

**Department of
Innovation and Advanced Learning**

**Graduate Student and Post Doctoral Fellowship
Handbook**

For Industry and Academic Students & Fellows



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General Guidelines

The Department of Innovation and Advanced Learning, through the Island Prosperity Strategy, is pleased to announce that approximately \$300,000 has been provided to graduate students and post doctoral fellows in the 2009-10 fiscal year. These fellowship awards are intended to help Prince Edward Island attract and retain world-class graduate students and post-doctoral fellows in the fields of bioscience, information technology, renewable energy, and aerospace.

The aim of this program is to:

- Further develop research in the strategic sectors at the highest levels of innovation.
- Provide support to trainees who aspire to higher education and/or industry experience on the island.
- Partner with sector specific business and research institutions to sponsor graduate or post-doctoral fellows whose studies are aligned with this strategy.
- Encourage knowledge-based economic development on Prince Edward Island.

The award allocation is on behalf of the Department of Innovation and Advanced Learning through the Island Prosperity Strategy; the distribution of funding and monitoring of progress will be performed by Prince Edward Island Business Development Inc.

This handbook describes the terms and conditions for the recipient of the Graduate Student or Post Doctoral Fellowship award.

Letters of Offer outlining the terms for each individual award will be issued to the governing institute or corporation. All correspondence will be directed through the primary research contact at the institute. For example, all correspondence regarding UPEI and the AVC Graduate Students and Post-Doctoral Fellowships will go through Dr. Katherine Schultz, Vice President of Research and Development, University of Prince Edward Island.

For industry related awards, the Letter of Offer and all correspondence will be issued to both the affiliated institution and the company or corporation.

PEI Business Development Inc. will indicate in the Letter of Offer any documents that are absent from the application or those that are required to begin the payment process of the award.

All dollars received for this fellowship are to be utilized for student's salary and benefits only, and not for operating costs related to his or her project.

All funds will be disbursed to the accounting office or human resources department of the governing institution or corporation.

Term of Award

The earliest start date for all Graduate Student and Post-Doctoral Fellowship awards is September 1st, 2009. The duration of the award is provided in the Letter of Offer and is determined by the following qualifications:

MASTERS STUDENTS:

Master's funding will not extend beyond the two year period of the master's program.

1. New Master's Student (at time of application).
 - i. Student is beginning a master's program in September 2009;
 - ii. Award term is no more than 24 months.

2. First Year Master's Student (at time of application)
 - i. Student is beginning their second year of a master's program in September 2009;
 - ii. Award term is no more than 12 months.

NOTE: In the event that a student registers in a PhD program during their Masters Program they are required to re-apply to the program requesting additional funds based on their new status and program duration.

PhD STUDENT:

PhD student funding will not be extended beyond the three year period of the PhD program.

1. New Doctoral Student (at time of application)
 - i. Student is registered in a doctoral program to begin in September 2009;
 - ii. Has completed master's degree prior to starting PhD or admitted directly into PhD after completing a bachelor's degree or transitioned from a M. Sc. Program;
 - iii. Award term is no longer than 36 months.

2. First Year Doctoral Student (at time of application)
 - i. Student is enrolled in a PhD program beginning in September 2009;
 - ii. Student has completed first year requirements for the corresponding PhD program;
 - iii. Award term is no longer than 24 months.

3. Second Year Doctoral Student (at time of application)
 - i. Student is enrolled in a PhD program resuming in September 2009;
 - ii. Student has completed second year requirements for the corresponding PhD program;
 - iii. Award term is no longer than 12 months.

POST-DOCTORAL FELLOW:

Post-Doctoral Fellowship funding will not be extended beyond the two year period of the fellowship program.

1. First year of Post-Doctorate (at time of application)
 - i. Has completed PhD prior to starting fellowship;
 - ii. Trainee has attained a partner or supervisor for fellowship research;
 - iii. Award term no longer than 24 months.

2. Second year of Post-Doctorate (at time of application)
 - i. Completed first year of Post-Doctoral research;
 - ii. Award term no longer than 12 months.

EXCEPTIONAL CASES:

PEI Business Development Inc. recognizes that situations can transpire which impact completion of the program. In such cases, PEI Business Development Inc. will consider an extension to the duration of the award. At no time will an increase in the amount of the fellowship be considered. A clear and compelling case for the need of additional time must be demonstrated.

NON-RESEARCH ACTIVITIES/EMPLOYMENT

Fellowship recipients are expected to devote their time to the completion of their program. PEI Business Development Inc. requires that fellowship recipients commit to no more than 520 hours per 12 month period to non-research activities for supplemental income, such as teaching assistantship, laboratory preparation, outside employment, etc.

Fellowship recipients may not hold full-time employment during any period of the fellowship support. A student may elect to take a paid leave to pursue a career opportunity; refer to the handbook section on Leave for Work Experience (pg. 9) for more information.

Guidelines regarding Leave for Project Related Research Experience can be found on pg. 9 of this handbook.

