

## **GRADUATE STUDENT SCHOLARSHIPS PROGRAM GUIDELINES AND HANDBOOK**

The information below outlines the 2018 Graduate Student Scholarships program. This program is administered and adjudicated by the Alberta universities involved.

Please contact your Alberta university of choice for information regarding university-specific application processes and procedures. University contact information is located on page 12 of this document.

The information contained in this document pertains to recipients of the 2018 Graduate Student Scholarships. It is not applicable to students awarded funding in previous competitions from Alberta Innovates.

### **GENERAL CONDITIONS**

This document describes the terms and conditions for recipients of an Alberta Innovates Graduate Student Scholarship.

The Alberta Innovates Graduate Student Scholarships are open to Canadian, Permanent Resident and International Students.

Students in the following categories may apply, provided that they are pursuing graduate studies at an Alberta university in one of the research areas outlined below and meet eligibility requirements:

- Canadian candidates, whether or not they hold a major (i.e. NSERC) award;
- International candidates

All applications should be made to the appropriate university.

## **PROGRAM OVERVIEW**

Each year, Alberta Advanced Education, in partnership with Alberta Innovates invests in the support of academically superior graduate students undertaking full-time research education at an Alberta university, leading to a research-based Master's or doctoral degree.

The Alberta Innovates Graduate Student Scholarships program (GSS) is designed to enable these promising students to succeed in Platform Areas of scientific research which are strategically important to Alberta. These areas are: **Information and Communications Technology (ICT)**, **Nanotechnology**, and **Omics**; (Omics consists of: Genomics, Proteomics, Metabolomics, Transcriptomics and Regulomics) in and of themselves or which additionally support the innovation priority areas of Environment & Climate, Energy, Food & Agriculture, Fibre/Bioindustrial and Health.

Further explanation of the eligible Platform Areas of Research are as follows:

### **Information and Communications Technology (ICT)**

ICT, sometimes referred to as **informatics**, is a broad-based foundational and enabling discipline. ICT includes a range of study areas encompassing human-computer interaction, computer science, information science, information technology, algorithms, areas of mathematics and social sciences. Activities link theoretical results with application development.

The enabling aspects of ICT support all research fields including, but not limited to, computer science, mathematics, biology, physics and applications in all branches of science, engineering and medicine.

### **Nanotechnology**

Nanotechnology is a broad, enabling discipline that crosses a range of research fields including chemistry, physics, computer science, biology, mathematics, many areas of engineering, and medicine.

Nanotechnology research includes the development of modelling and prediction tools and techniques, and control of matter at minute dimensions in the order of one to 100 nanometres. The breath of research in the nanotechnology field encompasses imaging, measuring, modelling, and manipulating matter at the atomic and molecular scale.

Of particular interest is work at the interface of nanotechnology and the life sciences. At the nano scale it is possible to engineer biological molecules that function differently than they would in nature. It is also possible to manipulate and engineer biological systems using methods other than traditional molecular biological, synthetic chemical, or biochemical approaches. Activities in these areas often become nanotechnology projects.

### **Omics**

Omics is the term used to describe a range of disciplines in the field of biology including

genomics, metagenomics, metabolomics, glycomics and proteomics.

Through the last decade, improvements in a wide range of technologies including molecular biology, chemistry, physics, Information and Communications Technology and nanotechnology, have generated a variety of advances in the computational aspects of modelling and prediction associated with bioinformatics (management and manipulation of sequencing technologies and large data), and the multi-scale modelling of systems biology.

\* \* \*

The scholarship is intended to support the recipient in concentrating his/her full-time attention to the proposed research. In addition to living expenses, tuition, etc., recipients are encouraged to use a portion of the scholarship for the following:

- Travel expenses to attend scientific meetings and conferences
- Travel expenses for relocation
- Purchase of scientific materials, books, periodicals and journals
- Supplies and expendables
- Computer hardware and software
- Costs for the use of libraries, computer and animal facilities
- Costs associated with the publication of research results

This program is not intended to support medical or health-related research initiatives.

## **TIMELINE AND APPLICATION PROCESS**

Specific to each individual university; please contact your university of choice for deadline information.

