



iCORE
ICT
Graduate Student Scholarship
Recipient Handbook



1. GENERAL CONDITIONS

This handbook describes the terms and conditions for the recipient of an iCORE ICT Graduate Student Scholarship.

CONTACT INFORMATION

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DOCUMENTS REQUIRED PRIOR TO FUNDING of a Provincially Evaluate Award

iCORE 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

For ICT Automatic Top-up Awards

The term of award is the same as the duration of the NSERC CGS award.

For Provincially Evaluated Awards

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.

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

Exceptional cases

iCORE recognizes that situations arise which impact completion of a degree program. In such cases, iCORE will consider a one-time extension request if a clear and compelling case of the need for additional time and/or funding can be demonstrated. See Contact Information in section one for contact details.

NON-RESEARCH ACTIVITIES/EMPLOYMENT

Scholarship recipients are expected to devote their time to the completion of their degree program. Thus, iCORE 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

iCORE reserves the right to publish and/or disseminate information regarding its scholarships. As a public body, iCORE is regulated by the Freedom of Information and Protection of Privacy Act (FOIPP) of Alberta. As such, iCORE will not communicate personal data of scholarship recipients.





2. Funding and Payments

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

STIPEND

The full scholarship stipend: for a master's student is \$30,000; for a doctoral student is \$36,000.

Stipend table for master's students

OTHER AWARD	OTHER AWARD VALUE (per year)	ICT STIPEND (per year)	TOTAL (per year)
No other awards		\$30,000	\$30,000
NSERC PGS M	\$17,300	\$12,700	\$30,000
NSERC CGS M*	\$17,500	\$12,300	\$30,000

* For ICT automatic top-up awards, there is no renewal period.

*Stipend table for doctoral students***

OTHER AWARD	OTHER AWARD VALUE (per year)	ICT STIPEND (per year)	TOTAL (per year)
No other awards		\$36,000	\$36,000
NSERC PGS D	\$21,000	\$15,000	\$36,000
NSERC CGS D	\$35,000	\$10,000	\$45,000

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

The above tables will be used as guidelines when calculating your stipend. If you are receiving additional awards from sources not listed above, your stipend may be further adjusted. The actual stipend value will be communicated to you when you submit your Payment Activation form.

It is your responsibility to inform iCORE of any changes to your funding as soon as you become aware of them so that adjustments to your stipend may be made if necessary. Please see contact information in section 1 for more details.

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 research 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 administered through the university research accounting office and 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 iCORE. These funds are only considered unused if the account has a credit balance after the award end date (not at annual renewal dates).





3. Changes to Approved Award

See Contact Information in section one for who to contact for the situations described below.

You must seek and receive approval in writing from iCORE 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, iCORE and Alberta Advanced Education & Technology require the university to be responsible for advising iCORE 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. The university may also advise iCORE of any other awards that you may be receiving.

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 iCORE 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. iCORE 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 iCORE 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 iCORE of this termination.





4. 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. Typically these are due to iCORE six (6) weeks prior to the end of your award year.

VISITS

From time to time, iCORE representatives may want to arrange visits with scholarship recipients. The purpose of these visits is to get to know the iCORE-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 is not required by iCORE, however we may wish to maintain contact with you to track your career progress.

iCORE will maintain contact with you via our newsletter or other programs. Electronic newsletters will be published on a regular basis. iCORE is always looking for stories of how our funding has impacted individuals, companies, universities and beyond. Please send your stories to info@icore.ca.





5. Outcomes & Intellectual Property

PUBLICATION OF RESULTS

Results of the 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.





6. Communicating Research

ACKNOWLEDGING SUPPORT

All publications, presentations and public messages arising from your iCORE Scholarship in ICT must acknowledge the support of iCORE and Alberta Advanced Education & Technology.

iCORE LOGO

iCORE's logo is a proprietary symbol. Without exception, prior written approval from iCORE'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 www.icore.ca from the logo.

Logos can be accessed through the News and Publications section of iCORE's website at www.icore.ca.

