

New Brunswick Graduate Scholarship Initiative

Operational guidelines for institutions

2016

Operational guidelines for CGS-D and PGS-D tri-council scholarships:

These guidelines are intended to provide direction to the institution's scholarship award offices for the New Brunswick Graduate Scholarship Initiative. These guidelines are aligned with the tri-council harmonized guidelines for scholarships. They describe how the New Brunswick Graduate Scholarships will be administered by the NBIF and how the funding will flow to the institutions.

A graduate student can only receive one New Brunswick Graduate Scholarship unless he/she is a previously funded Masters student that enrolls in doctoral studies. Institutions can only nominate a student into one of the scholarship streams.

New Brunswick Graduate Scholarships for new doctoral students

Doctoral students apply directly to tri-council for their scholarships. These scholarships are peer-reviewed nationally and do not require institutional examination. Therefore:

- New doctoral students awarded a tri-council CGS-D or PGS-D scholarship and enrolled in a doctoral study program in one of New Brunswick's public universities are eligible to receive a New Brunswick Graduate Scholarship.
- The Doctoral awards are \$7,000 a year for the duration of the tri-council award. The maximum amount a doctoral student can receive is \$21, 000.
- The institution's scholarships award office will transfer, with proper documentation, (student scholarship application and award letter) the names of successful tri-council doctoral applicants to the NBIF for processing.
- The institution will inform the NBIF by no later than April 30th of each year of the overall number of successful doctoral applications, the total number of these applications and indicate clearly those scholarships that are for two or three years. (NSERC notifies applicants whose applications were submitted to NSERC of the results by mail by March 31.)
- Upon reception of the pertinent documentation, the NBIF will perform the necessary due diligence and then confirm its award to the award's office. The award office will confirm the award to the applicant.
- Institutions will administer the scholarship funding according to their internal policies.

Note: All doctoral scholarships require a \$3 000 top-up per year from the institution.

New Brunswick Graduate scholarships for Master's students

All three federal research councils, also known as "Tri-Council" (NSERC, SSHRC, and CIHR), have harmonized their Master's scholarships program. These new guidelines apply for applicants that will start graduate studies in 2016.

This harmonization transferred the selection and administration of the Master's scholarships to institutions.

New Brunswick master's scholarship process:

Once an institution has completed its review process, made its offers and filled its tri-council master's scholarships quota, the names of applicants who fall into one of the three categories below will be transferred to the NBIF for processing. Accordingly,

- All applicants receiving a tri-council master's scholarship that have accepted an offer from one of New Brunswick's public universities will receive a one-year New Brunswick Graduate Scholarship worth \$7,000 and a supplement from its host institution of \$3,000.
- All students remaining on the alternates list who will undertake graduate studies at one of New Brunswick's public universities will receive a one-year New Brunswick Graduate Scholarship worth \$6,000 and a supplement from its host institution of \$3,000.
- All other tri-council applicants deemed eligible for a tri-council scholarship by the institutional review committee, not offered a tri-council scholarship will receive a one-year New Brunswick Graduate Scholarship worth \$6,000 and a supplement from its host institution of \$3,000, to undertake graduate studies at one of New Brunswick's public universities.

Note: Funds for Tri-council scholarships not awarded due to a lack of eligible candidates can be transferred to the STEM or Social innovation's scholarships categories.

STEM Scholarships

New graduate students, Masters or doctoral, studying in Science, Technology, Engineering or Mathematics (STEM) are eligible for a one-year New Brunswick Graduate Scholarship worth \$4,000. The institution must also provide a supplement of \$3,000 to each student.

- These scholarships will be awarded by the NBIF to graduate students whose research interests or research project could have a significant economic impact for New Brunswick.
- Students with an excellent GPA must apply to their institution's scholarship award office for these scholarships.
- Institutions will implement their own review process and will only recommend those applications to the NBIF that meet with the above criteria.
- Institutions will receive an annual institutional quota for these scholarships.
- NBIF will accept scholarship applications starting in January of each academic year.
- Institutions are encouraged to send additional full applications beyond their respective annual quota (not more than five) should some of the institutionally recommended applications not meet, in the opinion of the NBIF, the criteria for these scholarships.
- The NBIF will make every possible effort to provide its decisions within 30 days after the reception of submissions.

Social Innovation Scholarships:

New graduate students, Masters or doctoral, studying in social innovation are eligible for a one-year New Brunswick Graduate Scholarship worth \$4,000. The institution must also provide a supplement of \$3,000 to each student.

- These scholarships will be awarded by the NBIF to graduate students whose research interests or research project could have a significant social impact for New Brunswick.
- Students with an excellent GPA must apply to their institution's scholarship award office for these scholarships.
- Institutions will implement their own review process and will only recommend those applications to the NBIF that meet with the above criteria.
- Institutions will receive an annual institutional quota for these scholarships.
- NBIF will accept scholarship applications starting in January of each academic year.
- Institutions are encouraged to send additional full applications beyond their respective annual quota (not more than five) should some of the institutionally recommended applications not meet, in the opinion of the NBIF, the criteria for these scholarships.
- The NBIF will make every possible effort to provide its decisions within 30 days after the reception of submissions.

