



**DEVELOPING LEADERS  
FOR THE AGRI-FOOD AND RURAL SECTORS,  
SUPPORTED BY OMAFRA AND FOOD FROM THOUGHT**

**Research \* Innovation \* Business \*  
Entrepreneurship \* Leadership \* Agri-Food**

## **2019 PROGRAM GUIDE**

**Ontario Agri-Food Innovation Alliance**

University of Guelph Office of Research (Agri-Food Partnership)

1 Stone Road West, Guelph, Ontario N1G 4Y2

email: [omafhqp@uoguelph.ca](mailto:omafhqp@uoguelph.ca)

[HQP Scholarship webpage](#)

## Table of Contents

<b>Section 1. Program Overview .....</b>	<b>3</b>
1. 1. Program Objectives.....	3
1. 2. Research Priorities .....	4
1. 3. Eligibility.....	4
1. 4. Scholarship Commitment .....	5
1. 5. Funding Availability and Guidelines.....	6
1. 6. How to Apply.....	7
1. 7. Required Documents for Submission .....	8
1. 8. Program Timelines .....	8
1. 9. Proposal Review .....	8
1. 10. Program and RMS Contacts .....	9
<b>Section 2. How to Complete the Application Form .....</b>	<b>11</b>
2. 1. Student - Create the Scholarship Application .....	11
2. 2. Saving and Validating Your Proposal.....	13
2. 3. Declaration and Award Section.....	14
2. 4. Section 1 – Student Application.....	14
2. 5. Section 2 – Faculty Application .....	18

## Section 1. Program Overview

---

### 1.1. Program Objectives

The Food from Thought (FfT) and Ontario Agri-Food Innovation Alliance funds the Highly Qualified Personnel (HQP) Scholarship Program. The program's aim is to provide graduate students with a unique opportunity to undertake innovative research and gain business and government experience to facilitate a career in agri-food sectors within Ontario and beyond.

The agri-food sector contributes significantly to the Canadian economy and within Ontario alone provides over 300,000 jobs with an annual output of \$54 Billion not counting support services. The growth of the Agri-Food Sector is strongly dependent on the next generation of leaders and innovative researchers to keep pace with the rapidly evolving changes. Importantly, the Agri-Food sector needs people with the knowledge to convert discovery into practical applications and commercial success.

The modern agri-food sector encompasses traditional disciplines such as crop and animal sciences and also includes other disciplines such as artificial intelligence (AI), management, economics, nutrition, policy, the social sciences (e.g., land use) and other applied sciences (e.g., digital agriculture). To this end FfT and Ontario Agri-Food Innovation Alliance (a partnership between the University of Guelph and the Ontario Ministry of Agriculture, Food and Rural Affairs) together with the Arrell Food Institute, have formed a partnership to provide a unique learning opportunity where students will gain experience in business, government and industry while undertaking innovative research of direct relevance to the agri-food sector. Upon graduation, the scholarship holders have practical workplace experience and understand the role, types of strategies and management challenges faced in different types of organizations involved in the agriculture and food system.

The Ontario Agri-Food Innovation Alliance has the overarching vision to continued growth and investment in the body of knowledge, data and innovation necessary to:

- a. grow Ontario's capacity to produce food;
- b. achieve assurance in food safety;
- c. protect animal, plant and public health;
- d. protect the environment; and
- e. support a globally and domestically competitive agri-food sector.

To accomplish this vision, the Alliance programming supports the base intellectual capacity, infrastructure and networks that produce, synthesize,

transfer and invest in world-class research, innovation, laboratory testing and veterinary capacity.

The program provides \$3.7 million over five years for graduate scholarships in Ontario Agri-Food Innovation Alliance research themes and priority areas and has provided specialized agri-business and workplace experience for over 157 graduates to-date.

Food from Thought program was funded in part by a \$76.6 million grant from the Canada First Research Excellence fund. The program's goal is to increase the sustainability and productivity of global food production by leveraging the considered power of leading-edge data science, agri-food research, and biodiversity science. Food from Thought will position Canada as a global leader in the development of innovative solutions that improve both the sustainability and productivity of food systems at global, landscape, and micro levels.