## **ELIGIBILITY (Please refer to Eligibility and Term of Scholarship chart on page 12)**

If a candidate is not yet registered at an Alberta university, their eligibility to apply for the GSS is contingent upon meeting all eligibility requirements for admission to an Alberta university. The candidate should contact the university of their choice for information on those requirements.

Students cannot receive more than a total of four years of combined Master's/doctoral Alberta Innovates Graduate Student Scholarship funding.

Students may not simultaneously hold both an Alberta Innovates Graduate Student Scholarship and an Alberta Innovates Graduate Studentship (Health). This program is not intended to support medical or health-related research initiatives that qualify for support from the

[Alberta Innovates Graduate Studentships \(Health\) program](#), the Canadian Institutes of Health Research (CIHR), or similar medical research agencies. Candidates performing research that is clearly health-related must apply directly to these medical research agencies.

### **SPONSORING SUPERVISOR**

Each candidate must be sponsored by a faculty supervisor, possessing both a record of productive research within a research area described below and sufficient resources to ensure the satisfactory conduct of the research.

### **REVIEW PROCEDURE AND SELECTION CRITERIA**

Each Alberta university will review all applications and evaluate them based on excellence and strategic alignment in Platform Areas of scientific research important to Alberta. These Areas are: **Information and Communications Technology (ICT)**, **Nanotechnology**, and **Omics**; (Omics consists of: Genomics, Proteomics, Metabolomics, Transcriptomics and Regulomics) in and of themselves, or which additionally support the innovation priority areas of Environment & Climate, Energy, Food & Agriculture, Fibre/Bioindustrial and Health.

### **START DATE:**

Recipients may choose to commence the GSS on May 1, 2018, September 1, 2018, or January 1, 2019, subject to the rules and regulations governing graduate awards at the chosen university.

### **LOCATION OF AWARD**

Scholarships are only valid at the following three Alberta universities:

- University of Alberta
- University of Calgary
- University of Lethbridge

**TERM OF SCHOLARSHIP (Refer to Eligibility and Term of Scholarship chart on page 12):**

Master's students awarded a scholarship, when not holding a major (i.e. NSERC) award, will receive a stipend of \$26,000 per year.

Doctoral students awarded a scholarship, when not holding a major (i.e. NSERC) award, will receive a stipend of \$31,000 per year.

Students who receive a major (i.e. NSERC) award do not receive the full GSS stipend, but do receive a top-up award (see **Funding and Payments chart on page 6**). The Faculty of Graduate Studies at each Alberta University determines which awards are considered major awards for the purposes of Alberta Innovates scholarship terms.

Master's students are eligible for a maximum of two years of funding. This would apply to a student who has not yet begun their master's program at the competition deadline. For degrees already in progress, the term of the scholarship will be reduced by one year for each academic year or portion of an academic year spent participating in the graduate program, prior to commencing the scholarship, as determined by the registration date on their transcripts.\* *see note below.*

If a Master's student who holds a GSS scholarship transfers to a doctoral program during the scholarship tenure, the term of scholarship *may* be extended up to a maximum of four years. The total award term is dependent on the start date of the student's Master's program.\* *see note below.* To determine whether you may be eligible for a stipend increase to the doctoral level, please consult the university at which you are registered for details. The stipend increase is not automatic and the student must request the increase to the doctoral scholarship rate.

Doctoral students are eligible for a maximum of four years of funding. This would apply to a student who has not yet begun their doctoral program at the competition deadline. For degrees already in progress, the term of scholarship will be reduced by one year for each academic year or portion of an academic year spent participating in the graduate program, prior to commencing the scholarship, as determined by the registration date on their transcripts. This includes any time spent in a Master's program (transfer from Master's to doctoral program). \* *see note below.*

**\*Please note:** Alberta Innovates considers an academic year to be any time (up to and including the last month of study in a term) spent participating in a program. For example, if a candidate begins their first year of study in September, and applies for a scholarship in January, that time will be considered their first year of study and one full year would be reduced from the candidate's term. The candidate's first year of study (although only partially complete upon application) would be reduced from the term of the scholarship. That candidate would be eligible for one year if they are a Master's candidate and three years if they are a doctoral candidate.