Foreign Students

Foreign students who enroll in masters or doctoral graduate study programs, and receive an external peer-reviewed scholarship (equivalent to that of a tri-council Master's scholarship or equivalent to a CGS-D or PGS-D), and nominated to the NBIF by one of New Brunswick's public universities are eligible to receive a New Brunswick graduate scholarship worth \$7,000. The institution must also provide a supplement of \$3,000. Institutions will implement their own review process and will only recommend those applications to the NBIF that meet tri-council criteria for masters or doctoral scholarships.

In addition, up to 20% of the STEM and Social innovation scholarships can be awarded to foreign students. In that situation, the institution must also provide a supplement of \$3,000 to these students. Institutions will implement their own review process and will only recommend those applications to the NBIF that meet the STEM or the Social innovation scholarship's criteria.

A full application will be sent to the NBIF for review. NBIF will then make a final decision on whether or not to award a New Brunswick Graduate Scholarship to specific students in this category.

Payments of scholarships to institution

Once invoiced, the NBIF will transfer the funds to pay for the New Brunswick Graduate Scholarships to the institution by means of a cheque.

Additionally,

- No more than two invoices per academic year may be sent by an institution to the NBIF.
- The first invoice should be sent by no later than **September 30th** of the current academic year, and the last invoice by no later than **November 30th** of the same academic year.

- **It is the responsibility of the institution to invoice the NBIF.**
- Each invoice should be accompanied by a spreadsheet indicating the student’s name, the name of the faculty, and the graduate program the student is registered in. Funds needed for multiyear scholarships should also be requested on that September invoice.
- Any funding invoiced and unspent will be carried over to the next academic year.

Scholarships Award process

Because the funding available for New Brunswick Graduate Scholarships is limited, institutions will award scholarships in the order of the prioritized list below. Institutions will be required to award scholarships within a funding envelope that will be provided to them in December of each academic year. From this funding envelope, institutions will need to ensure that they have enough funds to cover all supplements from category 1, 2 and 3 scholarships before they award category 4 and 5 scholarships.

1. Tri-council supplement, including foreign students supplements
2. Alternates supplements
3. Tri-council applicants supplements
4. STEM scholarships
5. Social Innovation scholarships

Funding envelope

In December of each academic year, institutions will receive a funding envelope for NB Graduate Scholarships. The amount of funding available to each institution will be based upon the proportion of FTE graduate students attending a specific institution in the previous five academic years. The FTE enrollment numbers used in Table 1 are the five-year averages reported by the MPHEC.

Table 1: Average graduate students/year/institution 2010-2015

Institution	Average # of students	Proportion	Potential Amount	Recommended Amount	%	% Discrepancy
UNB	1066	72.44%	\$825,801	\$791,000	69.39%	-3.05%
U de M	394	26.77%	\$305,209	\$300,000	26.32%	-0.46%
Mount A	12	0.79%	\$8,990	\$39,000	3.42%	2.63%
STU		0.00%	\$0	\$10,000	0.88%	0.88%
Total	1476	100,00%	\$1,140,000	\$1,140,000	100,00%	-0,00%
			Unallocated funds*	\$120,000		

*Unallocated funds are kept by the NBIF as a contingency fund. These funds will be awarded later in the academic year if no contingency has arisen.

Scholarships quotas by Institution

The above funding envelopes by institutions are distributed by type of scholarship based on 2015 results (actual scholarship awards). The number of scholarship per category presented in the tables below represents what was estimated in 2014 and what was actually awarded in 2015. The award process described above must followed in all instances.

Table 2: Saint Thomas University Approximate Dollar Amounts and Approximate Numbers of Scholarships by Category

STU	\$ amount per scholarship category	# of scholarship per category 2015	App. \$ amount per scholarship category	App. # of scholarship per category
CGS -M top-up	\$0	0	\$0	0
CGS or PGS -D top-up	\$0	0	\$0	0
Alternates	\$0	0	\$0	0
Eligible	\$0	0	\$6 000	1
SI	\$0	0	\$4 000	1
STEM	\$0	0	\$0	0
Totals	\$0	0	\$10 000	2

Annual reporting process:

On or before March 15th of every calendar year the institution **will provide the NBIF with a reporting spreadsheet that will include the following information:**

- Student name
- Graduate study program enrolled in
- Name of institution
- Type of scholarship awarded
- Amount disbursed to the student
- Amount carried over by the student to the next academic year, but committed
- Overall amount not disbursed and left over

Auditing

The institution must maintain a verifiable audit trail for all scholarships awarded. NBIF reserves the right to audit any contribution to ensure that the institution complies with the guidelines and manages the funds properly.

Disclaimer:

NBIF reserves the right to make changes in scholarship eligibility, funding, and other aspects of the scholarship initiative at any time and at its sole discretion.