## **1. 2. Research Priorities**

Masters and Doctoral students complete research that meets OMAFRA's research priority areas and learn firsthand how forward-thinking research can be mobilized to have a positive impact on society.

OMAFRA's priorities are contained within the following seven theme areas:

- Agricultural Policy and Rural Development
- Bioeconomy – Industrial Uses
- Emergency Management
- Environmental Sustainability
- Food for Health
- Product Development and Enhancement through Value Chain Collaborations
- Production Systems (Plants and Animals)

See the [2018-2019 Consolidated Research Priorities PDF](#) for more information.

## **1. 3. Eligibility**

The HQP Scholarship Program provides financial support for students entering or within the three semesters of an established graduate program at the University

of Guelph. Your academic studies will be governed by the guidelines and regulations of your home department.

To be eligible for the HQP Scholarship Program you must:

- be a Canadian citizen, landed immigrant, or studying under an international visa;
- have an average GPA of A- (>80%) or equivalent;
- be entering your first semester of a Master's (thesis-based) or Ph.D. program at the University of Guelph OR \*be in semesters 1, 2, or 3 of your graduate studies
- not be an OMAFRA employee;
- not concurrently hold other major awards such as NSERC, OGS, SSHRC or CIHR. A major award is considered a funding source that is awarded across the full program.

Note: \*In-course applicants are eligible for up to three semesters of M.Sc. funding or six semesters for Ph.D.

## **1. 4. Scholarship Commitment**

### **a) Course Requirement**

Those who receive a HQP scholarship will be required to enroll in UNIV\*6050 Innovation and Entrepreneurship in Agri-Food Systems. The course includes 70 contact hours and contributes 1.0 credit. Note: Some Departments have specific course requirements but applicants are advised to consult with the Chair or Graduate coordinator of their home Department to request if the course could substitute those that are mandatory.

### **b) Practical Workplace Experience**

The provision of workplace experience is an essential part of the HQP award. Successful applicants will be allowed to merge the HQP workplace experience program requirement as a component of the HQP course (UNIV\*6050), which provides specialized workplace-readiness training about business, commercialization and societal interactions with the agri-food system. Students will have the following options:

- A job shadowing or work placement at an agri-food-related government/industry/organizational partner (UofG placements are not eligible; OMAFRA placements are); or

- A team challenge project in collaboration with industry.

### **c) Attendance of Research, Business and Innovation Awards Luncheon**

In September an awards luncheon will be held to enable scholarship holders to present work to government, industry and academic representatives. In the course of the event, awards will be given for Most Accomplished Researcher, Innovator of the Year and Future Leaders award.

### **d) Post-graduation Employment Survey**

Scholarship recipients will participate in a post-graduation employment survey, used to help evaluate the impact of the Program on the early career development of Program participants.

## **1. 5. Funding Availability and Guidelines**

### **a) Funding**

#### New Students:

- M.Sc.: \$20,000 per year; total \$40,000
- Ph.D.: \$25,000 per year; total \$75,000

#### In course Students:

- M.Sc.: max of \$20,000 up to one year (3 semesters)
- Ph.D.: max of \$25,000 per year up to two years (6 semesters); total \$50,000

The dissemination of these funds will be via direct deposit with equal payments being made at the beginning of each semester and will be handled by the HQP Program administration.

[Return to Table of Contents](#)

### **b) Payment of Funds**

Funds will be transferred three times per year (at the beginning of each semester) upon confirmation of continued enrollment and the faculty advisor's attestation that the student's progress is on-track. Transfer of funds for years two

or three (as applicable) for each student will be subject to satisfactory performance as demonstrated through the required Annual Student Progress Report from the faculty supervisor. There is no provision for additional funding should the student not complete their degree within the allotted time.

Funds are only to be made payable to students and may NOT be transferred internally to other trust funds or departmental funds.

### **c) Supplemental funding**

Although there are restrictions on holding a HQP Scholarship with other major awards this does not exclude the student receiving GRA's, MITACS, internal or external funding. In some instances the student may wish to take a leave of absence to undertake paid position. A paid position in the sector would qualify as a work experience under the HQP Program. In this event the scholarship holder should notify the HQP administrator whereupon the scholarship will be suspended until the student again registers into the graduate program.

