



2017-2018 Departmental OSOTF Awards Guidelines

Introduction

The Ontario Student Opportunity Trust Fund (OSOTF) awards are a series of awards that have been developed through the Provincial Government, which set up a matching program in 1996/97. The Province provided 1/3 of the funding, matched by another 1/3 from the University and a final 1/3 from the donor. The adjudication of the awards is organized by your graduate unit or the awarding department.

The Provincial Government held 2 matching program periods resulting in establishing OSOTF and OSOTF II awards. Any donations not matched through the OSOTF II program when it ended, the Government made the match through The Ontario Trust for Student Support (OTSS) program. All three programs hold the same general criteria as outlined below.

Purpose

The OSOTF Awards provide financial support for full-time registered graduate students (primarily M.Sc. and Ph.D.) in the Faculty of Medicine. Prospective and returning students are eligible to apply. These funds contribute towards the annual minimum funding commitment for doctoral-stream students.

Students in professional masters programs with significant coursework and internship/practicum/clinical placement components are not eligible for these awards.

Value & Duration

Amounts available from OSOTF, OSOTF II and OTSS endowed Awards will be based on the annual income (interest earned) generated from the endowments.

The length of support for OSOTF awards is for up to one academic year and is not renewable, however, new application may be made for subsequent competitions.

Eligibility to Apply

Graduate units ensure nominees meet eligibility criteria, including:

- OSOTF awards are restricted to individuals who meet all of the following criteria at the time of application:
 1. Canadian citizen, Permanent Resident of Canada or Protected Person;
 2. Resident of Ontario; and
 3. Demonstrates financial need.

Note: Requirements to be considered a resident of Ontario follow the [guidelines established by OSAP](#) to determine Ontario residency for OSAP and OSOTF awards.

- OSOTF awards require applicants to demonstrate financial need with an OSOTF Needs Assessment Form. Applicants may refer to the *FoM Expenses and Resources Guide for OSOTF Financial Need Assessment* for further information.

- Preference in funding decisions will be given to students in the following year of study at time of tenure of award (e.g., 2017-18 academic year):
 - Year 1-2 of their M.Sc. or
 - Year 1-5 of their Ph.D.
 - PhD students transferred from Masters have their PhD registration back-dated to the date of entry into the MSc program for calculating their year of study. E.g., a 2016-17 MSc student in year 1 transferring to PhD in 2017-18 will be considered PhD year 2 in 2017-18.
 - Students beyond these years will only be considered under exceptional circumstances. Graduate Units must have an explanation noted in their adjudication file for any students selected beyond these years.

Adjudication

- Graduate units/Award Departments are responsible for adjudicating the OSOTF Awards and selecting their top students based on academic excellence, individual award's eligibility requirements, and financial need (if applicable).

Eligibility to Hold an OSOTF Award

- The award holder must be a full-time student for at least 14 weeks in any session during which they hold the award at the graduate unit from which the award was applied.
- Should the student's financial and/or academic circumstances change, the Graduate Unit/Awarding Department should inform the Graduate and Life Sciences Education (GLSE) Office of any award monetary changes or cancellations.

Award Result Notification: Graduate Unit's Responsibility

- Notifies all applicants of their internal adjudication results.
- Students' OSOTF Application Forms and Financial Needs Assessment Forms remain on file in the Graduate Unit/Awarding Department (GLSE does not require a copy).
- Submits Restricted/Departmental Award Payment Request Form (2017-18) to GLSE to process the award.
- Notifies GLSE of any change in students' registration status.

Award Result Notification: GLSE Responsibility

- Processes payments to successful students through ROSI/ACORN in sessional installment(s).

For Departmental OSOTF, OSOTFII, OTSS Awards, please direct questions to:
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