**FUNDING AND PAYMENTS:**

SCHOLARSHIP	GSS STIPEND VALUE (PER YEAR)	OTHER MAJOR (i.e. NSERC) AWARD VALUE	TOTAL (PER YEAR)
<b>MASTER'S GSS</b>	\$26,000	\$0	\$26,000
<b>DOCTORAL GSS</b>	\$31,000	\$0	\$31,000
<b>MAJOR (i.e. NSERC) AWARD TOP-UP</b>	\$12,000	VARIES	VARIES

Scholarships are provided to the sponsoring university for distribution through the institution's payroll system.

For students who receive a major (i.e. NSERC) award, the Alberta Innovates Graduate Student Scholarships stipend will increase to a rate of \$26,000 (Master's) or \$31,000 (doctoral) per year when the external funding ends, for the remainder of the scholarship term.

It is the student's responsibility to inform their institution of any changes to funding as soon as he/she becomes aware of them.

**REPORTING:**
**ANNUAL REPORTS (TO UNIVERSITY)**

Scholarships are set up in 12-month intervals. Recipients may renew the scholarship, if eligible, up to the maximum term as indicated in the Program Guidelines and Handbook, provided acceptable progress report(s) are received. Details on progress reports and deadlines to renew a scholarship are university-specific. Students should contact their university for further information.

**REPORTS TO ALBERTA INNOVATES**

A condition of accepting the scholarship is that scholarship recipients will be contacted and must respond to Alberta Innovates reporting requests during and after the scholarship tenure.

A scholarship report will be requested of and must be completed by each scholarship recipient. The scholarship recipient will be contacted during the last year of their scholarship tenure requesting submission of this report. This report will describe the outcome(s) of the funded research project, and both the recipient's immediate and long-term plans. Alberta Innovates will

specify the due date and the completed report should be sent directly to Alberta Innovates. Report forms and further information on the requirements of this report will be provided by Alberta Innovates.

**Failure to submit the final report may result in withholding remaining scholarship payments until the report is received.**

Alberta Innovates scholarship recipients will also be surveyed over several years to measure the impact and benefits of Alberta Innovates funding for recipients and for Alberta. Recipients will be asked to report on research and training achievements, current location, and ongoing career progression.

Please note: Report information may also be shared with the Government of Alberta's Ministry of Advanced Education.

### **CHANGES TO APPROVED AWARDS**

Students must seek and receive approval in writing from the university prior to any significant changes to the research as outlined in the approved application. This includes, but is not limited to, changes in supervisor, project, department and program of study.

Further, Alberta Innovates and Alberta Advanced Education require the university to be responsible for monitoring any changes to a recipient's graduate registration that would affect eligibility for this scholarship, including termination of graduate studies, completion of degree requirements, leaves of absence, etc.

### **LEAVES OF ABSENCE:**

#### **UNPAID LEAVE OF ABSENCE (FOR LEAVE OF ABSENCE OTHER THAN INTERNSHIPS)**

Unpaid leaves of absence which result in the Alberta Innovates scholarship being put on hold will be granted with approval of the sponsoring university. Students considering leave should contact their Graduate Awards office.

#### **INTERNSHIPS & CO-OPS**

Alberta Innovates and the Government of Alberta recognizes the importance of internships and co-op opportunities to graduate student professional development. Internships and co-ops are intended to support the transition of graduate students to the work environment, allowing them to gain valuable industrial experience and exposure to potential career opportunities prior to completing their degree.

Students may participate in multiple internships and co-ops, up to a cumulative maximum of

twelve months during the tenure of their Alberta Innovates scholarship, providing the following terms and conditions are met:

- The internship is taken during the tenure of the Alberta Innovates scholarship
- A written request is provided to the host institution at least six weeks prior to the start of the internship or co-op, outlining the expected term of the internship/co-op
- The internship leave is approved by the student's academic graduate program/department and supervisor

**The student's Alberta Innovates scholarship will be paused and reinstated once the Faculty of Graduate Studies is notified of the student's return from the internship or co-op opportunity.**

The scholarship term will be extended for the duration of the internship/co-op.

### **MITACS**

The terms and conditions above apply to students participating in a Mitacs internship(s). It is the responsibility of the student to notify the Faculty of Graduate Studies of the Mitacs award.

