GAP How to Apply Session

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Completing a Scholarship Application

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Step 1: Searching for Scholarships

- https://www.uregina.ca/graduate-studies-research/scholarships/

- Scholarship Database
- GAP

Scholarship Tips: Read Eligibility

Each scholarship in the database and in GAP will have Eligibility Criteria clearly listed. It is essential to read all of the criteria. Only if you meet all criteria are you able to apply for the award.

Database:

Eligibility

The scholarship will be awarded to a University of Regina graduate student who meets the following criteria:
- Is accepted as a fully-qualified graduate student from any University of Regina Engineering and Applied Science undergraduate program and continuing studies in Engineering at the graduate level;
- YOU MUST HAVE COMPLETED AN UNDERGRADUATE DEGREE AT THE UNIVERSITY OF REGINA; IF YOU HAVE NOT, PLEASE DO NOT APPLY AS YOU ARE INELIGIBLE
- Students who have entered (1st, 2nd or 3rd semester only) a graduate program in Engineering in that calendar year will be eligible; and
- Student has a minimum of 85% CGPA.

Note: Preference will be given to individuals who self-identify as Indigenous and/or Female.

GAP

Area of Study	Engineering
Eligibility Description	The scholarship will be awarded to a University of Regina graduate student who meets the following criteria: - Is accepted as a fully-qualified graduate student from any University of Regina Engineering and Applied Science undergraduate program and continuing studies in Engineering at the graduate level; -YOU MUST HAVE COMPLETED AN UNDERGRADUATE DEGREE AT THE UNIVERSITY OF REGINA; IF YOU HAVE NOT, PLEASE DO NOT APPLY AS YOU ARE INELIGIBLE - Students who have entered (1st, 2nd or 3rd semester only) a graduate program in Engineering in that calendar year will be eligible; and - Student has a minimum of 85% CGPA. Note: Preference will be given to individuals who self-identify as Indigenous and/or Female.

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Step 2: Research or Study Proposal

Research Based

If you are just starting your research we understand that you will not have a full proposal but you should have some knowledge of what you hope to research. Please know that you only have one typed page, which is approximately 500 words.

- *Include hypothesis, objectives, research method, etc. as it pertains to your research.*
- *Explain how the research makes an original contribution to knowledge in your field and the significance of your project.*
- *Convey your passion and be clear and specific.*
- *Describe Equity, Diversity and Inclusion (EDI) considerations in your research plan, if applicable.*

Course Based

This section needs to be completed even if you are a course-based student. Please make sure you read the instructions in your application. Please know that you only have one typed page, which is approximately 500 words.

- List the courses that you have taken and will take to complete your degree. For each course, list the number and the title only, and briefly explain in a sentence how each course contributes to your professional and/or personal development.
- Explain the wider significance of your studies. How your workplace, your community, or society be enhanced?
- Explain why you choose your specific area of study. What will the complete of your degree achieve?
- Be clear and specific. Convey your passion.

Please know that Award application will be adjudicated by academics from a wide variety of fields and therefore the description of your research/study proposal should be intelligible to non-specialists, as well as specialists. Please present your research/study proposal in easy to understand language, for all reviewers.

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Scholarship Tips: Common Mistakes in a Proposal

- Not explaining the impact of your work.

- Not backing up specific claims with evidence.

- Repetitiveness

- Vagueness

- Being too technical; using jargon/acronyms

- Missing citations

- Lack of clarity in describing your research

- ***Spelling/grammatical errors!***

Step 3: Additional Items

Please make sure you have provided all the documentation required for the scholarship application:

- **Financial Needs Statement-** Tell us your story.

- Essay

- Proof of degree

- Letter of Support

- Etc.

Be sure that your additional item(s) speaks to the specific award don't do a 'generic' application.

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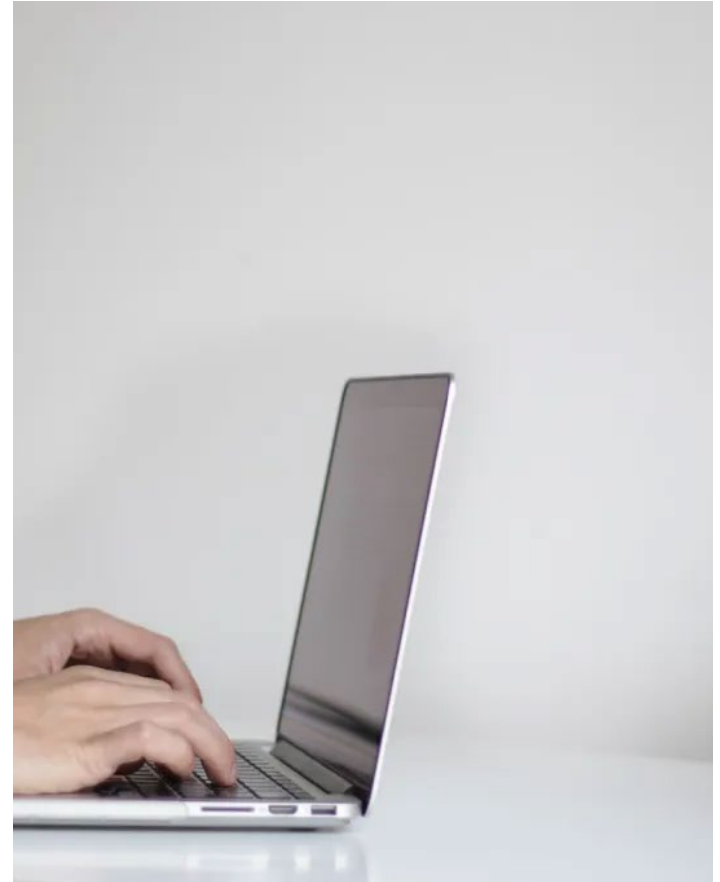
Step 4: Most Significant Contribution

