaries ALSO require Appendix A.2 and/or Appendix B. To determine if these additional documents are necessary, refer to the Terms of Reference for each award.

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Special Awards &amp; Bursaries - Select One</th>
</tr>
</thead>
</table>

Insert brief statement demonstrating how you meet the Terms of Reference

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Special Awards &amp; Bursaries - Select One</th>
</tr>
</thead>
</table>
**APPENDIX A.2—Additional Statement of Eligibility**

Complete Appendix A.2 if you are applying for an award or bursary requiring it. Refer to the Terms of Reference for individual awards to determine if it is required for the awards you are applying for. If you require additional pages to this form, contact gsaward@ucalgary.ca

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Special Awards &amp; Bursaries - Select One</th>
</tr>
</thead>
</table>

*Insert statement demonstrating how you meet the Terms of Reference*
APPENDIX B
(BURSARY APPLICANTS ONLY)

- Your financial shortfall must be greater than or equal to the value of the bursary you are applying for.
- Submit completed Appendix B form directly to the Faculty of Graduate Studies Scholarship office at gsaward@ucalgary.ca. In the subject line include your last name and “Appendix B.”

### 2015-16 Monthly Living Allowances

<table>
<thead>
<tr>
<th>Your household status</th>
<th>Monthly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>No dependent children*</td>
<td>$525</td>
</tr>
<tr>
<td>Single and living with parent(s)</td>
<td>$1,099</td>
</tr>
<tr>
<td>Single and not living with parent(s)</td>
<td>$2,119</td>
</tr>
<tr>
<td>Married/Common law</td>
<td></td>
</tr>
<tr>
<td>With dependent children**</td>
<td></td>
</tr>
<tr>
<td>Single: 1 child</td>
<td>$1,940</td>
</tr>
<tr>
<td>Single: 2 children</td>
<td>$2,517</td>
</tr>
<tr>
<td>Single: 3 children</td>
<td>$3,094</td>
</tr>
<tr>
<td>Married/Common Law: 1 child</td>
<td>$2,696</td>
</tr>
<tr>
<td>Married/Common Law: 2 children</td>
<td>$3,273</td>
</tr>
<tr>
<td>Married/Common Law: 3 children</td>
<td>$3,850</td>
</tr>
<tr>
<td>Each additional child add</td>
<td>$577</td>
</tr>
</tbody>
</table>

### Resources

<table>
<thead>
<tr>
<th>Resources</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your savings at the start of the academic year (excluding investments)</td>
<td>Tuition and fees</td>
</tr>
<tr>
<td>Your estimated earned income (before taxes) during the academic year</td>
<td>Books and supplies</td>
</tr>
<tr>
<td>Scholarships/Bursaries/Research/Tuition fee support (only those confirmed for the upcoming year)</td>
<td></td>
</tr>
<tr>
<td>Spouse/partner net income during academic year</td>
<td></td>
</tr>
<tr>
<td>Your investments - Specify</td>
<td></td>
</tr>
<tr>
<td>Other Income (e.g. family contribution, income from rental property, child support, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

### Estimated living (see attached table for maximum allowable amount)

- per month x 12 months

### Monthly Expenses

- Salaries (see attached table for maximum allowable amount) per month x 12 months

### Total Resources $0.00

### Total Expenses $0.00

TOTAL RESOURCES $0.00  MINUS TOTAL EXPENSES $0.00  = SHORTFALL  0
Transcripts:

- Official transcripts for all post-secondary study must be included. Copies from your electronic student file will be accepted (both sides of transcript)

- Ensure your Graduate Program Administrator has your most recent transcripts for all post-secondary institutions you have attended

- Transcripts from your Student Centre will not be accepted

- You must ask your Graduate Program Administrator (GPA) to download copies of transcripts and insert into the application
Two References

- References must be completed electronically on the University of Calgary Reference Forms.
- References must be current. One reference should be from the supervisor (contact gsaward@ucalgary.ca if this is a concern).
- Students who began their degree in Fall 2016 may use their admission reference forms as long as they have been written within the last twelve months prior to the competition deadline.
- Faxed reference forms will be accepted. Must be submitted to GPA with cover page to verify authenticity.
- Email reference forms will be accepted from the Institutional/Business email address. Must be submitted to GPA.
- You must ask your Graduate Program Administrator (GPA) to attach references to the application.
**Tips for Success**

- How to Use the Database
- References

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**References**

**Forms**

- **Reference Form 1** for First Referee (You must provide your first referee with Reference Form 1)
- **Reference Form 2** for Second Referee (You must provide your second referee with Reference Form 2)

You must provide one referee with Reference Form 1 and a second referee with Reference Form 2. The process of merging your application into a single PDF document for adjudication requires two separate forms.

If you are currently in an academic program, one of the referees must be your supervisor or someone familiar with your current academic work. References for admission may be used toward the scholarship competition as long as they have been written within the last twelve months prior to the competition deadline.

**Process**

Plan ahead when you are asking for a reference. Building the appropriate relationships with referees is an important, long-term process.

1. **Establish and Maintain Connections**

   Allow academics to get to know you. As an undergraduate student, this might mean introducing yourself to your


**Process**

Plan ahead when you are asking for a reference. Building the appropriate relationships with referees is an important, long-term process.

1. **Establish and Maintain Connections**

   Allow academics to get to know you. As an undergraduate student, this might mean introducing yourself to your instructor in a few courses, and even offering to do volunteer work associated with their research. As a graduate student, you have the opportunity to expand this connectivity to conferences and even e-mail acquaintances. Don’t hesitate to go down the hall and introduce yourself to faculty members beyond your supervisor and supervisory committee.