### **PAID PARENTAL LEAVE**

Students may request a paid parental leave at the current stipend level for up to six months, providing the following terms and conditions are met:

- The parental leave must be taken within six months following the birth or adoption of the child.
- Scholarship recipients may request a paid parental leave for every occasion of birth and/or adoption that occurs during the tenure of their award.
- Multiple births upon the same occasion (e.g., twins) do not increase the duration or the value of the leave.
- Requests require supporting documentation such as proof of birth or adoption before reinstatement of the scholarship.
- Recipients receiving a paid parental leave must be the primary caregivers for the entire duration of the interruption.
- The stipend is equivalent to the value of the monthly stipend for up to six months.
- If both parents hold an Alberta Innovates scholarship and both choose to request paid

parental leave, they must share the paid leave for a cumulative maximum of six months.

- Interruptions for this purpose do not affect the period of time allowed for other interruptions.
- Approval of paid parental leave is subject to the availability of Alberta Innovates scholarship funds at the home university.
- A written request is provided to the host institution at least six weeks prior to the start of the leave outlining the expected term of the leave
- The student's university/supervisor verifies that during this leave of absence, the student will not be engaged in research activities or employment and will resume full-time research activities upon return from the leave

The scholarship term will be extended for the duration of the parental leave.

#### **NON-RESEARCH ACTIVITIES/EMPLOYMENT**

Scholarship recipients are expected to devote their time to the completion of their degree program. Thus, Alberta Innovates requires that scholarship holders commit no more than 450 hours per year to non-research activities for supplemental income, such as teaching assistantship, laboratory preparation, employment, etc.

Scholarship recipients may not hold full-time employment during any period of the scholarship support. A student may elect to take an unpaid leave to pursue an industrial internship opportunity; refer to the Leaves of Absence section in this document for more information.

#### **PRIVACY**

Alberta Innovates reserves the right to publish and/or disseminate information regarding its scholarships; including titles and nonproprietary details of the research, images, researcher's names and photos. Alberta Innovates also reserves the right to contact funded researchers, their supervisors and university to involve them in events, news and happenings related to Alberta Innovates and Alberta's innovation system.

As a public body, Alberta Innovates is regulated by the Freedom of Information and Protection of Privacy Act (FOIP) of Alberta. As such, Alberta Innovates will not communicate personal data of scholarship recipients. This includes information as outlined on the Government of Alberta Freedom of Information and Protection of Privacy [website](#).

**CONTACT AND COMMUNICATION: ALBERTA INNOVATES**

From time to time, Alberta Innovates may audit scholarship recipients. When scholarships are granted, recipient names and contact information will be forwarded to Alberta Innovates so that Alberta Innovates representatives may contact the student for auditing and communications purposes.

**VISITS**

From time to time, Alberta Innovates representatives may arrange visits with scholarship recipients. The purpose of these visits is to get to know the graduate students, and see the research being funded. Further information will be provided if the recipient is contacted to set up a visit.

**OUTCOMES & INTELLECTUAL PROPERTY:****PUBLICATION OF RESULTS**

Results of the supported research must be available in the public domain. The recipient, each supervisor and the sponsoring institution are encouraged to structure the proposed research project in a way that permits the publication of non-proprietary research findings in a timely manner. When commercialization of research outcomes is planned, a delay of up to one year in publication or public presentation will be allowed to support filing for intellectual property protection or commercializing findings.

**INTELLECTUAL PROPERTY**

Intellectual property (IP) developed during the Alberta Innovates graduate student's tenure will fall under the sponsoring institution's IP policy. If the student is hosted at another institution, the student and sponsoring institution must ensure that IP arrangements are made between the sponsoring and host institutions.

**COMMUNICATING RESEARCH:****ACKNOWLEDGING SUPPORT**

All publications, presentations and public messages arising from Alberta Innovates Graduate Student Scholarships funding must acknowledge the support of Alberta Innovates and Alberta Advanced Education.

Please use the full corporate Alberta Innovates, rather than any acronym.