PRIVACY

PEI Business Development Inc. reserves the right to publish and/or disseminate information regarding its scholarships. As a public entity, PEI Business Development Inc. is regulated by the Freedom of Information and Protection of Privacy Act (FOIPP) (2002) of Prince Edward Island. PEI Business Development Inc. will not communicate the personal data of its scholarship recipients or their research without obtaining permission from the governing institute or company/corporation. FOIPP includes exceptions to disclosure of information that

would reveal trade secrets, commercial, financial, labour relations, scientific or technical information of a third party; and disclosure of information that could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of a third party. The FOIPP Act can be viewed at http://www.gov.pe.ca/law/statutes/pdf/f-15_01.pdf

Funding and Payments

The maximum fellowship amount for each of the categories for student and fellows is as follows;

STIPEND AMOUNT:

Students and fellows are eligible to receive the maximum amount of funding described below if they have not received any additional stipend funding for the research specific project outlined in their application.

Program	Total Funding (per annum)	Duration of Awards (years)
Master's	\$20,000	2
PhD	\$20,000	3
Post-Doctoral	\$40,000	2

SUPPLEMENT TO EXISTING AWARDS:

Supplements apply to students who have received other funding for the research specific project outlined in their application.

Supplements will not exceed the base stipend amount outlined above.

Supplements can only be applied to a maximum total funding as outlined below.

Program	Maximum Received Funding (per annum)	Duration of Awards (years)
Master's	\$30,000	2
PhD	\$36,000	3
Post Doctorate	\$47,500	2

To illustrate the procedure for the Supplement award, the table below provides an example of the process if any major funding source is held by the student or fellow. Please remember that the bottom table is for example purposes only and actual amounts will change based on additional funding sources the student or fellow has received.

Program	Other Award; NSERC or private funding source (per annum)	PEIBDI Supplement Amount (per annum)	Total Funding Provided to Fellow (per annum)
Masters	\$17,300	\$12,700	\$30,000
PhD	\$21,000	\$15,000	\$36,000
Post-Doctorate	\$40,000	\$7,500	\$47,500

The previous table will be used as a guideline when calculating the Supplement. If the award holder is receiving additional awards, the Supplement may be further adjusted. The actual Supplement value will be outlined in the Letter of Offer.

Students who hold another major graduate award will only be awarded a stipend or supplement if allowed by the other funding agency.

Students offered a Graduate Student or Post-Doctoral Fellowship may receive an unlimited number of awards from other sources, as long as the sum of those award(s) does not exceed the maximum amount of funding allowable (described previously).

Applicants are required to notify the assigned contact at the governing institution or corporation of any funding changes to their approved project. These changes may result in the alteration of funding arrangements. PEI Business Development Inc. reserves the right to act as a Supplement provider, if the student or fellow receives funding (new or existing) from another source.

It is the responsibility of the governing institute to inform PEI Business Development Inc. of any changes to project funding as soon as they are known; adjustments to the stipend may be made if necessary.

FUNDING ALLOCATION:

All funds will be dispersed to the accounting office or human resources department of the governing institution or corporation. It will be the responsibility of that institution or corporation to provide the remuneration for the graduate student or post-doctoral fellow.

UNUSED FUNDS:

Any funds remaining in the stipend at the end date of the award will be re-claimed by PEI Business Development Inc. 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 Award Duration

A request in writing to the governing institution must be received prior to any significant changes to the research as outlined in the approved application. This includes, but it is not limited to, changes in supervisor, project, department and program of study.

In addition, PEI Business Development Inc. requires that the institution or corporation be responsible for advising PEI Business Development Inc. of any changes to your graduate registration that would affect your eligibility for this award; termination of graduate studies or project, completion of degree requirements, leave of absence, etc. The institution or corporation will advise PEI Business Development Inc. of any additional awards being received.

It is the responsibility of the governing institute or company/corporation to inform PEI Business Development Inc. of any changes to the recipients program as informed by the student or the student's supervisor(s) or governing committees.

LEAVES OF ABSENCE

Unpaid Leave of Absence:

- You are eligible for a leave of absence of up to one year, in accordance with the governing institution's policies, only for reasons of maternity, child rearing, illness or health-related family responsibilities, provided the institution or corporation permits such leaves.
- You must obtain approval from the institution or corporation prior to interrupting this award.
- Contact the governing institution to find out what documentation it requires to approve the interruption.

PEI Business Development Inc. 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 prior to the original end date of the award.

Paid Parental Leave:

- If interrupting your studies/award following a child's birth or adoption in order to be the primary caregiver for the child, you may request a paid parental leave supplement at the current stipend level for up to four months, provided the institution or corporation permits parental leaves.
- This supplement cannot be used while the award is being deferred.

- The maximum period of paid leave is four months, even in cases of multiple births or adoption of more than one child at the same time.
- If both parents are supported by PEI Business Development Inc., each parent may take a portion of the leave, for a combined maximum duration of four months.
- Obtain approval from the governing institution prior to interrupting the award.
 - Contact the institution or corporation to find out what documentation it requires to approve the paid parental leave. This may include birth, adoption or medical certificates.
 - If leave is approved, the governing institution or corporation will administer the supplement and notify PEI Business Development Inc.

