



UNIVERSITY OF SASKATCHEWAN

College of Medicine

MEDICINE.USASK.CA

## 2019 Guidelines

College of Medicine Graduate Student  
Awards (CoMGRAD)

***Application Deadline:***

***4:30 pm, Tuesday January 15, 2019***

All required documents should be attached on the SharePoint website form in PDF format

All inquiries should be directed to [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca)

## AWARD PROCESS TIMELINE AND IMPORTANT DATES

Date	Process
January 15, 2019	Final Application due to SharePoint
March 15, 2019	Notification of results for successful awards
April 15, 2019	Signed award letters due
September 1, 2019	Funding begins

## PROGRAM DESCRIPTION

The CoMGRAD Scholarship Program supports research with the College of Medicine (CoM) through awards to students who have demonstrated academic and research excellence. The guiding principles of this program include: 1) maximizing the use of CoM funding to support as many worthy students as possible and 2) to encourage and reward the pursuit of competitive external funding by both students and supervisors. The CoMGRAD award program is administered by the Office of the Vice Dean Research (OVDR).

**Note:** *These terms of reference have been revised (November 15, 2017) and pertain to awards moving forward from this date. Previous CoMGRAD awards remain subject to the terms of reference at the time of their issue.*

### Award Amounts & Terms

- Master's students: **\$19,000 stipend/year** for up to their first two years in program
- PhD students: **\$24,000 stipend/year** for up to their first three years in program

**Note:** *A student may hold a maximum of 4 years of CoMGrad Support (combined Masters and Phd).*

The CoMGRAD is a cost-shared award, and Supervisors are required to contribute **\$8,000/year for Master's or \$10,000/year for PhD** which constitutes approximately 40% of the annual award amount. 2019 sees the addition of two full scholarships that do not require a match. The Indigenous Health Research Scholarship aligns with the strategic goals of the College of Medicine and the University of Saskatchewan and for that reason has received the additional funding. The Respiratory Research Centre Award is a donor

award that has provided the full amount.

CoMGRAD funding begins September 1st and extends until August 31st of the following year.

## Partnered Awards

Funding for the CoMGRAD awards provided by the Vice Dean Research Office will be supplemented with contributions from College of Medicine Donor Awards\*. Applicants should carefully review the terms and conditions of these partnered awards (see below). By applying for all categories they are eligible for, a student will maximize their potential for funding success. All partnered awards have the same values and terms as the non-partnered CoMGRAD Awards.

*\*The CoM is extremely grateful to have Donors who support Graduate Student research, and we are excited to generate more opportunities for success.*

## ELIGIBILITY

To hold a CoMGRAD award, you must be a fully-qualified, full-time Graduate Student in good standing for the duration of the award. **In order to apply for and to hold a CoMGRAD award a student must have and maintain a GPA greater than or equal to 80%** (for details regarding the GPA calculation and submission see the “Application Documentation” section below).

### Master’s Students:

In order to begin a project as a Master’s student, the applicant must have a four-year undergraduate degree from an academic institution recognized by the College of Graduate and Postdoctoral Studies (CGPS). For those currently completing an undergraduate degree, the degree must be officially awarded prior to the CoMGRAD funding period. **Master’s students may apply for the CoMGRAD when applying to the program or in the first year of their program.** Master’s students who apply before entering their program are eligible for two years of funding. Master’s students who apply in the first year of their program are eligible for one year of funding. Students must be enrolled in the CoM for the duration of the CoMGRAD funding. Please see **Table 1** for time in program eligibility details.

### Doctoral Students:

The applicant must have successfully completed a Master’s degree from an academic institution recognized by CGPS, or have transferred into a PhD program in the CoM. For those currently completing a Master’s program, the degree must be officially awarded

prior to the CoMGRAD funding period. **PhD Students may apply for the CoMGRAD before entering the program or within the first or second year of their program.** PhD students who apply before entering their program are eligible for three years of funding. PhD students who apply in the first year of their program are eligible for two years of funding. PhD students who apply in the second year of their program are eligible for one year of funding. Students must be enrolled in the CoM for the duration of the CoMGRAD funding. Please see **Table 1** for time in program eligibility details.