### **d) Transfers between degree programs**

It is acknowledged that in the course of a degree there are opportunities to transfer from an M.Sc. to a Ph.D. and *vice versa* in accordance with Departmental and Graduate School policy. Transfers within the scholarship are permitted by the number of semesters will be considered cumulative. For example, a student transferring in their 4<sup>th</sup> semester at the time of transfer will be eligible for a further 5 semesters of funding (i.e., 9 semesters in total). In a similar manner, students moving from a Ph.D. to an M.Sc. in their 5<sup>th</sup> semester will be eligible for an additional semester funding (i.e., 6 semesters in total).

## **1. 6. How to Apply**

The Ontario Agri-Food Innovation Alliance Research Program uses a web-based software called Research Management System (RMS) for processing HQP scholarship applications and reporting on projects.

**Both students and faculty must register in the RMS before you can prepare an application. You do not need to register again if you have previously submitted a letter of intent (LOI) or full proposal to an Ontario Agri-Food Innovation Alliance program or an OMAFRA program through the RMS.**

- have an RMS account? Access the [login page for RMS](#) to start an application

- need an RMS account? Visit our [RMS registration page](#) to get a user name and password
- student research must address [OMAFRA's research priorities](#)

[Note: Remember to allow pop-up windows for <https://omafra.smartsimple.ca>]

**Students, do not apply to the HQP program until your faculty advisor has been confirmed.**

## 1. 7. Required Documents for Submission

The following documents need to be submitted with your completed application (in PDF version):

- Student (i.e., Lead Applicant) CV
- Student application letter
- scanned official student transcript (ensure that you include the pages that provide the key to understanding the codes and numbers used by your institution)
- Faculty NSERC Form 100, NSERC CCV, University of Guelph eCV or equivalent CV

See [Section 1 – Student Application](#) for more details.

## 1. 8. Program Timelines

### a) Application Process

- Call for Applications open
- **Submission Deadline March 20, 2019 at 5:00 p.m.**
- Applicants will be notified in late April, 2019

## 1. 9. Proposal Review

Applications that are complete will be reviewed by a committee including U of G and OMAFRA representatives. All reviewers are required to declare any conflict of interest and to sign a confidentiality agreement prior to accessing and reviewing any submission to the HQP program.



## a) Review Criteria

When preparing your application be aware of the review criteria:

- Academic performance and area of study with respect to relevance to the proposed project
- Student application letter should include:
  - Motivation for applying to the scholarship program
  - Previous experience in research, leadership and entrepreneurial, leadership development and business innovation (note: consider any experience including that outside previous degree programs)
  - How the proposed project fits with program theme and OMAFRA's research priority areas
  - Envisaged future career path upon graduation
  - Interest in agri-food sectors
  - Interest in leadership and job readiness skills/capacity development.
- The Faculty Advisor letter should cover an assessment of the student's research and innovator potential along with how the proposed project will fit into the OMAFRA research theme. Confirmation that the student will be provided with the resources required to undertake the project for the duration of the scholarship should also be provided.

## 1. 10. Program and RMS Contacts

For assistance with the rules and regulations of the HQP program, contact:

Keith Warriner, Professor and Graduate Program Coordinator  
HQP Program Coordinator, University of Guelph  
Phone 519-824-4120 Ext 56072  
[kwarrine@uoguelph.ca](mailto:kwarrine@uoguelph.ca)

For assistance with the use of the RMS, contact either:

Daphne Tot  
519-826-7228  
Email: [omafhqp@uoguelph.ca](mailto:omafhqp@uoguelph.ca)



Or:

Jack Mallon

519-826-4198

rescoord@uoguelph.ca

[Return to Table of Contents](#)

## Section 2. How to Complete the Application Form

**Students, do not apply to the HQP program until your faculty advisor has been confirmed.**

Students, you initiate the HQP Scholarship the form and complete Section 1. Your Faculty Advisor completes Section 2 of the form.

You are responsible for submitting the form after your faculty advisor has submitted their section. **Allow your advisor enough time to complete their section of the application before the submission deadline. You cannot submit an incomplete form.**

**Only one person can edit the application form at one time.** A message displays at the bottom of the application with the name of the person who has the application checked out.

