

## **Frequently Asked Questions for eGMS Submissions:**

### **Already Submitted Common CV to MHRC**

If you, or your Supervisor, have already submitted your Common CV to the MHRC Electronic Grants Management System in a previous competition, you do not need to resubmit your Common CV, unless updates to the document are required.

If you wish to submit an updated Common CV, you will need to go into your main Common CV (outside of the eGMS at <https://www.ccv-cvc.ca/pls/c3/c3.startup?pLANGUAGE=1>), ensure the updates are made, and then resubmit your Common CV to the MHRC eGMS. This updated document will then replace the Common CV previously found on your Profile Page.

### **CCV Note: When Validating the Agency PIN in the CCV**

Please note that in the Common CV System, the AGENCY PIN is the same as your eGMS system Account (email address used to create your eGMS account). When validating your eGMS system account in the Common CV to link your Common CV, you will be asked to enter a password. You should enter the password associated with your eGMS account.

### **CCV Note: MHRC-Specific Funding Page - Budgetary Overlaps/ Conceptual and Grant Summaries**

For all CCV applications, only ACTIVE grants listed on the MHRC-specific Funding Page require a Summary of the Original Grant Application.

For purposes of Common CV submissions for trainee applicants by Supervisors, on the MHRC-specific Funding page, Budgetary Overlap should be listed as "0", and the Description of Conceptual and Budgetary Relationship can be left blank (as this is not a mandatory field).

### **What is the deadline for transcripts and reference letters?**

5:00 pm, FEB. 12<sup>th</sup>, 2010 is the deadline for transcripts and reference letters to be received at the MHRC office.

### **What address should my transcripts and reference letters be sent to?**

Manitoba Health Research Council  
P216 – 770 Bannatyne Avenue  
Winnipeg, Manitoba  
R3E 0W3

### **When are Supervisor and Department Head consents required for an application?**

On the Supervisor/Department Head page of your application, you must validate both your Supervisor's and Department Head's eGMS account. It is the applicant's responsibility to contact these individuals to request this account information. Once validated, your Supervisor and Department Head will then be able to find your application on their eGMS portfolio page, view your application (PRINT PREVIEW) and provide their consent (clicking the checkbox).

At the time your Supervisor has consented to your application, your Department Head will receive an email notification that your application is awaiting their consent. Once BOTH your Supervisor and Department Head have consented to your application, and you have validated the submission for errors/omission, you can then submit the application to the MHRC. This submission must be received by the end of day, January 29, 2010.

### Is there a form or checklist for my reference letters?

No, there are no forms or formats for the reference letters. The letters should, however, speak in detail to your academic accomplishments and your aptitude for research.

It is the applicant's responsibility to ensure three letters of assessment reach the Manitoba Health Research Council by February 12, 2009. If you are already engaged in a postgraduate program, one of the letters must be from your current supervisor. The letters can either be sent directly to the Manitoba Health Research Council by the assessors or collected by the applicant in sealed envelopes with the signature of the assessor on the sealed flap of the envelope.

E-mailed letters must be followed by a mailed original.

### Grade Point Average (GPA)

Masters and PhD applications submitted through the MHRC Electronic Grants Management System require the identification of an applicant's Grade Point Average from the last 60 credit hours or two years of study. If an applicant needs to convert their GPA from an institution other than the University of Manitoba, please use the conversion tables found on the University of Manitoba Faculty of Graduate Studies website at

[http://www.umanitoba.ca/faculties/graduate\\_studies/admin/164.htm](http://www.umanitoba.ca/faculties/graduate_studies/admin/164.htm).

If your institution is not found in the listing, please contact the Faculty of Graduate Studies for assistance.

### eGMS Research Project Descriptions

Your project description can be maximum 3 pages long. The 3 page maximum DOES NOT INCLUDE references and figures. (References and Figures can be extra pages.)

Please use a Size 12 font and normal margins. You may want to include your name on each page and page numbers in either the header or footer.

Research proposals are evaluated on the basis of what might be reasonably expected of a candidate at their stage in graduate training. The description of the research proposal should address the following points:

- ✓ It should be written by the applicant after consultation with the proposed supervisor.
- ✓ In the description of the project clearly indicate the rationale and methodology for the proposed study. A clear description of your research proposal is important in order that the committee can adequately evaluate your application.
- ✓ The description must not exceed three pages (page limit does not include references and figures).
- ✓ The research proposal should adequately reference the published literature.