Memorial Graduate Prize Applicant Instructions

In this annual competition, the FGSR offers approximately 31 scholarships to graduate students, ranging in value from $5,000 to $35,000, including the prestigious Killam Trust scholarships.

Before completing your application, ensure that you meet the eligibility requirements listed below.

Am I eligible to apply?

1. You must be continuing in a doctoral degree program or have been recommended for admission to a doctoral degree program in the Faculty of Graduate Studies and Research at the University of Alberta.

2. You should have a first class academic standing (equivalent to a GPA of 3.5 or greater over the most recent 15 units of graded course work at UofA).

3. If you are registered as a part-time student at the time of application, you may apply; however, you must register full-time to hold one of the awards offered in this competition.

4. Graduate Scholarship Committee policy is to offer awards for up to and including the sixth year of a doctoral program only. Funding for the seventh year of a doctoral program will only be considered if a compelling explanation (illness or parental leave or personal catastrophe) outlined in a letter of support from the department is provided. This letter is in addition to the required two letters of reference.

5. Applicants must have completed at least one year of graduate work (master’s or doctoral level) before start of tenure; tenure may begin on May 1st or September 1st. As the Killam Scholarship is offered for a two-year period, you should anticipate being registered in your doctoral program for at least 18 months (as of May 2017) and you should have completed no more than 48 months in the doctoral program as of December 31, 2016 to apply for a Killam Scholarship.

6. Students applying for the Andrew Stewart Memorial Graduate Prize must have completed at least 24 months in their PhD program and must be actively engaged in thesis research as of May 2017.

7. If you will be registered as a Qualifying student or you will be on academic probation during 2017/18, you are not eligible to submit an application for this competition.

Application Process

1. Complete and submit the Killam and Andrew Stewart application form and any requested documents directly to your department (see ‘What do I need to submit?’ below).

2. Each department will rank and send nominated applications via email to grad.awards@ualberta.ca by February 15, 2017.

   The deadline for submission of nominations from departments to the FGSR is February 15, 2017 (Wednesday); however, your department deadline will generally be several weeks earlier. Contact your department for information about the department deadline, as late applications will not be considered.

3. The FGSR Graduate Scholarship Committee adjudicates submitted applications. All applicants for the Andrew Stewart Memorial Prize will be informed of the Committee’s decisions by mid-April. Applicants for the Killam Scholarship will be informed of decisions after the Killam Trustees meeting in late May - early June. Award decisions are made on a competitive basis and many more applications are received than can be funded.

How Do Departments Forward Applications to FGSR?

Applications will be accepted from departments via EMAIL to grad.awards@ualberta.ca only. All application materials must be combined into one file per applicant only, including all the requested documents (complete application form, letters of reference, transcript scans – see below). If you do not have a copy of the transcripts required for internal adjudication, copies of these can be requested by departments from grad.awards@ualberta.ca – please request all of your required transcript copies at the same time.

What do I need to submit?

1. Complete and typed application form:
   - Killam Scholarship (complete Parts 1- 5)
   - Andrew Stewart Prize (complete Parts 1- 4) and the Andrew Stewart Departmental Appraisal form (pg 2 of this application) must be completed by the nominating department

2. Transcripts: copies of transcripts for all postsecondary study are required to support an application. Your home department may have copies in your department file. If the department does not have the needed transcripts, and requires them, the department may request these from FGSR. If neither your department nor FGSR has these transcripts, you are required to submit new transcripts.

3. Two Letters of Reference: Applicants are required to submit a completed and signed Letter of Reference to Support Application for Graduate Awards Form. This particular form is mandatory.

   Arrange for two letters of reference from persons familiar with your academic work. Reference letters must be sealed and submitted to the department. Current U of A doctoral students must ensure that one of these letters is from their graduate program supervisor.

   Letters of Reference are given substantial weight in the assessment of research quality and productivity and of performance in classes. Professors who have had sufficient opportunity to assess your potential and who can provide a complete, detailed, and thoughtful analysis of your achievements and scholarly attributes are the most effective referees. Provide your referee with complete information about you.

   Letters should support the information in your application, be enthusiastic, focus on your skills, past achievements, and potential, stress strengths and personal attributes, comment on the quality of publication venues, and demonstrate why you are of superior calibre and worthy of an award. Extremely brief or vague letters are a disadvantage.

Note: Students newly admitted to the FGSR may elect to use the letters of reference submitted with the application for admission, provided the letters are less than one year old. Check with your department.

Reminder: Submit all documents to your department by the department deadline.