

**Faculty of Graduate Studies and Research – Scholarship Services**

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Date: Tuesday, December 22, 2020

To: Department Chairs, Graduate Coordinators, Graduate Program Administrators

From: Awards Services, Faculty of Graduate Studies and Research

Re: **2021 Izaak Walton Killam Memorial Scholarship Competition**

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The Faculty of Graduate Studies & Research is now accepting nominations for the Izaak Walton Killam Memorial Scholarship Competition. The updated application form, applicant instructions, and reference letter template are available on the FGSR website, in the Forms Cabinet: <http://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet>.

**Eligibility**

Information regarding eligibility criteria can be found on the FGSR [website](#). Please note that the GPA for current graduate students is calculated over the current graduate program graded course work. For newly admitted graduate students or current graduate students who have no graded course work to date, the admission gpa will be used.

**Application Instructions**

Students must submit the complete Killam application package to their department for internal adjudication by departmental deadline. Departments should set an earlier internal deadline than FGSR's deadline to allow sufficient time to receive applications from students, conduct internal review for completeness/eligibility, allow for internal departmental adjudication and to submit nomination(s) to FGSR via GSMS.

A complete Killam application package **must** include:

1. A complete [Killam Application Form](#)
2. **Two Letters of Reference:** The [Letter of Reference to Support Application for Graduate Awards Form](#) must be completed and signed by each applicant's referee. A maximum of an additional 2 page confidential letter of reference may accompany the standard letter of reference form, but may not replace such. Departments are asked to ensure the letters of reference are sent directly to the department.
3. **Up-to-date transcripts** of all undergraduate and graduate studies must be included in the application. This includes (but is not limited to):
  - Unofficial UofA transcripts pulled from Bear Tracks (i.e. must include current registration ie W2021 term)
  - All other Canadian and foreign transcripts (ie. show all coursework and grades, and conferral of any degrees)
  - All transfer credit transcripts (even if they were transferred to this university)
  - All transcripts of incomplete work/non-degree study/qualifying years, etc.

FGSR will NOT provide copies of transcripts to either Departments or Students.

**NOTE:** Due to the ongoing global pandemic, for the 2021 competition year only, unofficial transcripts will be accepted if official ones are hard/impossible to obtain. Transcripts must still be up-to-date, not missing pages and uploaded correctly. Original copies of any uploaded transcripts must be retained since they may be requested by FGSR at a later date.

**Application Note:**

Once nominations have been submitted to FGSR, no revisions will be permitted. Incomplete nominations, including those submitted with missing transcripts, will not be considered. It is the student's/department's responsibility to ensure that nomination package is complete in every respect before such is submitted to FGSR via GSMS.

**NEW - Department Nomination Quota:**

Departments with over 100 current doctoral graduate students may submit a maximum of 2 nominations. Departments with less than 100 current doctoral graduate students may submit a maximum of 1 nomination.

*Please note that only 14 scholarships will be awarded to the best and brightest, outstanding doctoral nominees. Therefore, in consideration of adjudicator workload and the total number of scholarships available, a quota has been implemented.*

Should departments wish to have an additional exceptional nominee considered (over and above quota), Graduate Program Co-ordinators may request such by sending a detailed, written memo re: rationale to [grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca) by February 8, 2021 for consideration. Please ensure email subject line states "Request to nominate additional Killam nominee above quota."

**Deadline:**

Deadline for Departments to submit complete nominations to FGSR via GSMS Awards Portal is **Wednesday, February 17, 2021 at 4:00 pm.**

**We wish students and departments success in the Izaak Walton Killam Memorial Scholarship Competition!**