



**UNIVERSITY OF  
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FACULTY OF GRADUATE STUDIES

# **Graduate Award Competition**

## **Student Workshop**

**Dr. Donna-Marie McCaffery, Dean of Scholarships, FGS**  
**Kelsey Pennanen, Graduate Leader Circle Co-Chair**  
**Hannah Dimmick, Graduate Leader Circle Co-Chair**

**2022**



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# Background

- **The following scholarships are awarded through the annual Graduate Award Competition (GAC):**
  - Doctoral Entrance Scholarships
  - Izaak Walton Killam Doctoral Scholarships
  - Open Doctoral Scholarships
  - Alberta Innovates Graduate Student Scholarships
  - Special Awards
  - Some Indigenous Awards
  - Alberta Graduate Excellence Scholarship (AGES) - International



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# Eligibility

- Thesis-based students only
- You must meet the eligibility criteria for **each** award you are applying for.
  - Terms of reference for the Entrance, Killam, Open Doctoral, and Special Awards can be found on the [Graduate Award Database](https://iac01.ucalgary.ca/FGSA/Public/PublicHome.aspx).  
<https://iac01.ucalgary.ca/FGSA/Public/PublicHome.aspx>
  - Terms for the Alberta Innovates Graduate Student Scholarships can be found at <https://albertainnovates.ca/programs/graduate-student-scholarships/>
- Killam and Open Doctoral categories require a first-class average in the last two completed years of study (full-time equivalent).

At the University of Calgary that is an **average of 3.5 or higher**.



- Confirm you are eligible
- Know the application requirements
- Follow the instructions
- Meet the deadline dates



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# Timelines

- Applications are submitted electronically through your Student Centre.
- Deadlines vary by program. Contact your Graduate Program Administrator.
- You may only submit one application, regardless of the number of programs you may have applied to.
  - If you are declined admission, or decline an offer, from the program to which you have submitted your GAC application, contact that program and ask that they return the application to you so that it may be directed to the other program. Communicate with both programs!!



- Entrance and Killam categories
  - each graduate program is allocated a certain number of applications to forward
  - Some programs are more transparent than others in this regards (e.g., will inform students that have been forwarded). Please speak with your program in late February/early March if you have not been told either way.
- Open, Special Awards and Alberta Innovates
  - All applications are forwarded to the competition, no Program quotas

# When will I find out if I am successful?

- Results are expected to be announced as follows:
  - Successful students
    - Izaak Walton Killam – May
    - Open Doctoral – May - September
    - Special Awards – May - September
    - Alberta Innovates – September - December (successful students only)
  - Unsuccessful notices for all award categories will go to students by September - December
  - This will be posted on the GAC webpage:  
<https://grad.ucalgary.ca/awards/opportunities/gac>