2. **Invite the Letter-writer**

   Three to five weeks ahead of the deadline for receipt of a reference, ask potential writers if they can provide you with a positive letter of reference. See [What a reference needs to say](#) and [guide on writing a reference](#). Include a note that gives the following:

   - the purpose of the reference
   - the rationale for pursuing this research and your expected goals
   - identify and emphasize your key skills and talents that relate to this goal
   - deadline for submission of the letter
   - procedure for submission of the letter, including forms and web links

   Include your updated curriculum vitae, transcripts and any parts of the application you have written (proposal, for example). You should fill out any parts of the form that relate to you (name, program or award you are applying for, etc.).

3. **Follow-up**

   Don’t be shy. Ask for a personal meeting or phone call during which you can answer any questions the referee may have. Don’t be afraid to remind them of the impending deadline a week or more before the letter is to be submitted.

4. **Thank the Referee**

   You should thank the referee for taking the time to submit a reference, whether or not you are successful.
• Plus written assessment on:
  – Academic Excellence
  – Research Potential
  – *Personal Characteristics and Interpersonal Skills*
Do not just ask someone for a reference. Be proactive and make it easy for your referee to write a good reference:

- Be strategic in choosing your referees in terms of covering the criteria.
- Provide the review criteria, transcripts and a CV: highlight areas you wish to have covered in the letter.
- Meet to discuss: what criteria do you think they should address?
- Reference Letters form the bulk of the leadership/interpersonal section (worth 20%). It is imperative that your referees know this and write their letter accordingly.
- Highlight outstanding or abnormal academics:
  - ‘Glitch’ in first year
  - Overloaded coursework (or work hours + courses)
  - Relative class standing
Top thing reviewers want to know:

- What is this person going to do?
- Is the research feasible?
- What will be the outcomes and their impact? Is it new? Who will care?
- Do I have a picture of who this person is?
- Is this a good investment?

Scan Test:

- Have someone outside your field read you application quickly (scan it, ~ 5 minutes).
- What major point(s) do they take away from it? Is it what you wanted them to?
Send to your Program by email

- Completed Application form (still in electronic form):
  - Award Category Selection
  - Part 1: Applicant and Academic Information
  - Part 2: Reference names, Academic History and Scholarship History
  - Part 3: Research Proposal
  - Part 4: Bibliography and Works Cited
  - Part 5: Contributions
  - Part 6: Leadership Experience and Interpersonal Skills
  - Part 7: Allowable Inclusions (if appropriate)
  - Appendix A, A.1, A.2 (Special Awards and Bursaries)

Ask your Graduate Program Administrator to attach:

- Two Reference Forms (list the referee names)
- Transcripts of all post-secondary institutions you have attended (list the transcripts)

Email to gsaward@ucalgary.ca

- Appendix B (if applicable - email directly to gsaward@ucalgary.ca by Feb. 1
Final Steps

- Save completed applications to your computer as: “GAC_StudentLastName_StudentFirstName.pdf” (as your name appears on your student centre) ie. GAC_Smith_Jane.

**Mac Users: once the application is complete, save the file and open on a PC to ensure the file works correctly. ([http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/awards_instructions_for_mac_users.pdf](http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/awards_instructions_for_mac_users.pdf))

- Email completed application to your Graduate Program Administrator (GPA)

- Email Subject line: “GAC_StudentLastName_StudentFirstName” (as your name appears on your student centre)

- Email Body:
  - Include your full name and UCID number
  - Ask GPA to attach your reference letters and transcripts to your application. List the transcripts.

**Application form will not be accepted if it has been printed and scanned**
GAC Deadline

- February 1st to your Graduate Program Administrator, **unless the program has an earlier deadline**

- Confirm your program’s deadline as late applications will **not** be considered
Top Reasons Good Students Don’t Get Funded

- A generic Reference Form - positive but gives no specifics and does not address criteria.
- Content, context and/or impact of research not clearly stated
- Frustrating evaluators by not following instructions (or stretching rules)
- Diluting genuinely important/impressive material by describing generic material at length
- Not addressing possible weaknesses in the application
- Apply for all of the awards that you are eligible for and only those awards
- Complete all required fields (many Special Award and Bursary applications are removed as the Appendix A.1 and A.2 are not complete)
- Strong pool of students for the competition year
- Over 1350 applications were received for the 2016 competition - Extremely competitive, especially for “popular” awards
Download and Test the application form. Email it to yourself and open it up in a PC in the library.

Start researching the Award Terms of Reference. We can’t award you what you don’t apply for, look at the award terms closely.

Contact your Graduate Program Administrator (GPA), ask about transcripts, reference forms (new students), any earlier deadlines.

Contact your referees, give them information about the competition, remind them of who you are, provide them with the scoring criteria.
Student Success Center

- Booked one-on-one consultations
- Drop-in consultations
- More info: http://www.ucalgary.ca/ssc/writing-support
Contact Us

- Faculty of Graduate Studies
  gsaward@ucalgary.ca
  www.grad.ucalgary.ca/awards
  MacKimmie Tower (MT) Room 213

- Graduate Leader Advisors
  gradlead@ucalgary.ca
Connect and learn more about other workshops!

ucalgary.ca/mygradskills/workshops

facebook.com/mygradskills

twitter.com/mygradskills

mygradskills@ucalgary.ca