



Alberta Ingenuity Graduate Student Scholarship

Recipient Handbook

General Conditions:

> DOCUMENTS REQUIRED PRIOR TO FUNDING

Alberta Ingenuity will indicate in your award offer package which documents are missing from your application or those which are required to set up payment of your award.

The Offer of Award Attachment List outlines the items required for your specific file. These include the Award Acceptance form, Payment Activation form, evidence of prior degree, proof of registration in the graduate program for which you applied and approvals for animal care, human ethics or biohazards as applicable.

Be sure to follow the submission instructions on each form as compliance with the dates is necessary.

> TERM OF AWARD

The term of award is provided in the Offer of Award letter. The length of your award term is calculated based on the following information, excerpted from the 2009/2010 Alberta Ingenuity Graduate Student Scholarship Guidelines at www.albertaingenuity.ca/programs/funding/awards/scholarships/forms.

Master's students

Master's funding will not extend beyond the 28th month of a master's program.

1. *New master's student* (at deadline, student is not registered in a master's program)
Award term: 24 months
Funding can be extended if the student registers in a doctoral program during the first 24 months of funding. Support is available for a total of 48 months.
2. *First year master's student* (at deadline, student is registered in an master's program and has completed up to 12 months)
Award term: 12 months
Funding can be extended if the student registers in a doctoral program during the first 12 months of funding. Support is available for a total of 48 months.

Doctoral students

1. *New doctoral student* (at deadline, student is not registered in a doctoral program but has completed a master's degree prior to starting PhD or was admitted directly into PhD after completing a bachelor's degree.)
Award term: 48 months
2. *First year doctoral student* (at deadline, student has completed up to 12 months of PhD program)
Award term: 36 months
3. *Second year doctoral student* (at deadline, student has completed between 12 and 24 months of PhD program)
Award term: 24 months

Each scholarship consists of an annual stipend and a yearly research allowance.

>NON-RESEARCH ACTIVITIES/EMPLOYMENT

Scholarship recipients are expected to devote their time to the completion of their degree program. Thus, Alberta Ingenuity requires that award holders commit no more than 450 hours per year to non-research activities for supplemental income, such as teaching assistantship, laboratory preparation, employment, etc.

Scholarship recipients may not hold full-time employment during any period of the scholarship support. A student may elect to take an unpaid leave to pursue an industrial internship opportunity; refer to the handbook section on Leaves of Absence for more information.

>PRIVACY

Alberta Ingenuity reserves the right to publish and/or disseminate information regarding its grants. As a public body, Alberta Ingenuity is regulated by the Freedom of Information and Protection of Privacy Act (FOIP) of Alberta. As such, Alberta Ingenuity will not communicate personal data of supported researchers

Funding and Payments:

>STIPEND

The full stipend for a master's student is \$23,000 per year and the full stipend for a doctoral student is \$26,000 per year.

The amount of the stipend may be affected by other sources of income as follows:

Other major peer-reviewed graduate awards (such as NSERC CGS, Vanier CGS, PGS, IPS or Ralph Steinhauer Award of Distinction)

If you hold another major, peer-reviewed graduate award, you will receive an Incentive Award from Alberta Ingenuity. The Alberta Ingenuity Incentive Award is worth \$7,000 per year for the duration of the other scholarship award. Your Alberta Ingenuity stipend will increase to the full amount of \$23,000 or \$26,000 per year when the other funding ends.

For students holding the NSERC Vanier CGS award, Ingenuity will provide a Research Allowance of \$1,500 as a supplement to your Vanier award.

AHFMR

You cannot receive simultaneous support from AHFMR and Alberta Ingenuity. If you are offered both scholarships, you must refuse one of the offers.

iCORE

You cannot receive simultaneous support from iCORE and Alberta Ingenuity. If your research is considered ICT, your application will be or has been redirected to iCORE for funding.

Other awards

You may receive an unlimited number of awards from other sources, as long as the value of any one single award does not exceed \$12,000. The value of the other award will be determined by the amount provided to you after the Ingenuity award has been implemented.

It is your responsibility to inform Alberta Ingenuity of any changes to your funding as soon as you become aware of them.

Stipends are provided on a regular basis to the sponsoring university for distribution through the institution's payroll system. You will receive a monthly payment through this system.

>RESEARCH ALLOWANCE

A yearly allowance of \$1,500 is provided for the following purposes:

- Travel expenses for relocation
- Travel expenses to attend scientific meetings
- Purchase of scientific materials, books, periodicals and journals
- Supplies and expendables
- Computer hardware and software
- Costs for the use of libraries, computer and animal facilities
- Costs associated with the publication of research results

All purchased scientific and computer materials become the property of the institution. The research allowance may not be used for hospitality or entertaining expenses.

The research allowance is paid to the sponsoring university at the beginning of each award year. The funds are held in trust by your supervisor. Funds remain available for your use until the end of your scholarship. The balance at the end of each award year rolls over into the next award year.

The university is required to provide a statement to account for the financial status of the research allowance as of the award annual renewal date.

>UNUSED FUNDS

Any funds remaining in the stipend and research allowance accounts as of the award end date will be re-claimed by Alberta Ingenuity. These funds are only considered unused if the account has a credit balance after the award end date (not at annual renewal dates).

