Studentship Guide
2017
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Manitoba Gambling Research Program

The Manitoba Gambling Research Program builds gambling research capacity and supports the development of high quality research that enables evidence-based advancement in three areas:

(a) responsible gambling programs;
(b) problem gambling prevention; and
(c) problem gambling treatment.

The Manitoba Gambling Research Program, managed by Manitoba Liquor & Lotteries, is an element of the responsible gambling strategy of the Corporation. An independent Research Council, consisting of community members and provincial gambling stakeholders, oversees the research funding.

All research proposals and reports are peer reviewed to ensure their relevance and quality.

Applicants from a diversity of disciplines are strongly encouraged to apply.

2015–2018 Research Priorities

The 2015–2018 research priorities were identified through consultations with key stakeholders in Manitoba and leading researchers, treatment providers, and prevention organizations worldwide.

Any research undertaken through the Manitoba Gambling Research Program must fit within one of the twenty research priorities listed in Appendix A. Proposals must clearly demonstrate how the research topic fits within the research priority(s) identified, as fully worded (e.g., examine an area and its implications). Proposals that do not clearly fit within the research priorities listed in Appendix A will be disqualified and will receive no further consideration.

Please note that preference will not be given to proposals that fit within more than one research priority. Proposals that fit within research priorities that are under-represented when compared to all previous research funded by the program may receive additional consideration.

Purpose

Studentships offered through the Manitoba Gambling Research Program aim to:

- Provide financial support to students who undertake gambling research as a part of their undergraduate honours thesis or graduate studies programs in Manitoba.
- Build research capacity in the province of Manitoba in the gambling field and support the development of quality gambling research in Manitoba.
Funding

Studentships are intended to support students during the time they are conducting their undergraduate (honours thesis) or graduate research; they are not research grants and are not to be used to fund administrative or operational costs of research projects.

**Undergraduate Honours Thesis:** $5,000 per year, maximum of one year.
**Masters Program:** $15,000 per year, maximum of two years (maximum $30,000).
**Doctoral Program:** $20,000 per year, maximum of three years (maximum $60,000).

Undergraduate (honours thesis) studentship recipients are permitted to concurrently hold other awards or grants in addition to the studentship.

Graduate studentship recipients are permitted to concurrently hold other awards or grants up to a combined maximum value of $10,000 annually in addition to the Masters or Doctoral studentship. Maximum levels for combined support are as follows:

- Masters Program: $15,000 per year plus $10,000 = maximum $25,000 per year.
- Doctoral Program: $20,000 per year plus $10,000 = maximum $30,000 per year.

When a graduate studentship recipient receives concurrent awards or grants from another organization during the term of the studentship, top-up funding will be provided to the designated maximum.

Cycle

Studentship applications are accepted twice per year, and include the following key dates:

<table>
<thead>
<tr>
<th>Applications Due</th>
<th>Funding Notification</th>
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<tbody>
<tr>
<td>March 8, 2017</td>
<td>June 2017</td>
</tr>
<tr>
<td>October 18, 2017</td>
<td>January 2018</td>
</tr>
</tbody>
</table>

Applications must be received by 16:00 prevailing Winnipeg time on the closing date; no application will be considered which is received after the Closing Date and Time.

Eligibility

Applicants must be registered as a full-time student in an Honours, Masters or Doctoral program at a recognized Manitoba university or be a Manitoba resident enrolled in a Honours or graduate studies program in another Canadian province.

Applicants must be engaged in or about to start the research portion of their thesis or dissertation and anticipate completion of their program within three years. For graduate students, the research portion must consist of completion of an original project that does not consist solely of a literature review.

Applicants may be from any discipline, provided that their research fits within one of the Manitoba Gambling Research Program’s research priorities listed in Appendix A.
Studentship recipients cannot have paid employment exceeding 20 hours per week that is a requirement of their degree (e.g., a paid internship, clinical placement or teaching/research assistant) while concurrently receiving funding through a Manitoba Gambling Research Program studentship. External paid employment that is not a requirement of the degree does not apply and is not taken into consideration.