### 2. 1. Student - Create the Scholarship Application

The screenshot shows the UofG Researcher Portal Overview. At the top right, there is a navigation bar (A) with 'UofG Programs', a notification bell, and a user profile icon. Below this is a 'Help' section (B) with contact information for Jack Mallon, Kelly Jackson, and the System Administrator. On the left, there is a 'UofG Open Calls' section (C) with a search icon. The main area is divided into 'UofG Proposals' (D) and 'UofG Reports'. The 'UofG Proposals' section has tabs for DRAFT (3), UNDER REVIEW (6), AWARDED (2), COMPLETED (1), and INACTIVE (2). Below this is a table of proposals. The 'UofG Reports' section has tabs for DRAFT (4), UNDER REVIEW (1), and COMPLETED (4). Below this is a table of reports.

Program Type	Submission Number	Lead Applicant	Proposal Title	Amount Requested	Status	Last Modified
HQP Scholarship Program	HQP2016-1437	Daphne Researcher		\$0.00	Letter of Intent - In Preparation	2019-01-22 18:50
Ontario Agri-Food Innovation Alliance - Research	UofG2017-2806	Daphne Researcher		\$0.00	Letter of Intent - In Preparation	2019-01-22 18:33

Program Type	Submission Number	Lead Applicant	Proposal Title	Report Type	Status	Report Due Date	Last Modified
Ontario Agri-Food Innovation Alliance - Research	UofG2016-2503	Daphne Researcher	2016 Test Application	4th Anniversary - Progress Report	Draft	2017-05-13	2018-07-27 19:45
Ontario Agri-Food Innovation Alliance - Research	UofG2016-2503	Daphne Researcher	2016 Test Application	2nd Anniversary - Progress Report	Require Revision (Report)	2016-04-30	2018-07-27 10:33
Ontario Agri-Food Innovation Alliance - Tier II	UofG12-2017-5555	Daphne Researcher	Daphne's test tier 2 proposal	3rd Anniversary - Progress Report	Draft	2015-05-04	2018-09-07 12:42

#### a) Researcher Portal Overview

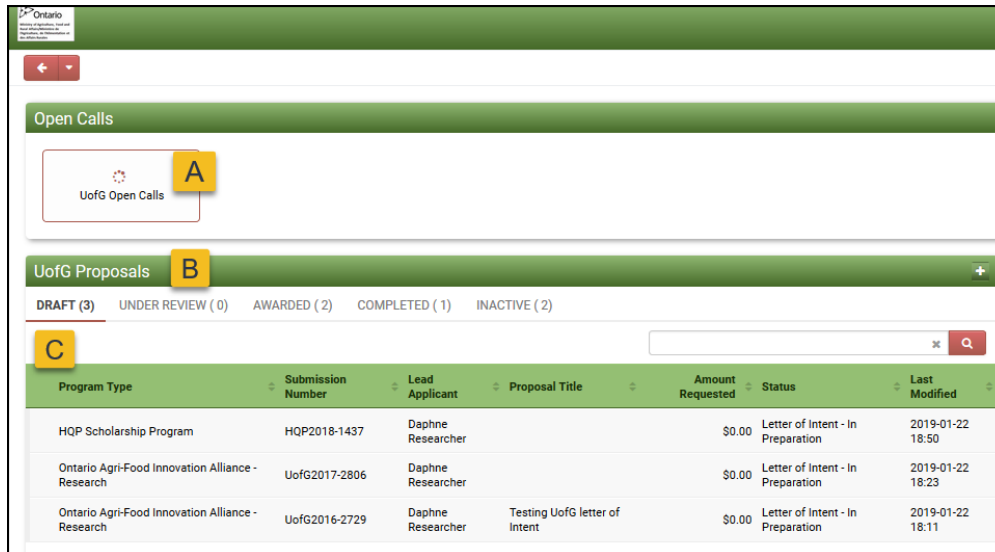
A = top navigation bar shows the program, portals, notifications and logout

B = "Help" section contains contact emails and tip sheet for using the EMS

C = UofG Open Calls leads to the program and Call information page and the Apply Button