Changes to Approved Award:

You **must seek and receive approval** in writing from Alberta Ingenuity prior to any significant changes to the research as outlined in the approved application. This includes, but is not limited to, changes in supervisor, project, department and program of study.

Further, Alberta Ingenuity requires the university to be responsible for advising Alberta Ingenuity of any changes to your graduate registration that would affect your eligibility for this award, including termination of graduate studies, completion of degree requirements, leave of absence, etc.

>LEAVES OF ABSENCE

Unpaid Leave of Absence

An unpaid leave of absence of up to six months may be granted with:

- A written request to Alberta Ingenuity outlining the reasons for the leave
- The support of the sponsoring university/supervisor

You should provide this information at least six weeks prior to the anticipated start date, if possible. Alberta Ingenuity will resume payment of the award upon confirmation of your return to full-time study.

The award term may be extended by the duration of the leave upon written request. Such requests must be submitted at least three months prior to the original end of the award term.

Paid Maternity Leave

You may request a paid maternity leave at the current stipend level for up to four months, providing the following terms and conditions are met:

- The maternity leave is completed prior to your child's first birthday
- A written request is provided to Alberta Ingenuity at least six weeks prior to the start of the leave outlining the expected term of the leave
- You have completed at least one year of the award
- You are not eligible for, nor will you receive, employment insurance or other maternity benefits from other sources (such as NSERC or the host institution)
- Your university/supervisor verifies that during this leave of absence, you will not be engaged in research activities or employed and that you will resume full-time research activities upon return from leave

The award term may be extended by the duration of the leave upon written request from the trainee at least three months prior to the original end of the award term.

>AWARD TERMINATION

When you complete or terminate the research program or your program is terminated by the university during the tenure of the scholarship, funding will also terminate. You and the university have a duty to notify Alberta Ingenuity of this termination at least six (6) weeks prior to the changed end date.

A Final Report is required at the end of funding; refer to the Handbook section on Final Reports for more information

Reporting:

>ANNUAL REPORTS

Scholarships are set up in 12 month intervals. You may renew your award up to the maximum term as indicated in your original offer letter or revised correspondence.

Requests for annual progress reports will be provided to you approximately three (3) months prior to the end of each award year. The documents necessary to renew the scholarship are outlined in your renewal package. These are due to Alberta Ingenuity six (6) weeks prior to the end of your award year.

>VISITS

From time to time, Alberta Ingenuity representatives will arrange visits with scholarship recipients. The purpose of these visits is to get to know the Ingenuity-supported graduate students as well as see the research being funded. Further information will be provided if you are contacted to set up a visit.

>FINAL REPORTS

A Final Report will be requested of you when Alberta Ingenuity is informed of your award end date or at the end of your award tenure. Your Final Report will describe the outcome(s) of your research project and both your immediate and long-term plans. This report is due one (1) month after your award end date. Further information on the requirements of this report is found on the Alberta Ingenuity Graduate Student Scholarship Final Report Form which is located at www.albertaingenuity.ca/programs/funding/awards/scholarships/forms.

Outcomes & Intellectual Property:

>PUBLICATION OF RESULTS

Results of Alberta Ingenuity-supported research should be available in the public domain. You, your supervisor and the sponsoring institution are encouraged to structure the proposed research project in a way that permits the publication of non-proprietary research findings in a timely manner. When commercialization of research outcomes is planned, a delay of up to one year in publication or public presentation will be allowed to support filing for IP protection or commercializing findings.

>INTELLECTUAL PROPERTY

Intellectual property developed during the Ingenuity Student's tenure will fall under the sponsoring institution's IP policy. If the student is hosted in another institution, the student and sponsoring institution must ensure that IP arrangements are made between the sponsoring and host institutions.

Communicating Research

>ACKNOWLEDGING SUPPORT

You should identify yourself as an Alberta Ingenuity Student. All publications, presentations and public messages arising from your Alberta Ingenuity Scholarship must acknowledge the support of Alberta Ingenuity.

When referring to Alberta Ingenuity, use the full current name Alberta Ingenuity, or simply Ingenuity if in an Alberta context. Use of the acronym AI is strongly discouraged.

>ALBERTA INGENUITY LOGO

Alberta Ingenuity's logo is a proprietary symbol. Without exception, prior written approval from Alberta Ingenuity's Communications department is required before the logo may be used. Subsequently, and thereafter, if any changes are made, a copy of the material on which the logo is to be used must be provided to the Communications department to ensure the symbol is being used correctly, (i.e. placement, size, screens, colour, etc.).

Anyone with permission to use the logo in an electronic form must ensure that there is a link to albertaingenuity.ca from the logo.

Logos can be accessed through the Recipient Tools section of Alberta Ingenuity's website at www.albertaingenuity.ca.

>MEDIA TIPS

Alberta Ingenuity provides training to all Ingenuity-funded researchers at each university campus annually. These sessions usually take place in the late winter or early spring. Invitations to these sessions will be distributed by Ingenuity to researchers via email approximately 6 weeks prior to each event.

For media tips and information on talking to the media about your research please see Media Tips under Recipient Tools at www.albertaingenuity.ca.