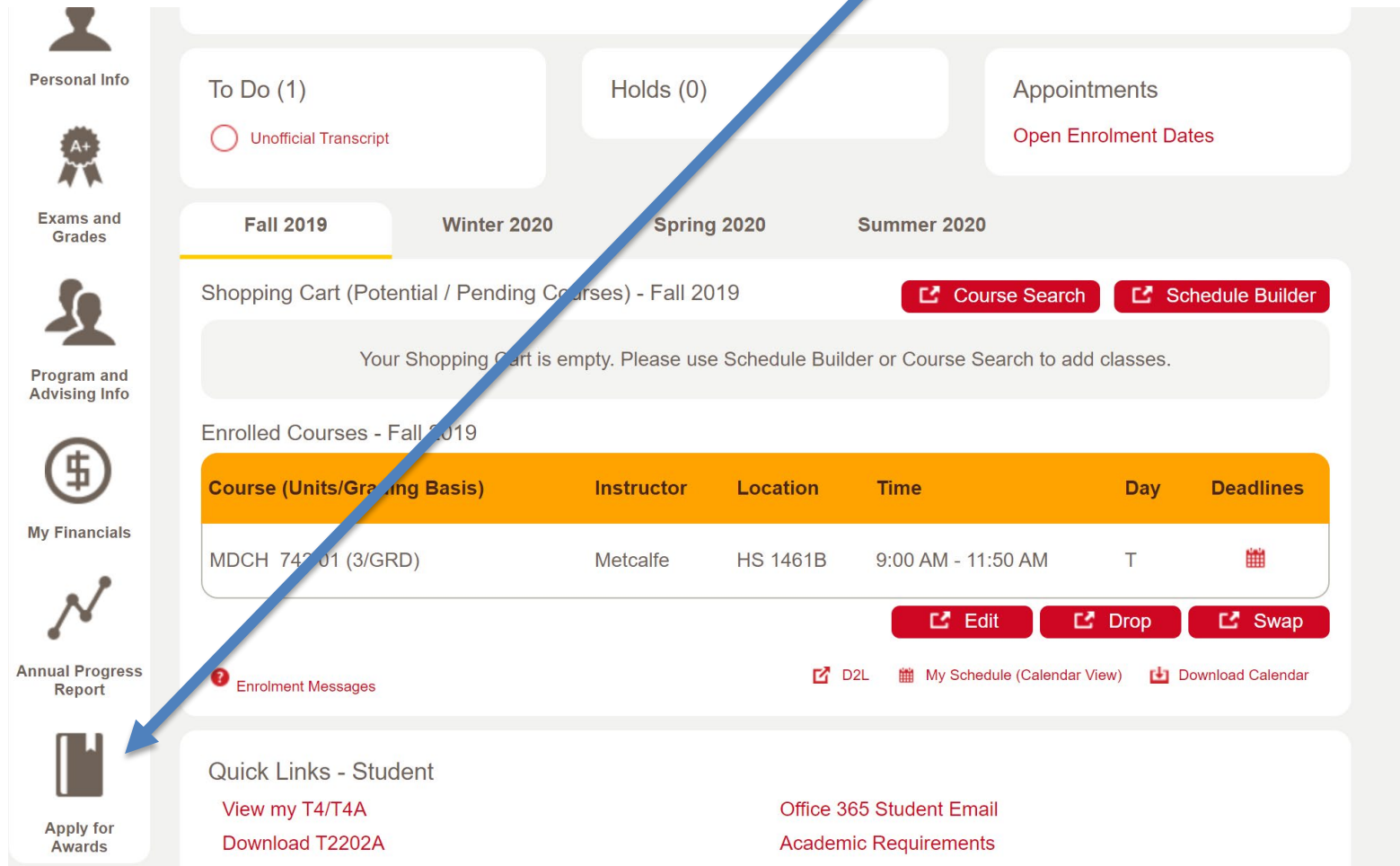


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# Application Procedures & Components

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[my.ucalgary.ca](https://my.ucalgary.ca) -> Academic -> Student Centre



The screenshot shows the my.ucalgary.ca Student Centre interface. The left sidebar contains navigation links: Personal Info, Exams and Grades, Program and Advising Info, My Financials, Annual Progress Report, and Apply for Awards. The main content area displays a top navigation bar with 'Academic' and 'Student Centre' links. Below this, there are sections for 'To Do (1)' (Unofficial Transcript), 'Holds (0)', and 'Appointments' (Open Enrolment Dates). The 'Fall 2019' tab is selected, showing a 'Shopping Cart (Potential / Pending Courses) - Fall 2019' section with 'Course Search' and 'Schedule Builder' buttons. Below this is a message: 'Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes.' The 'Enrolled Courses - Fall 2019' section contains a table with one course: MDCH 74001 (3/GRD) by Metcalfe in HS 1461B, 9:00 AM - 11:50 AM, on Tuesdays. Below the table are 'Edit', 'Drop', and 'Swap' buttons. At the bottom, there are links for 'Enrolment Messages', 'D2L', 'My Schedule (Calendar View)', and 'Download Calendar'. The 'Quick Links - Student' section includes links for 'View my T4/T4A', 'Download T2202A', 'Office 365 Student Email', and 'Academic Requirements'.

**Personal Info**

To Do (1)  
Unofficial Transcript

Holds (0)

Appointments  
Open Enrolment Dates

**Exams and Grades**

**Program and Advising Info**

**My Financials**

**Annual Progress Report**

**Apply for Awards**

**Academic** **Student Centre**

**Fall 2019** **Winter 2020** **Spring 2020** **Summer 2020**

Shopping Cart (Potential / Pending Courses) - Fall 2019 [Course Search](#) [Schedule Builder](#)

Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes.