**Application**

Applicants are required to submit an application as per instructions provided in Appendix B. The Manitoba Gambling Research Program administers grants through an electronic grants management system. Applications are submitted through the *manitobagamblingresearch.com* website.

Applicants are required to create a user profile and complete an on-line application form prior to submitting a proposal. The proposal should be submitted as one file in PDF format. Applicants will receive an automatic email notification from the Manitoba Gambling Research Program confirming the submission of their application.

For questions regarding the application process contact:
- info@manitobagamblingresearch.com or
- Carly Sacco at (204) 957-2500 ext. 2417

Applications in which a conflict of interest or potential conflict of interest is deemed to exist may be removed from consideration.

**Application Review Process**

Applications are first screened to eliminate submissions that do not meet basic eligibility requirements. If any aspect of a submission is unclear, clarification may be sought from the applicant. Applications not meeting the mandatory requirements will be disqualified and will receive no further consideration.

Applications are evaluated by two independent peer reviewers. Applicants will not be advised of the names of reviewers. Applications are reviewed and scored in two key areas:

1. **Academic Achievement and Research Potential (60%)**:
   Potential of the applicant including their education and academic achievement, and the ability of the applicant to successfully complete the research project.

2. **Research Proposal and Significance (40%)**:
   The research proposal is original, innovative, and addresses a gap in knowledge within the Manitoba Gambling Research Program’s research priorities.

Details on scoring are provided in Appendix B alongside the proposal and application requirements.

Applications are submitted to the Studentship Research Review Committee, a subcommittee of the Research Council.
Funding Decisions

Studentships are awarded on a competitive basis. The Research Review Committee reviews the applications.

Studentships aim to include representation from a variety of disciplines, a mix of project types and a mix of project sizes. In judging the comparative merits of the application, the following will be considered:

- Peer reviews of the applications;
- Research priority(s) the proposal fits within;
- Diversity of disciplines and approaches;
- Annual program budget.

The Research Review Committee will develop funding recommendations and rank applications based on the above criteria for the Manitoba Gambling Research Program’s Research Council, who is responsible for the final decision.

All applicants are notified in writing of the outcome, and may receive feedback from the Research Council. Decisions are final; there is no decision appeal process.

Successful applicants will receive an official letter of award. Copies of the notifications will be sent to the successful applicant’s academic advisor and university research office. Successful applicants must accept in writing before the studentship award is activated. The award recipient’s university will enter into an agreement with Manitoba Liquor & Lotteries to obtain funding. Any public announcement regarding the award must be withheld until the agreement has been signed by all parties.

Declaration of Additional Funding

Applicants and studentship recipients must declare to Manitoba Liquor & Lotteries any additional awards or grants from other organizations held for the same academic year(s) for which they are requesting or receiving funding from the Manitoba Gambling Research Program.

Awards received must be declared (a) in the studentship application; (b) upon accepting a Manitoba Gambling Research Program studentship; and (c) in each interim report. When a graduate studentship recipient receives concurrent awards or grants from another organization during the term of this studentship, top-up funding will be provided to the designated maximum.

Intellectual Property

The ownership and use of intellectual property will be determined in accordance with the university’s established and documented policy.
Role of the University

The university will notify Manitoba Liquor & Lotteries if the studentship recipient is no longer registered in the program during the term of the studentship. The university will notify Manitoba Liquor & Lotteries of any known concurrent awards or other grants received by the studentship recipient during the term of the Manitoba Gambling Research Program studentship.

Award Management

Upon receiving written acceptance from the applicant, Manitoba Liquor & Lotteries will activate the studentship award and begin developing the agreement. Once the agreement is finalized, the full amount of the first year of funding will be transferred directly to the studentship recipient’s university and is to be disbursed in accordance with the mandate and policies of that university.

The second and subsequent years of funding (if any) will not be released until Manitoba Liquor & Lotteries has received the interim report(s).