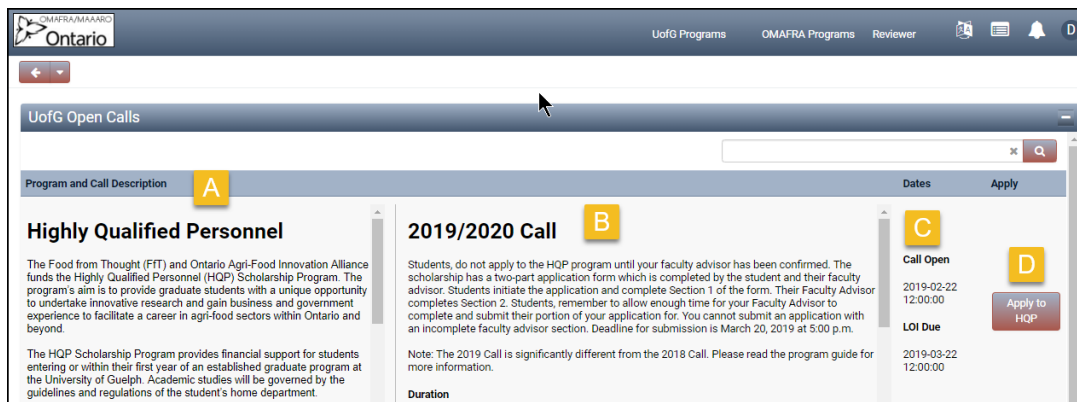
D = UofG Proposals – lists your saved proposals

[Return to Table of Contents](#)



**b) Call, Proposals and Scholarship section**

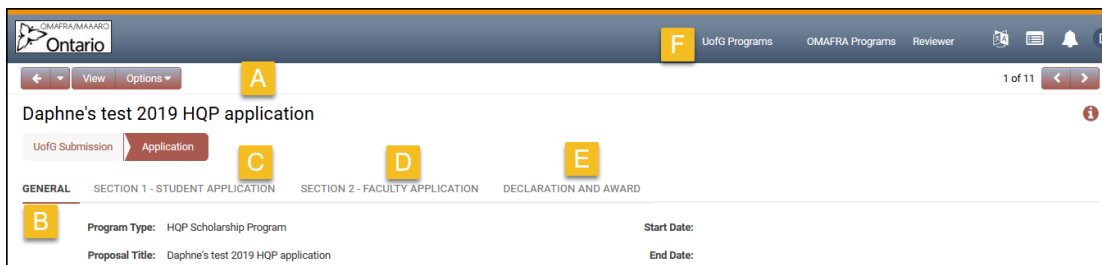
- A – click the “UofG Open Calls” button to go to the page containing the program information and the “Apply” Button
- B – UofG Proposals list all your saved proposals in the different statuses (Draft, Under Review, Awarded, Completed, Inactive)
- C – proposals in “Draft” status are listed by default



**c) Apply to the Scholarship**

- A – gives a summary of the program and eligibility
- B – gives a summary of the current Call information
- C – shows the when the Call is open and the application deadline
- D – click the red “Apply” button to create an application form

## d. Navigating the Application



The application form has navigation tabs for the different parts of the form.

A = Title of your application

B = General Tab - default view when you open the application

C = Section 1 – Student application – contains the fields that the student completes

D = Section 2 – Faculty Application – contains the fields that the Faculty Advisor completes

E = Declaration and Award – both students and faculty advisors must check the “I accept” box to accept the terms and conditions before the application can be submitted by the student.

F = Click “UofG Programs after saving your application to exit the application. A list of your saved proposals are shown under this tab.

## 2. 2. Saving and Validating Your Proposal



Student applicants will see the following four buttons at the bottom of their application window. Faculty Advisors will see the following first two buttons at the bottom of their application.

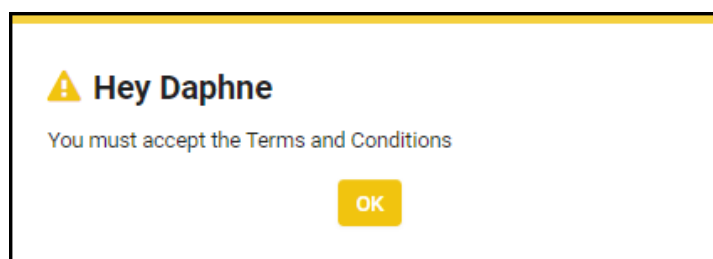
A. **Save Draft** button:

- saves the application without completion of mandatory fields

- makes data from tables visible in the application (such as “Add Faculty Advisor”)
- be sure to ‘save draft’ before logging out

B. **Validate** button:

- determines whether or not all mandatory fields have been completed
- a pop up window with the student name identifies mandatory fields that are incomplete. The fields are identified one at a time so you may need to click the button more than once.