Enrolled Courses - Fall 2019

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
MDCH 74001 (3/GRD)	Metcalfe	HS 1461B	9:00 AM - 11:50 AM	T	

[Edit](#) [Drop](#) [Swap](#)

[Enrolment Messages](#) [D2L](#) [My Schedule \(Calendar View\)](#) [Download Calendar](#)

**Quick Links - Student**

[View my T4/T4A](#) [Office 365 Student Email](#)

[Download T2202A](#) [Academic Requirements](#)

- Online application through Student Centre
  - Select Awards
  - 2 References
  - Academic History
  - Scholarship and Award History (up to 10)
  - Research Abstract (250 words) and Proposal
  - Bibliography (1000 words)
  - Presentations and Contributions (1000 words)
  - Leadership and Interpersonal Skills (800 words)
  - Allowable Inclusions (250 words)





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# Selection Criteria

- 40 % Academic Excellence
  - Transcripts
  - Awards
  - Reference assessments (x2)
  
- 40 % Research Potential
  - Research proposal
  - Presentations and Contributions
  - Awards
  - Reference assessments (x2)
  
- 20% Personal Characteristics and Interpersonal Skills
  - Leadership Statement
  - Reference assessments (x2)

- As demonstrated by past academic results, transcripts, awards and distinctions
  - Academic record (first class average, 3.5)
  - Scholarships and awards held
  - Duration of previous studies
  - Type of program and courses pursued
  - Course load
  - Relative standing (if available)

- As demonstrated by the applicant's research history, interest in discovery, proposed research, potential contribution to the advancement of knowledge in the field, and any anticipated outcomes
  - Quality and originality of contributions to research and development
  - Relevance of work experience and academic training to field of proposed research
  - Significance, feasibility, and merit of proposed research
  - Judgment and ability to think critically
  - Ability to apply skills and knowledge
  - Initiative, autonomy and independence
  - Research experience and achievements relative to expectations of someone with the candidate's academic experience

- As demonstrated by the applicant's communication skills, past professional and relevant extracurricular interactions and collaborations
  - Work experience
  - Leadership experience
  - Project management including organizing conferences and meetings
  - The ability or potential to communicate and present theoretical, technical and/or scientific concepts clearly and logically in written and oral formats
  - Involvement in academic life
  - Volunteerism/community outreach



# Top things the adjudicator wants 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?

# Top Reasons Good Students Don't Get Funded

- A generic reference
  - The assessment is positive but gives no specifics and does not address criteria.
- Content, context and/or impact of research not clearly stated (“So what?”)
- Not following instructions (or stretching rules)
- Frustrating evaluators by making material hard to find
- Diluting genuinely important/impressive material by describing generic material at length
- Not addressing possible weaknesses in the application

- **Start early**

- Writing a strong application takes time and planning. Make a schedule so that you can meet the competition deadlines and submit with confidence.

- **Know what you are applying for**

- Read the terms of reference to confirm you meet the eligibility criteria and understand what is required to complete the application.
- Check the TO DO LIST- is it complete?



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# Select Awards

- Make sure you meet the eligibility requirements for the awards you are applying for
- It is worth spending the time to look through all Special Awards to see if you are eligible
  - Can also sort in the Graduate Awards Database



## Graduate Studies Awards

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

<b>Award Name</b>	<input type="text"/>		
<b>Program</b>	<input type="text"/>		
<b>Category</b>	<input type="checkbox"/> Entrance <input type="checkbox"/> Medals and Prizes <input type="checkbox"/> Special Awards	<input type="checkbox"/> External <input type="checkbox"/> Open Doctoral <input type="checkbox"/> Travel	<input type="checkbox"/> Indigenous <input type="checkbox"/> Recommended by Program
<b>Keywords</b>	<input type="text"/>		
<b>Degree</b>	<input type="checkbox"/> Master's Course-based	<input type="checkbox"/> Master's Thesis-based	<input type="checkbox"/> Doctoral
<b>Citizenship</b>	<input type="checkbox"/> Canadian or Permanent Resident	<input type="checkbox"/> International	
<b>Registration Status</b>	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	

Search 🔍

**Task Details**
🔄
⚙️

Legend

Career: GRAD

Task Progress

0

2

10

- ★ Guidelines
- ★ Applicant Information
- ★ **Award Selection**
- ★ Referees
- ★ Academic History
- ★ Scholarship History
- ★ Proposal and Bibliography
- ★ Presentations and Contributions
- ★ Additional Statements
- ★ Submission

## Award Selection – Graduate Award Competition

The following scholarships are open to students in the graduate degree program you are requesting funding for. You must meet the eligibility requirement of each award you apply for.

