



UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE
STUDIES & RESEARCH

Department
Specific
Awards

Background Information

Two types:

Departmental – award is restricted to one department; dept forwards nomination to FGSR

Inter-departmental – award open to more than one department; dept forwards nomination to FGSR; adjudication required at FGSR level



What Information must be submitted to FGSR?

Departmental Awards

- *complete and signed nomination form
- *current, unofficial U of A transcript (if newly admitted, last current, official transcript is required if FGSR does not already have such)





Inter-departmental Awards

- * completed and signed Inter-departmental award competition form
- * nomination form (does not have to be completed)
- * an up-to-date cv from the nominee
- * a current, unofficial U of A transcript or current, official transcript if new student and FGSR has not already received such



Best Practices for submitting a Nomination

- 1. Please let FGSR know, in writing, if you have “no nominee”
- 2. Ensure that your departmental statement of support clearly explains why your nominee is a good fit for the award
- 3. Avoid highly technical language, acronyms and jargon.
- 4. Additional documents submitted will not be considered and delays the process; please don't submit such





- 5. **Let us know early** if you must submit late!
- 6. Ensure that your nominations are in the **requisite order** and **complete**
- 7. An **up-to-date cv** is an absolute must!
- 8. **Tell** us why, in detail, your student is an excellent candidate for this award
- 9. FGSR will send out offer letters to all winners; please do not notify student he/she has won an award before FGSR offers it (sometimes the nominee is ineligible!)



Other important information

Deadline: October 1st

Nominations to be submitted electronically to grad.awards @ualberta.ca (one email please with multiple pdfs) ie 15 pdfs if you have 15 nominations

We are very happy to assist you at any time! If you need clarification, please don't hesitate to contact us!

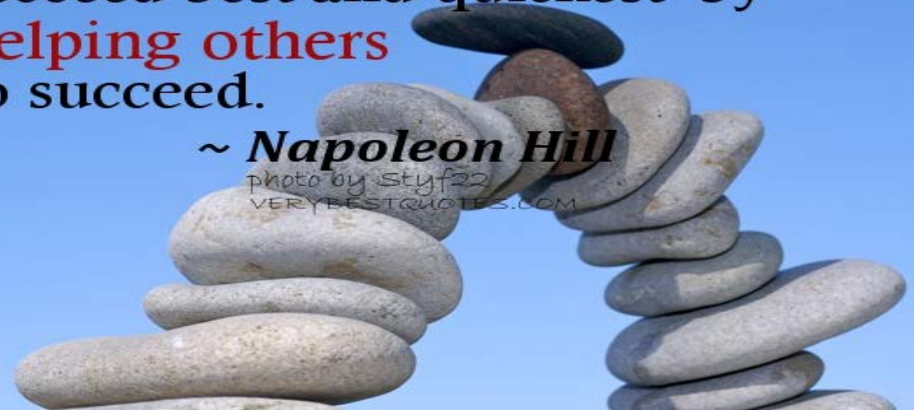


Thank you!

It is literally **true** that you can
succeed best and quickest by
helping others
to succeed.

~ **Napoleon Hill**

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