## **ALBERTA INNOVATES LOGO**

Alberta Innovates' logo is a proprietary symbol. Without exception, prior written approval from the Communications department is required before the logo may be used. Subsequently, and thereafter, if any changes are made, a copy of the material on which the logo is to be used must be provided to the Communications department to ensure the symbol is being used correctly, (e.g. placement, size, screens, colour, etc.).

Anyone with permission to use the logo in an electronic form must ensure that there is a link to [albertainnovates.ca](http://albertainnovates.ca) from the logo.

Please contact [communications@albertainnovates.ca](mailto:communications@albertainnovates.ca) to access the Alberta Innovates logo.

## **AWARD TERMINATION**

When a student completes or terminates the research program, or the university terminates the program during the tenure of the scholarship, funding will also terminate.

A final report is required at the end of the funding term. The final report can be found on the Alberta Innovates [website](#) and should be sent via email to Alberta Innovates at [gss@albertainnovates.ca](mailto:gss@albertainnovates.ca).

## **UNUSED FUNDS**

Any funds remaining in the stipend account as of the scholarship end date will be re-claimed by the university. These funds are only considered unused if the account has a credit balance after the award end date **(not annual renewal dates)**.

## **CONDITIONS OF AWARD**

The scholarship is subject to the terms and conditions described in the most current version of the Program Guidelines and Handbook, including any amendments to these documents.

All scholarships are subject to the availability of funds.

It is the responsibility of the scholarship recipient to stay apprised of the Program Guidelines and Handbook, as they may be updated from time to time.

Students should also consult the rules and regulations governing graduate awards at their chosen university.

**CONTACT INFORMATION:****University of Alberta:**

**Graduate Scholarship Services**  
**780.492.9460**  
[grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca)

**University of Calgary:**

**Erin Coburn**  
**Graduate Scholarship Officer**  
**403.220.5690**  
[gsaward@ucalgary.ca](mailto:gsaward@ucalgary.ca)

**University of Lethbridge:**

**Deirdre Coburn**  
**Graduate Awards Advisor**  
**403.329.2741**  
[sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca)

**Alberta Innovates:**

**Graduate Student Scholarships Program**  
**HQSP & Centre Investments**  
**Alberta Innovates**  
**250 Karl Clark Road**  
**Edmonton, AB T6N 1E4**  
[gss@albertainnovates.ca](mailto:gss@albertainnovates.ca)

**ELIGIBILITY AND TERM OF SCHOLARSHIP CHART**

(Students can receive no more than four years of funding from Alberta Innovates)

Graduate Program Start Date	Graduate Program Level	Eligible Years of Funding
Spring 2016	Master's	Ineligible
Spring 2017	Master's	1 (+3)*
Spring 2018	Master's	2 (+2)*

Summer 2016	Master's	Ineligible
Summer 2017	Master's	1 (+3)*
Summer 2018	Master's	2 (+2)*

Fall 2016	Master's	Ineligible
Fall 2017	Master's	1 (+3)*
Fall 2018	Master's	2 (+2)*

Winter 2017	Master's	Ineligible
Winter 2018	Master's	1 (+3)*
Winter 2019	Master's	2 (+2)*

\*If a Master's student who holds a GSS transfers to a doctoral program during the scholarship tenure, the term of scholarship may be extended to a maximum of four years in total. The total award term is dependent on the start date of the student's Master's program.

Spring 2014	Doctoral	Ineligible
Spring 2015	Doctoral	1**
Spring 2016	Doctoral	2**
Spring 2017	Doctoral	3**
Spring 2018	Doctoral	4**

Summer 2014	Doctoral	Ineligible
Summer 2015	Doctoral	1**
Summer 2016	Doctoral	2**
Summer 2017	Doctoral	3**
Summer 2018	Doctoral	4**

Fall 2014	Doctoral	Ineligible
Fall 2015	Doctoral	1**
Fall 2016	Doctoral	2**
Fall 2017	Doctoral	3**
Fall 2018	Doctoral	4**

Winter 2015	Doctoral	Ineligible
Winter 2016	Doctoral	1**
Winter 2017	Doctoral	2**
Winter 2018	Doctoral	3**
Winter 2019	Doctoral	4**

\*\*Award terms for students who transfer from a Master's program into a doctoral program without completing a Master's degree will be based on the start date of the master's program.