Save

- ☐ **Open Doctoral Scholarships**  
Minimum GPA of 3.5 or First Class Standing required. Selecting individual scholarships is not required, you will be considered for all scholarships within this category.

- ☐ **Alberta Innovates Graduate Student Scholarships**  
Your research must fall within the descriptions of Information and Communications Technologies (ICT), or Advanced Materials and Manufacturing Technologies (AMM).  
Current Alberta Innovates award holders do not apply through this application for renewal. They will be advised directly on the renewal process.  
Click [here](#) for more information.

- ☐ **Cumming School Of Medicine Awards**  
Click [here](#) for more information.

- ☐ **Special Awards**  
You must meet the eligibility criteria for each individual award you apply for. Review the award terms of reference. If eligible, select the award and add it to your list of Special Awards selected and complete the eligibility statement, where required.

Save

# Select Awards – Special / CSM

## Graduate Award Competition

☐ **Open Doctoral Scholarships**  
Minimum GPA of 3.5 or First Class Standing required. Selecting individual scholarships is not required, you will be considered for all scholarships within this category.

☐ **Alberta Innovates Graduate Student Scholarships**  
Your research must fall within the descriptions of Information and Communications Technologies (ICT), or Advanced Materials and Manufacturing Technologies (AMM).  
Current Alberta Innovates award holders do not apply through this application for renewal. They will be advised directly on the renewal process.  
Click [here](#) for more information.

☐ **Cumming School Of Medicine Awards**  
Click [here](#) for more information.

☒ **Special Awards**  
You must meet the eligibility criteria for each individual award you apply for. Review the award terms of reference. If eligible, select the award and add it to your list of Special Awards selected and complete the eligibility statement, where required.  
Click the button to open the Award List. Select the awards you are applying for and add to your award list. The selected awards will appear under the List of Awards Selected.  
You can delete the selected awards from the list, enter eligibility statement and attach the required supporting document. **You must click "Save" button to save any edits you have made to the list of selected awards.**  
You must provide the required eligibility Statement before submitting your application. Some awards may also require a supporting document.  
If you are not able to attach the required supporting document before submitting your application, you will receive a checklist item. An application is not complete until the required supporting document is attached to the application.

Click to open award list to select

Save

## Graduate Award Competition

You must meet the eligibility criteria for each individual award you apply for. Click the button to open the Special Award list and view the award terms of reference. If eligible, select the award to add to your List of Special Awards Selected.

If you select an award that requires an **eligibility statement**, you must enter the eligibility statement first before you can save.

If you select an award that requires **supporting documentation**, a checklist item for the supporting documentation will be generated when you **submit** your application. Upload the document through your Student Centre.

Be aware the system will time out after 30 minutes of inactivity. **Save often.**

### Select eligible awards and Add to List

Select	Award Name	Require Eligibility Statement	Supporting Document
<input type="checkbox"/>	APEGA Education Foundation Graduate Scholarship		
<input type="checkbox"/>	ASME Pipeline Systems Division Award	Yes	
<input type="checkbox"/>	Advanced Biostatistics, Statistics and Actuarial Science Graduate Scholarship	Yes	
<input type="checkbox"/>	Archibald Wayne Dingman Memorial Graduate Scholarship	Yes	
<input type="checkbox"/>	Arun Mishra Graduate Scholarship in Engineering		
<input type="checkbox"/>	Barrie I Strafford Doctoral Scholarship for Interdisciplinary Studies on Aging	Yes	
<input type="checkbox"/>	Bea & Ken Morgan Excellence in Oncology Graduate Scholarship	Yes	
<input type="checkbox"/>	Blaik Doctoral Scholarship in Computational Science	Yes	

## Alberta Innovates Graduate Student Scholarships



Your research must fall within the descriptions of Information and Communications Technologies (ICT), or Advanced Materials and Manufacturing Technologies (AMM).

Current Alberta Innovates award holders do not apply through this application for renewal. They will be advised directly on the renewal process.

Click [here](#) for more information.