Substantial changes to the proposal, including amendments to the research topic and methodology, require prior written consent of Manitoba Liquor & Lotteries and at the sole discretion of Manitoba Liquor & Lotteries may be declined.

If the award recipient terminates their program of study for any reason prior to the end of the studentship, the recipient must contact the Manitoba Gambling Research Program as soon as possible. The final value of the award will be prorated based on the end date as determined by the university. Any overpayment shall be returned to Manitoba Liquor & Lotteries by the university no later than ninety (90) days after termination.

Reporting Schedule

Students will be required to provide to Manitoba Liquor & Lotteries:

- A summary of the research project upon signing the agreement;
- An interim report(s) on the progress of the project;
- A final copy of the thesis or dissertation upon project completion, along with a summary report.

Reporting timelines vary by the length of the studentship:

- **One Year Studentship:**
  - Interim Report at 6 months
  - Completed thesis or dissertation

- **Two Year Studentship:**
  - Interim Report at 1 year
  - Completed thesis or dissertation

- **Three Year Studentship:**
  - Interim Report at 1 year
  - Interim Report at 2 years
  - Completed thesis or dissertation
Report Requirements

A) Project Summary
This consists of a one page summary of the research project suitable for posting on the Manitoba Gambling Research Program website, to communicate research funded by the program. The summary is expected to be written in a way that is, as much as possible, suitable for the general public.

B) Interim Report(s)
The interim report(s) consists of an email outlining the status of the research project to date including:

- Progress towards meeting the identified research objectives and remaining research activity;
- Identification of any changes to the research topic and methodology from the original proposal;
- Any issues that may affect major aspects of the proposed research;
- Anticipated completion date of the program;
- Declaration of any additional funding (awards or grants) received in the past year (amount(s) and year(s) of support);
- Information about when and where any research findings have been submitted or accepted for publication and/or presentation, if applicable.

C) Final Report

Completed Thesis or Dissertation
Manitoba Liquor & Lotteries must receive an electronic copy of the completed thesis or dissertation, in confidence, after the thesis or dissertation has been successfully completed or defended.

Summary Report
The summary report is a two page overview of the completed research project including significance, research questions, methodology, key findings and conclusions. The summary will be posted on the Manitoba Gambling Research Program website and is expected to be written in a way that is, as much as possible, suitable for the general public.

Dissemination Plans
Reporting on when and where the research findings have been submitted or accepted for publication and/or presentation will be provided to Manitoba Liquor & Lotteries, if applicable.
Release of Information and Publication Rights

Any public announcement regarding the studentship award must be withheld until the funding agreement has been signed by all parties. Any such announcement must be made in accordance with the terms of the agreement. Failure to withhold public announcement could result in agreement delays.

The studentship recipient agrees that Manitoba Liquor & Lotteries may publish descriptions, excerpts and reports describing the research undertaken through this studentship, in either written or electronic form, as part of its efforts to disseminate information about funded research through the Manitoba Gambling Research Program.

Acknowledgements

Studentship recipients should acknowledge the financial support provided by the Manitoba Gambling Research Program of Manitoba Liquor & Lotteries in any publications and presentations using the following statement:

“This research was funded by the Manitoba Gambling Research Program of Manitoba Liquor & Lotteries; however, the findings and conclusions of this paper are those solely of the author(s) and do not necessarily represent the views of Manitoba Liquor & Lotteries”.

Poster presentations should (if possible) include the Manitoba Gambling Research Program logo, which should be obtained from Manitoba Liquor & Lotteries.
Appendix A: 2015–2018 Research Priorities
Appendix B: Studentship Application Instructions

All requirements should be completed before submitting applications on manitobagamblingresearch.com.