In addition, you must certify in writing to the Institution that:

- The primary caregiver is ineligible for and will not receive employment insurance or other maternity/parental benefits from other sources.
- Be the primary caregiver of the child during the parental leave.
- During the parental leave, you will not be engaged in your studies/research activities or employed in any capacity.
- Dates of proposed leave.

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

LEAVE FOR WORK EXPERIENCE:

- You may interrupt the award to obtain relevant work experience.
- You are not entitled to receive the award payments during such interruptions.
- You must obtain approval for leave from the governing institution prior to beginning your relevant work experience.
- You are permitted one four-month interruption of this type during your master's studies and two four-month interruptions of this type during your doctoral studies.
- No two periods of leave for work experience can be consecutive. You must remain registered as a full-time academic student or fellow during your work term

LEAVE FOR PROJECT RELATED RESEARCH EXPERIENCE:

- You may interrupt your award to obtain relevant research experience or to continue the project research with a private corporation.
- You are entitled to receive the award payments during such interruptions.
- You must obtain approval from the governing institution prior to accepting the award.
- You must remain registered as a full-time academic student or fellow during the work term.

DEFERMENT OF AWARD:

- Before commencing the award, you may request permission to defer it for up to one year, but only for reasons of maternity, child rearing, illness or health-related family responsibilities. You may not defer the award in order to take up another award, to accept or hold employment, or to pursue studies other than those for which you received funding.
- Supporting documentation (e.g., birth, adoption or medical certificate) confirming the reason for deferment must also be included with the request.
- During the deferral, you must be devoted full time to the activity for which deferment was requested. You may not accept employment.
- Furthermore, if you are currently registered in the program for which funding was awarded, you must obtain approval from the governing institution or corporation to defer the award. Deferments will not be approved if they are in conflict with the institution's or corporation's policies.
- If the deferment will be in excess of one year, the award will be cancelled and the student or fellow will need to re-apply to receive additional funding.

VACATION LEAVE:

- The institution's or corporation's regulations apply with respect to vacation leave.

REINSTATEMENT OF AWARD:

- Deferment:
 - Notification from the institution / organization to PEI Business Development Inc. in writing before resuming your studies, confirming the exact date the award is to be reinstated.
- Interruption of less than 12 months:
 - Notification from the institute / organization to the governing institution or corporation in writing before resuming your studies, confirming the exact date the award is to be reinstated.
- Awards will be governed by the regulations applicable at the time of reinstatement.

AWARD TERMINATION:

If you complete or terminate the research program or your program is terminated by the institution or corporation during the tenure of the scholarship, the funding will also be terminated. The governing institution or company/corporation has the duty to notify PEI Business Development Inc. of this termination.

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

Reporting**ANNUAL REPORTS:**

PEI Business Development Inc. will require a copy of the progress reports which are submitted to the governing institute; for example the Graduate Studies and Research Committee with the Atlantic Veterinary College or the Graduate Coordinator with the Faculty of Science. Progress Reports of a similar type will be required for industrial students and fellows; these reports will be submitted as per the requirements of the committee at a minimum of once per annum.

Typically, these are due to PEI Business Development Inc. one month post the submission to the committee. The reports are necessary for PEI Business Development Inc. to evaluate your progress and determine the deliverables of your project.

The governing institute or corporation to whom you report will be responsible for delivering these progress reports to PEI Business Development Inc.

VISITS:

From time to time, PEI Business Development Inc. may want to arrange visits with scholarship recipients. The purpose of these visits is to get to know the PEI Business Development Inc. supported graduate student or post-doctoral fellow as well as to see the research being funded. Further information will be provided if you are contacted to set up a visit.

FINAL REPORTS:

Upon completion of the award tenure, PEI Business Development Inc. will accept a copy of the thesis project derived from the fellowship research (if the fellow has properly submitted and defended their thesis research) as a Final Project Report.

In the event that the duration of the stipend precedes the academic completion of the research project, the last progress report submitted to the governing institute or corporation will suffice as a Final Project Report.

Communications, Publications of Results and Intellectual Property**PUBLICATIONS AND INTELLECTUAL PROPERTY:**

The Department of Innovation and Advanced Learning should be notified of any substantial publications or announcements resulting from the funded project; i.e. major conferences or peer reviewed journals.

Publication of project results and intellectual property developed during the student's tenure will fall under the sponsoring institution's or company/corporation'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. Consult your institution / organization to make these arrangements.

ACKNOWLEDGING SUPPORT:

All publications, presentations and public messages arising from the Island Prosperity Fund Graduate Student or Post-Doctoral Fellowship must acknowledge the support of the Department of Innovation and Advanced Learning. To ensure compliance and consistency, the logo can be obtained for this purpose at the following website: www.islandprosperity.com under General Program Information and Reference Documents.

USE OF PROVINCIAL GOVERNMENT LOGO:

The government of PEI's logo is a proprietary symbol. Prior written approval from the Communications Department is required before the logo may be used. 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 correct placement, size, screens, color, etc. The only exception to this is use for the purposes of acknowledging funding support as outlined in the preceding paragraph.