\*Alberta Innovates Degree Stream

\*Alberta Innovates Emerging Technology Area

\*Detail how your research aligns with the AI Platform/Emerging Technology Area selected (254 char limit)

\*Alberta Innovates Innovation Priority Area

\*Detail how your research aligns with the AI Innovation Priority Area selected (254 char limit)

\*Detail how your research can produce potential environmental, health, economic, social and other impacts in Alberta (254 char limit)







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# References




- Fill out online form
- Names, email, organization
  - select “*notify*”. They will receive an email with instructions and deadline
- Ensure referee confirms receipt of email request
  - It may end up in the junk/spam folder!
- You both will receive an email when submitted
- Submission of your application does not rely on submission of references

Student Awards ▾

**Task Details**   ▾

Legend

Career: GRAD ▾

Task Progress 

- ✓ ★ Guidelines
- ✓ ★ Applicant Information
- ✓ ★ Award Selection
- ★ **Referees**
- ★ Academic History
- ★ Scholarship History
- ★ Proposal and Bibliography
- ★ Presentations and Contributions
- ★ Additional Statements
- ★ Submission

## Graduate Award Competition

deadline, which may differ from your admission application. Should you make any changes to your admission reference selected, contact your Graduate Program Administrator for support.

To add a new referee(s), complete the required contact information of the referee(s) you have asked to support your application.

Once you notify your referees, they will receive an email containing the reference request, instructions and appropriate link to the required documents. Reference requirements, such as deadlines to submit, are individual to each graduate program and those requirements are specified in the email. You will be able to view the status of your reference requests through your Student Centre. You and your referee(s) will receive a confirmation email when the reference has been submitted.

In accordance with the Freedom of Information and Protection of Privacy act (FOIP), you are giving the referee consent to disclose personal information, such as academic performance; and personal characteristics such as leadership. This information is required to evaluate the application for scholarship purposes.

Select the 'Add A Referee' button to view eligible admission references. If none are available, insert referee details and 'notify'

**ADD A REFEREE**

### List of References

Name	Notification Sent
(None entered)	

### Add a Referee

First Name  Last Name

Email Address

Organization Name

**Add**

**Save**

## Graduate Award Competition

You must provide two references for your scholarship application. If you are currently in an academic program or if you have recently completed a graduate program, one of your referees must be your supervisor or someone familiar with your current academic work. References from relatives, friends or colleagues are not accepted.

References for admission may be used toward the scholarship competition as long as they have been written within the ten months prior to the Faculty of Graduate Studies' February 1 deadline. If you have eligible admission references, they will appear below and you can choose to use one or both or choose to identify new referee(s). Admission references selected will be added to your application, once they have been submitted. You do not need to make new requests. Ensure selected admission references are submitted in time to meet your award application deadline, which may differ from your admission application. Should you make any changes to your admission reference selected, contact your Graduate Program Administrator for support.

To add a new referee(s), complete the required contact information of the referee(s) you have asked to support your application.

Once you notify your referees, they will receive an email containing the reference request, instructions and appropriate link to the required documents. Reference requirements, such as deadlines to submit, are individual to each graduate program and those requirements are specified in the email. You will be able to view the status of your reference requests through your Student Centre. You and your referee(s) will receive a confirmation email when the reference has been submitted.

In accordance with the Freedom of Information and Protection of Privacy act (FOIP), you are giving the referee consent to disclose personal information, such as academic performance; and personal characteristics such as leadership. This information is required to evaluate the application for scholarship purposes.

Select the 'Add A Referee' button to view eligible admission references. If none are available, insert referee details and 'notify'

ADD A REFEREE

### List of References

Name	Edit	Delete	Notification Sent
Reynolds, Ryan	Edit	Delete	Notify

Save

Haley Alleson Vecchiarelli is applying for the 2019 Graduate Award Competition at the University of Calgary and has requested that you provide a scholarship reference. The deadline to provide the reference is **9 Jan 2019**.

**Grad program internal deadline (not universal)**

In accordance with the Freedom of Information and Protection of Privacy act (FOIP), the student gives you, the referee, consent to disclose personal information required to evaluate the application for scholarship purposes.

To complete the reference for this student, please click on this link: [Online Reference Form](#)

**WARNING: if you are a University of Calgary faculty member and are currently logged into PeopleSoft, you must either logout of PeopleSoft or open a new browser before completing the Online Reference Form.**

[How to write a strong academic reference.](#)

Please comment on the student's ability and potential in three areas, Academic Excellence, Research Potential, Personal characteristics and interpersonal skills. See [Selection Criteria and Indicators](#) for more details.