You will be asked to describe your SINGLE MOST significant contribution max 250 words:

- It can be creative, research based, or community related.

- You should demonstrate how your contribution relates to your graduate studies journey

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Scholarship Tips: Mistakes in Contribution
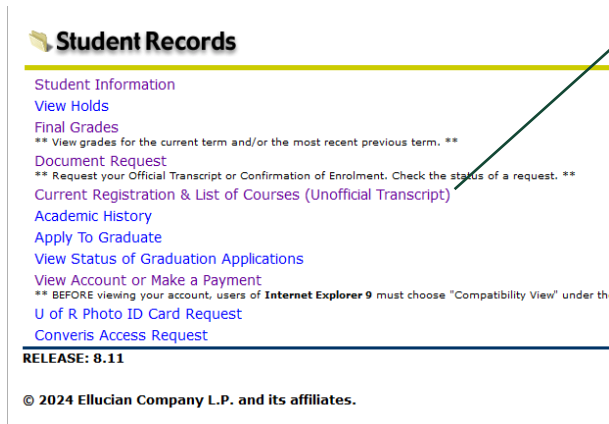
- This is not your study proposal, do not put the same information in both places.

- Not relating your contribution to your graduate work.

- Listing more than one contribution, we are only looking for your SINGLE MOST important.

- Not using your 250 words.

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Step 5:Transcripts

- We do not need official transcripts for scholarships offered through GAP.

- If this is your first semester at the U of R we will need transcripts from your previous institution as well as you Current Registration & List of Courses (unofficial transcript).

- Everyone else just needs Current Registration & List of Courses (unofficial transcript).

In U of R self-service you will select student records.
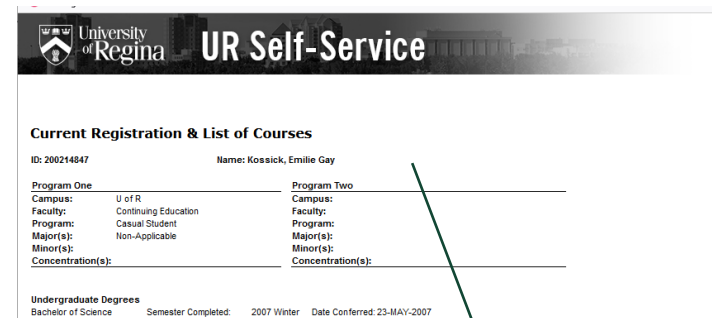Then Current Registration & List of Courses (unofficial transcript).

The correct document will look like this.

Using the Graduate Awards Portal GAP

Please view other how to manuals

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Adjudication of Scholarships

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Step 1: Funding Office

- We compare your application and record to the eligibility criteria.

- If you do not meet every criteria you are declined without further adjudication.

- If your application is incomplete or missing an additional item you are declined without further adjudication.

- You must be registered for the semester in which you will receive the award.

Eligibility

Registration

Documents

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Step 2: Adjudication

Three options:

- Nominated scholarships go to the home Faculty who selects the awardee

- FGSR adjudicated scholarships stay with the funding team.

- Most scholarships go to the FGSR scholarship committee which is made up of Professors from all home Faculties.

Main Adjudication Rubric

Category	Score	Weight	Total
Quality of Reserach or Study Propsal	Score	.25	Total
Most Significant Contribution	Score	.1	Total
Academic Performance (CGPA)	Score	.35	Total
Prestige of Awards Held	Score	.1	Total
Publications and Presentations	Score	.15	Total
Additional Items (If more than 1 additional item, it will all be scored together)	Score	.1	Total

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Important Reminders

- An application must have all parts completed (including additional documents) to be considered.

- Meeting the requirements for the scholarship does not mean you will get the scholarship, all scholarships are a competition.

- The use of **Generative AI** is prohibited. Should you be discovered using it this could result in a misconduct that bars you from further scholarship competitions.

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Final Tips

- Take some time to complete your application, it shows if you rush and there is no reward for submitting first.

- Submit a few days ahead of the deadline, things happen and we do not make exceptions.

- Even small scholarships add up so don't just focus on the big ones.

- Have someone else read your application before submitting it.

- **Ask questions if you're unsure!**

Questions ?

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