### Master's to Doctoral Transfer Students:

Students who transfer from a Master's program to a PhD program are eligible to apply for CoMGRAD funding, up to 4 years in total (combined Master's and PhD programs). If a student plans to apply for a MSc to PhD transfer they may apply for a PhD level CoMGRAD in anticipation of the transfer. If they are successful both in the transfer and receiving a CoMGRAD award their eligibility switches to that for the PhD program, with the limit of the 4 year total maximum for CoMGRAD support.

**Table 1: Eligibility of Master's and PhD student applicants based on time in program.** Time in program is calculated starting from the Students start date within their program.

	Before Entering Program	Year One	Year Two	Year Three	Year Four
<b>Master's Student</b>	Eligible to apply for a <b>two year</b> award	Eligible to apply for a <b>one year</b> award	Not eligible to apply	Not eligible to apply	Not eligible to apply
<b>PhD Student</b>	Eligible to apply for <b>up to a 3 year</b> award*	Eligible to apply for a <b>two year</b> award	Eligible to apply for a <b>one year</b> award	Not eligible to apply	Not eligible to apply
<b>Master's to PhD Transfer Student*</b>	Year of Transfer: Eligible to apply for <b>up to a 3 year</b> award*	First year as PhD student: Eligible to apply for a <b>two year</b> award	Eligible to apply for a <b>one year</b> award	Not eligible to apply	Not eligible to apply

\* Term cannot exceed 4 years of **total** CoMGRAD support between a student's Master's and Doctoral programs.

### Supervisor Eligibility:

Table 2 summarizes the eligibility to supervise students. Supervisors must meet eligibility requirements and commit to providing the matching funds necessary for the award.

**Table 2:** Credentials and experience expected for faculty members in the College of Medicine (CoM) to participate in various roles in the graduate student training, and indicated by the CoM.

	MD	MD/Fellowship	MSc, MSc/MD	PhD, PhD/MD
<b>Member of Advisory Committee</b>	No additional experience required	No additional experience required	No additional experience required	No additional experience required
<b>Co-supervise Master student with experienced faculty</b>	Not eligible	No additional experience required	No additional experience required	No additional experience required
<b>Supervise Master Student</b>	Not eligible	Not eligible	Served on at least one completed graduate student program	No additional experience required
<b>Co-supervise PhD student</b>	Not eligible	No additional experience required	No additional experience required	No additional experience required
<b>Supervise PhD student</b>	Not eligible	Not eligible	Co-supervised at least 1 PhD student to successful completion	Served on at least one completed graduate student program

For more information regarding eligibility, please see the Graduate Studies & Research Policies: <http://www.usask.ca/cgsr/policy-and-procedure/index.php>

Any questions regarding your eligibility should be directed to [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca). Please be sure to approach our office at least a week before the deadline so that we have the opportunity to assist you.

### Continuing Eligibility for Multiple Year Awards

Students must remain in good standing in order to maintain eligibility for subsequent installments of a CoMGRAD award beyond the first year. This includes the following:

1. Maintenance of an **80% minimum GPA** in coursework while in program
2. A **supervisory committee recommendation for continuance of award in the approved meeting minutes of their annual committee meeting**

3. Each year, for those students who are eligible, it is required that they have **applied for a Tri-council (CIHR, NSERC or SSHRC) scholarship.**

The OVDR will confirm these conditions have been met prior to approving continued payment of awards each September. Failure to meet these requirements will result in the termination of the award.

## Alternative Funding

Students are permitted to apply for and accept additional funding in conjunction with a CoMGRAD award.

Students who are awarded Tri-Agency (CIHR, NSERC, SSHRC) Master's and PhD scholarships are not eligible to simultaneously hold a CoMGRAD Awards. CGPS provides a \$6000 top-up for these awards.

Students who win external competitive scholarships whose total value equals or exceeds the total value of their CoMGRAD Scholarship + \$6,000 are not eligible to receive an award under this program for the period of the academic year covered by the external scholarship.

Students who win compatible external competitive scholarships of total value below the total value of the CoMGRAD Scholarship + \$6,000 may apply for funding under this program. The combined value of all external awards may not exceed the total value of the CoMGRAD Scholarship + \$6,000, with the CoMGRAD supervisor portion and then the CoMGRAD OVDR portion reduced by any surplus. Students must provide documentation regarding the conditions of the external awards and a copy of their award letters when applying for a CoMGRAD.