**Do not just ask** someone for a reference. Be proactive and make it easy for your referee to write a good assessment:

- Provide the review criteria.
- Provide transcripts and a CV: highlight areas you wish to have covered in the assessment.
- Meet to discuss: what criteria do you think they should address?
- Be strategic in choosing your referees in terms of covering the criteria.



- It is always a good idea to use your supervisor. If you are a new student, use this as an opportunity to discuss your goals for the next few years with your supervisor.
- Have the references complement your application.
- Give your referees some time (2 weeks *minimum*, most references require more, a good rule is 3-4 weeks).





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# Academic History

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- List **ALL** post-secondary institutions, including UCalgary, whether or not you received a degree from those institutions
- Transcripts for all institutions will be uploaded by the Graduate Program Administrator in the program for which you are applying for funding.
- Ensure you delete all duplicate entries and add any missing degree data as required.



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# Scholarship History

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- Up to 10 scholarships or awards you have received
  - Do not include: assistantships, supervisor funding, group awards or funding paid through grants
  - Balance between prestige, most recent and \$ value
- Include dates in chronological order starting from the most recent to the oldest
- Annual value
  - If multi-year award, this is the amount per year
    - E.g. Vanier CGS is \$50,000 / year
  - If one time payout, just list that
    - E.g. AGCA is \$2,000

- Funding Source

- Federal
- Non-profit
- Other
- Provincial
- University

- View/Edit Comment

- Use this section to provide context
  - E.g., Did you have to decline the second year of the award, but it is a multi-year award?
  - E.g., AGCA is awarded to 20 UCalgary graduate students (50 total provincially) each year for their leadership and commitment to service



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# Research Proposal

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- Title of research proposal or statement of study (254 characters, excluding spaces)
- Abstract (250 words)
  - Summary of whole thesis or statement of study
  - Should capture all major elements of your work
- Research proposal or statement of study (800 words)
  - Approximately 1.5-2 single spaced pages
- Bibliography and works cited (1000 words)
  - Format according to your discipline

## Highlight:

- ❖ What is new and important about your research or field of study?
- ❖ What is the key question your work addresses and how will it be answered?
- ❖ How does your work fit with institutional priorities? (Eyes High)
- ❖ What are estimated milestones and what does success look like?
- ❖ Write clearly
- ❖ What is the **impact**?
- ❖ Feasibility. What resources are available?

- Highlight:
  - Try the 30-second rule: can you explain your work to someone not in your field? Remember that many adjudicators come from disciplines other than your own.
  - Peers in unrelated fields are perfect audiences.
  - Write clearly and avoid jargon. Aim for language that can be understood by the non specialist but shows a familiarity with the specialist field.
  - Start strong and capture the reader's attention.
  - Convince committee members that your studies are worth funding.

## ■ Research Proposal

- What key question(s) your research will address? How will the question(s) be answered? Why is this the most appropriate way to explore the question? **Justify** the methodology.
- Ensure your proposal is **specific**. An ambiguous or indefinite proposal will weaken your application.
- The project must be **feasible**.
  - The project must be achievable within the time-frame allowed. Offer milestones if possible.
  - You may want to explain if your research has a contingency plan due to the COVID-19 pandemic.



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# **Presentations and Contributions**

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- Publications, presentations, performances and other contributions
  - Highlight your academic accomplishments.
- **Provide as much background information as possible**
  - adjudicators outside of your discipline may not be aware of the **conferences** at which you have presented or the prominence of the **journal** in which you have been published.
- If there is not a specified format, follow the format most commonly used in your discipline.





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# Personal Characteristics and Interpersonal Skills

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- Relevant:
  - Leadership
  - Work experience
  - Project management
  - Involvement in academic life
  - Volunteerism



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# Allowable Inclusions

- When appropriate, outline extraordinary circumstances that may have delayed or interrupted :
  - 1) your completion of degree(s)
  - 2) record or research achievement
  - 3) your research career
  
- Extraordinary circumstances include care of **family members, illness, disability or other exceptional factor**. **Employment** while completing your degree **is not considered extraordinary**.

- Although everybody has been affected by the COVID-19 pandemic, you may write about COVID-19, particularly if the pandemic has delayed your research due to increased care-taking responsibilities or public health restrictions related to your research (e.g., travel restrictions or access to laboratory samples or clinical participants)




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# Before you submit



- Review your application one last time, check for spelling, grammar, formatting or factual errors.
- Read the application instructions again
- Check the TO DO LIST- is it complete?
- You will increase your chance of success by following these tips and following the instructions exactly
- If you have questions, contact the Graduate Award Office at [gsaward@ucalgary.ca](mailto:gsaward@ucalgary.ca).




