

**Faculty of Graduate Studies and Research – Awards Services**

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Date: Tuesday, February 11, 2020

To: Department Chairs, Graduate Coordinators, Graduate Program Administrators

From: Awards Services, Faculty of Graduate Studies and Research

Re: 2020 UA Doctoral Recruitment Scholarships

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The Doctoral Recruitment Scholarship Allocation Table has been updated with funding commitments for 2020-21 and 2021-22, and is now available on [FGSR's website](#). Departments may continue to send University of Alberta Doctoral Recruitment Scholarship nominations for these allocation years.

**A. Overview**

1. UA Doctoral Recruitment Scholarships are valued at \$5,000 each. Allocations have been made to individual departments based on an equal weighting of “applicants admitted and registered” and “convocation headcount” as reported in the Acorn database (based on a rolling five-year window) with a minimum allocation for new programs or those with very small doctoral intakes.
2. Departments are responsible for the effective deployment of this funding. Putting recruitment funds into departments’ hands provides maximum flexibility in terms of timing, ease and speed of the process, amounts offered, length of award, and combination with the unit's other resources to create attractive recruitment packages. A unit may use its allocation of awards to make small (\$5k or \$10k) top-up offers to several recruits, or to create a few large (e.g. \$20k) awards.
3. As long as a unit stays within its annual allocations, it may create multi-year awards for individual students, but, as funding is *purposed only* and not confirmed for next year, all multi-year award nominations will be approved on case-by-case basis. There is no limit on the number of units that can be allocated to one student as long as the overall annual commitment doesn’t exceed the annual allocation. Multi-year offers must be made at the time of the original offer as part of the original funding.
4. If departments need additional units for excellent students, they are required to make a case directly to the FGSR Dean. A few of the allocations were held back to help departments with low allocations.
5. Please note that the Allocation table represents the total number of units available and doesn’t account for any units that might have been committed for multi-year awards last year.
6. Units that have not been allocated in the current fiscal year cannot be rolled over for use in a subsequent year.

**B. Eligibility**

1. All doctoral recruits are eligible provided they have an admission GPA (AGPA) of at least **3.5**. Those transferring from a Master’s degree to a doctoral degree are eligible provided both their APGA and current program GPA are 3.5 or over. Graduate Program Administrators may access *GPA Guidelines – Awards.pdf* in eClass for GPA calculation methods. The Dean of FGSR will consider exceptions on a case-by-case basis, *only in cases where a justification is provided*, but the purpose of this funding is to recruit top students.
2. In the case of multi-year offers, renewal after the first year depends on the student maintaining first-class standing (minimum GPA of at least 3.5).

3. These awards can be held in conjunction with all other sources of funding regardless of the amount. In particular, they can be used as part of an offer to an applicant who already holds a Tri-Council scholarship. However, departments are reminded that the holders of such scholarships are already eligible to receive a top-up from the University in the form of the [President's Doctoral Prize of Distinction](#).

### C. Nomination Process Details

#### Deadlines

Admission Term	Nomination Deadline
Spring 2020	April 15, 2020
Summer 2020	May 1, 2020
Fall 2020	July 2, 2020
Winter 2021	November 2, 2020

#### Nomination Process

Please continue to submit Doctoral Recruitment Scholarship Nominations (form available on FGSR's website) via email to [grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca) in PDF format.

**For newly admitted students:** in GSMS, please flag all applications for admission for applicants that will be nominated for an award as "Scholarship". This will alert FGSR Admission Services to process them as a priority. Departments are to notify FGSR Award Services when a student declines admission.

**For master's students transferring to doctoral:** please ensure the [Recommendation for Change of Category](#) form is sent to FGSR Program Services at the same time of nomination, or prior. Identify the student as a UA Doctoral Recruitment nominee so Program Services can process them as a priority. Note that the Change of Category and recruitment nomination form will not be processed until final grades are posted for the term preceding the nomination deadline (ex. master's transfer to PhD effective Spring term will not be processed if there are winter term grades outstanding).

Departments are to note the following:

- Nominations can be submitted on an ongoing basis, but have to be made prior to the applicable deadline (see table above).
- Students who have already started their doctoral program are ineligible to be nominated. No nomination will be considered unless the department has officially made the decision to admit, or transfer (fast-track) the student into the doctoral program.
- For students to receive payment at the end of the month of the first month of their program start date: students must be registered full time prior to the [University's Term Registration Deadline](#) and in accordance with [Payroll Operations](#) semi-monthly payroll deadlines. Award payments are made in arrears; see FGSR's [Scholarships and Awards Manual](#) for payment information.
- Students must be actively on campus in person in order to receive payment. In particular, students with potential Study Permit issues which may cause travel delays should contact FGSR as soon as possible. To avoid payroll conflicts, or repayment of the award, please do not register students on their behalf, or recommend they register via BearTracks unless you know they will be actively at the University. Students with no registration prior to the start of term will be contacted by FGSR.

#### Changes to Nominations

All changes to the nominations must be made prior to the same deadline. FGSR strongly encourages departments to limit the number of revisions to the nomination forms as much as possible to allow efficient processing and to avoid confusion. Doctoral Recruitment Scholarship deferrals within the same fiscal year are

possible (i.e. from September to January). The new fiscal year begins April 1<sup>st</sup>; therefore, January Doctoral Recruitment Scholarship winners who wish to defer until May will have to be renominated.

Additional information is available under the [Frequently Asked Questions](#) section on our website. Any other questions may be directed to [grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca).

Sincerely,

Awards Services