Internal awards (including eligible CGPS and devolved department funds) may be utilized to contribute to the Supervisor portion of the CoMGRAD award. They do not qualify as external scholarships. Please note that the eligibility of such funds to be used as a match may vary according to policies set by CGPS as well as individual departments and programs.

CoMGRAD scholarships will be paid as per University policy (currently monthly, transitioning to bi-weekly in January 2018). If the terms of compatible external awards do not coincide with the CoMGRAD period of support (September-August), then the above policies will apply to the overlapping payment periods and the value caps will be calculated on a pro-rated basis

Additional funding includes all awards, stipends, bursaries, scholarships, and any other alternative award funding source. This does not include any wages earned by the student in the up to 12 hours/week of work permitted. Those wages are not considered to be a part of alternative funding.

## Past CoMGRAD Awards

Current holders of CoMGRAD scholarships issued prior to this competition (January 2018) may apply, if eligible, for further CoMGRAD support within their current program if the funding terms (beginning September 1, 2018) do not overlap. Master's to Doctoral transfer students holding a CoMGRAD at the Master's level may apply for a new award at the PhD level.

## Award Termination

If a student graduates, discontinues their program of study, or no longer meets the eligibility requirements then support from this fund shall cease. The student is responsible for notifying [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca) to cease funding, and any funds held while ineligible must be returned.

## PARTNERED AWARD ELIGIBILITY

There are currently five major Donor Funds available to support the CoMGRAD for those students whose research is eligible. There are a variety of smaller donor funds that may be used to support a portion of the CoMGRAD for eligible research.

### James Regan Research Award

The James Regan Research Award is intended to provide funding for graduate students pursuing research studies in the area of Cardiology. The student's program of study must be relevant to cardiology related medical research and/or treatment. It may be biomedical science, clinical science, or health services and systems research.

If eligible for the James Regan Donor Funds, please check the respective box on the first page of the CoMGRAD application form, and complete the appropriate 250 word section on the application form outlining how your research is eligible for these funds.

### Eunice Bilokreli Research Award

The Eunice Bilokreli Research Award is intended to provide funding for graduate students pursuing research in the areas of cancer, skeletal disease or neuroscience with priority given to leukemia, childhood arthritis, and dementia, respectively. The research may fall

within the categories of biomedical science, clinical research, or health services and system research.

If eligible for the Eunice Bilokreli Donor Funds, please check the respective box on the first page of the CoMGRAD application form, and complete the appropriate 250 word section on the application form outlining how your research is eligible for these funds.

### The Diefenbaker Memorial Scholarship

The Diefenbaker Memorial Scholarship focuses upon arthritis research. If eligible for the award please check the box and complete the appropriate 250 word section on the application form outlining how your research is eligible for these funds.

### Saskatchewan Centre for Patient Oriented Research (SCPOR) Award

The SCPOR Award is offered by the Saskatchewan Centre for Patient Oriented Research (SCPOR). SCPOR is a collection of organizations within Saskatchewan focused on supporting and improving patient oriented research within the province. Their focus is on aiding patients, family members and decision makers, as well as rural and indigenous health research. The research may fall within the categories of biomedical science, clinical research, or health services and system research.

If eligible for the SCPOR Donor Funds, please fill out the supplementary application form and patient orientated research rubric. These documents should also be uploaded to the SharePoint site.

### Respiratory Research Centre Award

The Respiratory Research Centre Award replaces the Respiratory Research Centre Graduate Student Award (RRCGSA) as a stand-alone competition. This CoMGRAD program provides funding awards to students who have demonstrated academic and research excellence and are planning to pursue a respiratory health research project that reflects the aims of the RRC.

## TARGETED AWARDS

There are currently two targeted awards that meet the College of Medicine and University of Saskatchewan Strategic goals.

### Indigenous Health Research Award

This award is a full scholarship that does not require a supervisor match. Priority is given to students who self-identify as Indigenous. Consideration will also be given to non-Indigenous researchers working on topics in Indigenous health and communities.



