

## Terms of Reference

### Kinesiology Dean's Doctoral Scholarships

The purpose of the Faculty of Kinesiology's Dean's Doctoral Scholarship (KDDS) is to increase the number of doctoral students within the Faculty to help achieve our Eyes High objectives. Approximately eight (8) will be available to recruit new, fully funded, doctoral students to the Faculty of Kinesiology.

Students must begin their program in May, July, or September and must be registered as full time students during the tenure of their award.

#### Eligibility:

Funding will be awarded to faculty members with a primary appointment in the Faculty of Kinesiology with doctoral supervisory privileges. Faculty members with Master's supervisory privileges may be considered with a co-supervisor.

Faculty members must have an active, funded research program to be considered. Faculty members without major funding may apply with an established faculty member serving as a co-supervisor. Faculty members that serve as co-supervisors with another faculty member may also submit their own individual application.

Faculty members receiving a KDDS (award holders) nominate an incoming doctoral student to be the recipient of the award (awardee). These candidates are evaluated by the Office of the Associate Dean Graduate and must meet the following criteria:

- Canadian and International students are eligible. Award holders must be registered full time with the Faculty of Graduate Studies.
- These students will represent new recruitment, not a replacement of current doctoral students or students transferring from an MSc to PhD. The intention is to fund expansion in doctoral enrolment within the Faculty of Kinesiology.
- The students must be of the highest caliber and be competitive for national or international scholarships. They must have an entering GPA of at least 3.5/4.0 or equivalent in their last two years of study.
- The students must meet all admission requirements to the PhD program in Kinesiology (academic requirements, English language requirements, reference letters).
- These funds cannot be used to support students in the Leaders in Medicine program during their MD studies.

#### Award values:

The KDDS will fund awardees for up to four years, at \$18,000/year for domestic students and \$23,000/year for international students.

All awardees funded through the program will be required to apply for major provincial, national or international scholarships for which they are eligible. If an awardee wins a major provincial, national or international award, they will no longer hold KDDS and the funding will remain with the award holder to recruit an additional new student. The newly recruited awardee will be expected to begin at the next regular intake of students into the program, and no more than 12 months after the date the first awardee received their award, or the opportunity will be relinquished. The new awardee will only hold the KDDS funding remaining to the supervisor – not the full award value.

Awardees funded through the KDDS are subject to the Faculty of Graduate Studies Multiple Award Policy. As such, awardees holding a KDDS are not eligible to hold University of Calgary or Queen Elizabeth II scholarships. For more information please see <http://grad.ucalgary.ca/awards/regulations-policies-and-guides/regulation>.

Awardees funded through this program will be permitted to apply for Graduate Assistantships.

### **Supervision/Research:**

Awardees are required to complete their award under their original supervisor. Only under exceptional circumstances would an awardee be permitted to continue their award under a different supervisor. Awardees must remain students within the Faculty of Kinesiology to hold the KDSS; this award cannot be held by students completing programs outside the Faculty of Kinesiology.

Any major change of research direction must be communicated to the office of the Associate Dean Graduate by both the awardee and award holder.

### **Annual Progress Reports/Annual Renewals**

The annual funding is renewable three times up to a maximum of four years in total. An annual progress report is required to renew the award each year. A reminder of this requirement, and the annual review document, will be provided to the awardee in advance of the deadline. The awardee's supervisor will be required to sign this document and it must contain a list of all external awards that the student has applied for over the last year. Awardees who do not apply for other major sources of funding may not have the KDSS renewed.

Failure to provide this document in a timely manner can result in a delay of payments, suspension, or cancellation of award.

### **Residency and Other Eligibility Changes:**

In the event that an International awardee receives residency status in Canada during tenure of the award, their award value will be adjusted accordingly. The change of award value will be determined by the awardee's change in fee status.

In accepting this award, the awardee acknowledges their understanding of the Graduate Scholarship and award regulations. It is the responsibility of the awardee to communicate to the office of the Associate Dean Graduate any change in status regarding external awards, supervisor, research direction, citizenship status or any other matter affecting award value and/or eligibility. In the event that this does not occur and is realized at a later date, retroactive reclamation of funds will be made.

### **Award Termination:**

Should a KDSS awardee withdraw from the program within 12 months of their start date the award holder will be permitted the opportunity to recruit another student. The new recruited awardee will be expected to begin at the next regular intake of students into the program, and no more than 12 months after the date of the first awardee's withdrawal, or the opportunity will be relinquished. This second recruitment opportunity will only be offered once. This opportunity will not be extended when awardees withdraw after completing 12 or more months in program.

### **Award Holder Expectations:**

1. Faculty members receiving one of these opportunities to train a doctoral student will be expected to apply for new grant opportunities to advance the research impact of their program, and to provide a superior training environment for these students.
2. All supervisors of students awarded the Kinesiology Doctoral Recruitment Scholarship will be required to provide an annual top-up of \$2000 from their research funds.
  - a. The Associate Dean Graduate acknowledges that the Faculty of Kinesiology is a multidisciplinary faculty with diverse research and funding environments resulting in some laboratories having access to significant research funding and others not. In cases where there is a co-supervisor, the co-supervisor may provide these funds pending the supervisor receiving funding. Should a supervisor not have access to funds for the \$2,000 annual top-up he/she must provide an explanatory memo to the Associate Dean Graduate detailing the funding situation, how much he/she is able to contribute to the annual top-up (\$0-\$2,000), source of the funding and rationale. In some cases, the Associate Dean Graduate may partner with the supervisor to provide the student the annual top-up to ensure the doctoral student is not disadvantaged. This partnership would be reviewed annually. Once the supervisor has successfully secured funding, he/she will be required to provide the top-up in subsequent years

### **Faculty Application Process:**

When KDDS are available through the Dean's office, faculty members who wish to apply must submit a two-page application describing the doctoral opportunity and a two-page curriculum vitae for the faculty member highlighting recent publications, grants, awards and graduate mentorship.

Description of the opportunity (maximum of two pages):

- Applicant (i.e. supervisor)'s name, email address and telephone number
- Description of the proposed research area of the doctoral student
- Description of how the addition of a doctoral student will increase the research capacity of the research group/supervisor
- Details regarding what grant or other funds are in place to support the student's research program, in addition to the Doctoral Recruitment Award (i.e. research funds available, equipment, travel etc.)

Summary curriculum vitae for the applicant (i.e. proposed supervisor), maximum two pages, including:

- Top 5 high impact research contributions over past 5 years
- Top 5 major grants and awards
- Summary record of graduate training and mentorship
- Summary of graduate supervision/training philosophy

The material must be submitted by February of each year to the office of the Associate Dean Graduate.

The applications will be evaluated by a minimum of 2 Graduate Education Committee members and then discussed with the Dean who awards the scholarships. Decisions will be made and communicated to the applicants via email from the Dean's office.