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<thead>
<tr>
<th>REQUIREMENTS</th>
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<tbody>
<tr>
<td>Create a user account at manitobagamblingresearch.com (if you are a new applicant).</td>
</tr>
<tr>
<td>Complete the on-line application.</td>
</tr>
<tr>
<td>Ensure the cover page is dated with original signatures by the Applicant and Advisor.</td>
</tr>
<tr>
<td>Upload the Studentship Proposal</td>
</tr>
</tbody>
</table>
| Arrange for other required documents (transcripts, reference letters, and letter from the university) to be sent directly from the university to:  
  Manitoba Gambling Research Program  
  Attention: Carly Sacco  
  Manitoba Liquor & Lotteries  
  830 Empress Street  
  Winnipeg, MB  R3G 3H3 |

General Instructions

- Submissions are accepted through the Manitoba Gambling Research Program website. Applications must be received no later than the Closing Date and Time. Applicants will receive an automatic email notification from the Manitoba Gambling Research Program confirming the submission of their application.
- Applicants are required to create a user profile and complete an on-line application form prior to submitting a proposal.
- The proposal should not exceed five pages (including cover page) with a maximum of five pages of appendices (10 pages total maximum). Appendices should include Curriculum Vitae, references, etc).
- All proposals should use:
  - Single spacing
  - Black, 11-point Arial font
  - 2 cm margins (all sides)
  - No headers or footers (footnotes exempted)
  - Page numbers in bottom, right hand corner of each page (excluding title page)
  - No hyperlinks
  - Correct spelling and grammar
- The proposal should be submitted as one file in PDF format (max. 15 MB), and should include the following sections in this particular order:
  - Title page
  - Studentship proposal
  - Appendices
- The scanned title page must be dated and signed by the appropriate individuals.
For questions regarding the application process contact:

- info@manitobagamblingresearch.com or
- Carly Sacco at (204) 957-2500 ext. 2417

Graduate Studentship Application

Organize the studentship application using the following headings:

1. Cover Page
   - Title stating “Application for Studentship”
   - Title of the Proposal
   - Applicant’s Name and Contact Information (address, telephone, email address)
   - University, Department
   - Program, Year in Program, Anticipated Completion Date
   - Advisor’s Name and Contact Information (address, telephone, email address)
   - Requested duration of funding

   The cover page is required to be dated with original signatures by the:
   - Applicant; and
   - Applicant’s Advisor

2. Research Proposal

   A clear description of the research proposal, not to exceed five pages without references, that has been approved by the applicant’s current advisor. The description should include **significance, rationale and literature review, and methodology**.

   a. **Significance**: Introduce the research topic and indicate which of the twenty research priorities the research will address and how. Describe the value of the proposed research in terms of addressing knowledge gaps in the research priority(s) identified, and discuss potential practical applications of the research.

   b. **Rationale and Literature Review**: Provide a brief review of the most relevant research literature and explain how the proposed research contributes to the existing body of literature. Clearly outline the major research question(s) the proposed research seeks to answer.

   c. **Methodology**: Describe the methodological approach that will address the research question(s). Discuss any special methodological features that may be particularly important for the study, including research design, study population, sampling procedures, main measurement tools, proposed data analysis procedures and ethical considerations.

   **Assessment Criteria**: To what extent does the research topic address the research priority(s) identified in the proposal?

   To what extent is the research proposal original and innovative, and address a gap in existing knowledge?

   Has the applicant developed a sound rationale, literature review, and methodology?

   Is the proposal clear, well-organized, and free of spelling and grammar errors?
3. **Curriculum Vitae**

A current Curriculum Vitae that includes academic background, training, work experience, professional experience (papers, posters, publications, conferences), and funding awards/grants (amount(s) and year(s) of financial support).

4. **References**

Names and contact information of three individuals who will be submitting academic letters of reference on your behalf. Your research advisor must provide one of the references.

*Assessment Criteria:* Rate the applicant’s academic performance based on their academic transcripts. Rate the applicant’s research potential (on the basis of reference letters and curriculum vitae). Rate the applicant’s ability to successfully complete the project (on the basis of reference letters and curriculum vitae).