## Sex and Gender Research Award

This award requires the supervisor match and is prioritized to research that addresses sex and/or gender inequity and the potential benefits to patients, to a community, and/or to the scientific community.

## ASSESSMENT

Applications will be assessed by the CoM Graduate Programs Committee (excluding student members) which consists of the Graduate Chairs or designates from all CoM graduate programs.

### Assessment Criteria

The following criteria will be considered:

1. Academic average (GPA)
  - a. Incoming students: graduate program admission average
  - b. Current students: cumulative average of courses taken in the current graduate program. Admission average for the current graduate program will also be taken into consideration
2. Research achievements, including; publications, presentations, and awards
3. Letters of Support indicating recommendation for funding
  - a. One letter of recommendation and commitment of funding from the supervisor
  - b. One letter of recommendation from a non-supervisor referee

## APPLICATION DOCUMENTATION

1. Applicants must upload a PDF copy of their CoMGRAD application onto the CoMGRAD SharePoint site
  - Application template and guidelines are available at <https://medicine.usask.ca/students/graduate-programs/funding.php#College> or from [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca)
2. Applicants must upload a PDF copy of their CV onto the CoMGRAD SharePoint site, which should include a summary of research achievements including publications, presentations and awards

**All GPA calculations must be completed and submitted by the applicant's graduate program administrator. All GPA submissions must be in the Graduate Calculator format created by CGPS, and *transcripts are not required*.**

GPA submission format example:

Calculators - Grad - Canada Numeric grading calculator

### Canada Numeric grading calculator

This calculator does not convert. This calculator is only used for U of S grades and other Canadian universities that use the numeric grading system (100%).

Graduate calculator Canada numeric no conversion (25.11.14 MM)  
**University of Saskatchewan**  
 John Doe (1.2345678)

Admission average		85.5%
Enter numeric marks	Enter credits as shown on the transcript	
85	1.5	This calculator does not convert and intended to be used for U of S and other Canadian universities that use the 100% grading system.
85	1.5	
87	3	
85	3	
85	3	
Total Number of Credits (for U of S only)		12

- **Incoming students:** GPA does not need to be submitted to OVDR. Instead, the appropriate Graduate Calculator must be uploaded into Document Management for retrieval by the OVDR staff
- **Current students:** Cumulative GPA must be calculated by the applicant's respective administrator using the U of S Graduate Calculator and submitted to [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca)
- **Master's to PhD Transfers:** Cumulative GPA of the student's Master's program must be calculated by the applicant's respective

administrator using the U of S Graduate Calculator and submitted to [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca). If the applicant has taken courses in their PhD program, an additional U of S Graduate Calculator must be submitted to account for all PhD courses taken.

3. One supervisor letter of recommendation, in PDF format, must be sent directly to [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca) from the supervisor. The appropriate template for this letter must be used and is available on the CoMGRAD SharePoint site and from the OVDR.
4. One non-supervisor letter of recommendation, in PDF format, must be sent directly to [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca) from the referee. The appropriate template for this letter must be used and is available on the CoMGRAD SharePoint site and from the OVDR.
  - **\*\* not applicable to incoming non U of S students**

**You will receive a confirmation email within one business day of submitting your application.** If you do not receive this confirmation email, it means your project was not submitted properly. If this is the case, contact [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca). Late submissions will not be accepted from those who did not follow up with our office prior to the deadline. Our office will then review the application to make sure it has all the required documents.

## Approval Process

By submitting this application through the SharePoint submission form, the student and supervisor acknowledge that all information in the application is true and correct.

Once the application has been submitted, our office will go through and ensure that all the required documents are attached and comply with the guidelines. If they do, we will approve the application to move forward to adjudication.

## AWARD CONDITIONS

### Notification of Success

Award decisions will be sent to successful applicants by March 15, 2018. After this, the successful applicants will have one month to get the required paperwork to the OVDR or notify the OVDR of any delays in completing the paperwork.

### Publication Acknowledgement

All publications resulting from the research funded by the grant must acknowledge the University of Saskatchewan, College of Medicine, CoMGRAD funding.

### Contact

**For questions about eligibility, program guidelines, or the peer review process please contact [ovdr.grad@usask.ca](mailto:ovdr.grad@usask.ca).**