## Student Awards Application

The Program Application Deadline will display "TBD" until you select at least one award in your online application.

**If your program deadline expires, you will be unable to edit or submit the application.**

The definition of application status can be found [here](#)

Your existing applications						View All   	First 	1 of 1 	Last
Award Year	Name	Application Number	Status			Program Application Deadline			
2019	Graduate Award Competition	10000420	In Progress	Edit	<b>View</b>	7 Jan 2019			Cancel

### Create New Application

To create a new application, select one of the links below:

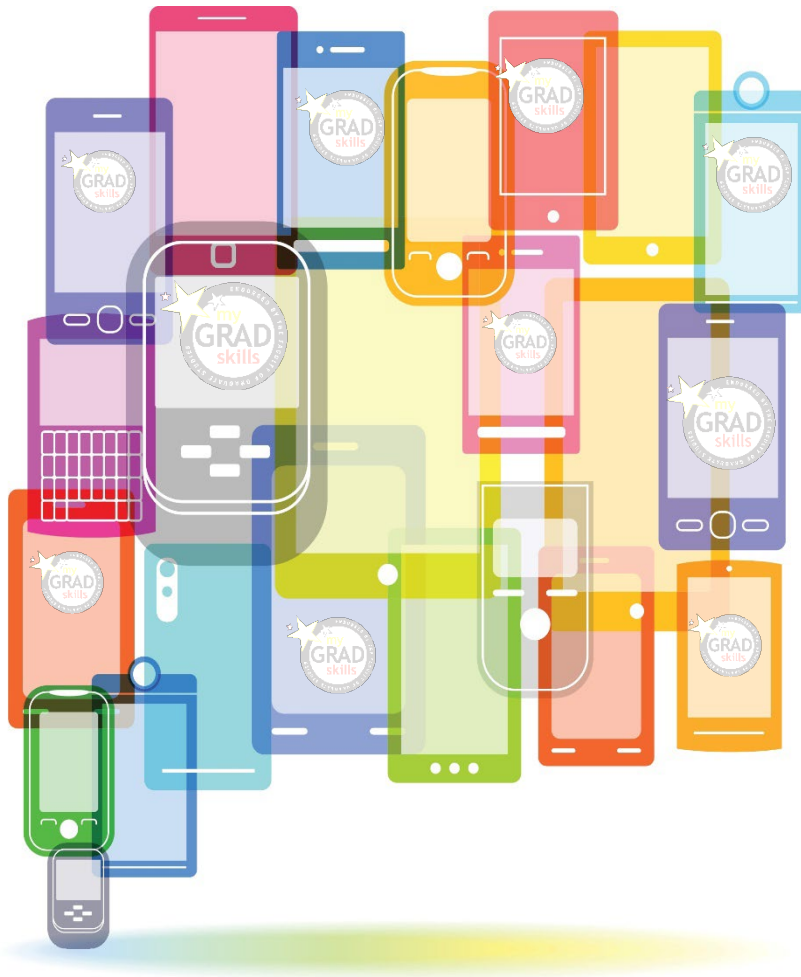
[Graduate Award Competition](#)

View a [Recording of the Workshop](#)

Sign up for [One-on-one Mentoring](#) Sessions at an  
Upcoming Scholarship Café or Drop-in

- Scholarship office: [gsaward@ucalgary.ca](mailto:gsaward@ucalgary.ca)
- Graduate Leaders Circle: [gradlead@ucalgary.ca](mailto:gradlead@ucalgary.ca)
- Associate Dean Scholarships:
  - Dr. Donna-Marie McCafferty
- Your Graduate Program Administrator

# Connect and learn more about other workshops!



[ucalgary.ca/mygradskills/workshops](http://ucalgary.ca/mygradskills/workshops)

[facebook.com/mygradskills](https://facebook.com/mygradskills)

[twitter.com/mygradskills](https://twitter.com/mygradskills)

[mygradskills@ucalgary.ca](mailto:mygradskills@ucalgary.ca)

[http://www.grad.ucalgary.ca/awards/tips for success](http://www.grad.ucalgary.ca/awards/tips_for_success)