**Other Required Documents:**

Arrange to have the following required documents provided by the University directly to Manitoba Liquor & Lotteries by the closing date and time:

1. Certified copies of all undergraduate and current graduate transcripts in a signed and sealed envelope.

2. Three confidential reference letters, of which one is from the applicant’s research advisor. Referees should indicate their academic position, their relationship to the applicant and how long they have known the applicant. Letters of reference need to provide an assessment of the applicant’s research experience, aptitude for research and why the applicant merits the studentship award. Please note that reference letters may be submitted via email, provided they are in PDF format and are sent directly from the referee(s).

3. Letter from the university confirming full-time registration and length of time in the masters or doctoral program, and anticipated completion date.

Send to:
Manitoba Gambling Research Program
Attention: Carly Sacco
Manitoba Liquor & Lotteries
830 Empress Street
Winnipeg, MB R3G 3H3
carly.sacco@mbll.ca
Undergraduate Studentship Application

Organize the studentship application using the following headings:

1. **Cover Page**
   - Title stating “Application for Studentship”
   - Title of the Proposal
   - Applicant’s Name and Contact Information (address, telephone, email address)
   - University, Department
   - Program, Year in Program, Anticipated Completion Date
   - Advisor’s Name and Contact Information (address, telephone, email address)
   - Requested duration of funding

   The cover page is required to be **dated with original signatures** by the:
   - Applicant; and
   - Applicant’s Advisor

2. **Research Thesis**

   A clear description of the research plan, not to exceed three pages without references, that has been approved by the applicant’s current thesis advisor. Please indicate if the work is already completed, in progress, or yet to be undertaken. The description should include *significance, rationale and literature review, and methodology*.

   a. **Significance:** Introduce the research topic and indicate which of the twenty research priorities the research will address and how. Describe the project scope, objectives and scholarly significance.

   b. **Rationale and Literature Review:** Provide a brief review of the most relevant research literature and explain how the proposed research contributes to the existing body of literature. Clearly outline the major research question(s) the proposed research seeks to answer. Include any theoretical approach or conceptual framework being used.

   c. **Methodology:** Describe the research design and methodological approach that will address the research question(s). Examples of elements that may be included are the study population, sampling procedures, measurement tools, data analysis procedures, and ethical considerations.

   *Assessment Criteria:* To what extent does the research topic address the research priority(s) identified in the proposal?
   To what extent is the research proposal original and innovative, and address a gap in existing knowledge?
   Has the applicant developed a sound rationale, literature review, and methodology?
   Is the proposal clear, well-organized, and free of spelling and grammar errors?

3. **Curriculum Vitae**

   A current Curriculum Vitae that includes academic background, training, work experience (e.g., research assistant), professional experience (papers, posters, publications, conferences), and funding awards/grants (amount(s) and year(s) of financial support). Please include a Curriculum Vitae even if academic and professional experience is limited.
4. References

Names and contact information of two individuals who will be submitting academic letters of reference on your behalf. Your thesis advisor must provide one of the references.

Assessment Criteria: Rate the applicant’s academic performance based on their academic transcripts. Rate the applicant’s research potential (on the basis of reference letters and curriculum vitae). Rate the applicant’s ability to successfully complete the project (on the basis of reference letters and curriculum vitae).

Other Required Documents:

Arrange to have the following required documents provided by the University directly to Manitoba Liquor & Lotteries by the closing date and time:

1. Certified copies of all undergraduate and current graduate transcripts in a signed and sealed envelope.

2. Two confidential reference letters, of which one is from the applicant’s thesis advisor. Referees should indicate their academic position, their relationship to the applicant and how long they have known the applicant. Letters of reference need to provide an assessment of the applicant’s research experience, aptitude for research and why the applicant merits the studentship award. Please note that reference letters may be submitted via email, provided they are in PDF format and are sent directly from the referee(s).

3. Letter from the university confirming full-time registration in the honours program, and anticipated thesis completion date.

Send to:
Manitoba Gambling Research Program
Attention: Carly Sacco
Manitoba Liquor & Lotteries
830 Empress Street
Winnipeg, MB   R3G 3H3
carly.sacco@mbll.ca