- you cannot submit the application until all the mandatory fields have been completed
- C. **Submit** button: click when the application is complete
- D. **Mark as Inactive** – use this button to identify applications that are not needed or wanted

## 2. 3. Declaration and Award Section

The 'Declaration Section' of the application serves as an electronic signature of both the student and their Faculty Advisory and is located at the end of the application form below Section 2.

Both student and **Faculty Advisory are required to check boxes that state they have read and accepted the terms and conditions** outlined in the application form and in the HQP Scholarship Requirements document.

## 2. 4. Section 1 – Student Application

Fields with a **red asterisk (\*)** indicates that the field cannot be blank.

Please note that some fields in this section contain maximum word limits:

- a counter at the bottom of the field tracks the remaining words

- the counter turns red and displays the number of excess words with a negative sign

Submission Details	
* Proposal Title:	Daphne's test 2019 HQP application
(Max 25 words)	20 words left

### a) UofG Student Status

This field is mandatory. Select one option from the drop down menu that describes your current UofG student status.

### b) Residency

This field is mandatory. Select one option from the drop down menu.

### c) Submission Number

Your unique application number is generated by the RMS when you click the red Apply button.

### d) Start and End Dates

The Start Date is determined by your selection of your starting semester; the End Date is determined by the your selection of [degree type](#).

### e) Student CV, Transcript and Letter

Click the red  buttons to upload a:

- PDF your student application letter
- Your CV and student transcript will be appended to th proposal
- In your application letter, describe your background, interest in the agri-food systems and what you hope to gain from the experience. Include why you deserve to get the scholarship and why you want to study in the HQP program
- Click the red **Save Draft** button at the bottom of the application after uploading your documents

### f) Past education

Identify the institution and the completion year of either your highest or most recent degree. Leave the completion fields blank if you haven't finished a degree yet). If you have multiple graduate degrees, list the highest level or most recent degree.

[Return to Table of Contents](#)

## g) Proposal Details

### i. Degree type

Select the type of degree you are applying for.


### ii. Outline of research project

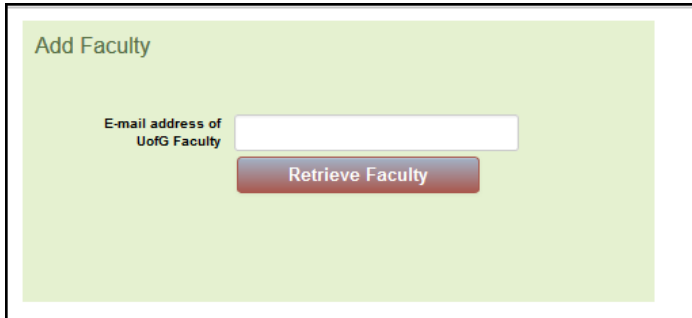
Briefly describe the research you will conduct during your degree. This field has a 500 word limit.

### iii. Proposed Faculty Advisor Contacted

- Check the box if you are already in communication with your proposed Faculty Advisor.

### iv. Proposed Faculty Advisor

- click the  button to add the Advisor
- type the Advisor's email address into the pop-up window and click "Retrieve Researcher"



- the message "**Researcher Email Address not found**" means the Faculty Advisor must [register for a username and password](#) before you can add them to your application

## h) Scholarship Funding



Some students may find that they are recipients of the HQP Scholarship and another major award such as NSERC, OGS, SSHRC, CIHR, or other "fully-funded" scholarships, or work-term arrangements such as MITACS that do not cover the entire program duration. HQP awards can be held by students who are partially funded to cover the remainder of your program. Students who are fully-funded are not eligible to receive an HQP award during the semesters when they are receiving funding from these sources. However, fully-funded students can still participate in the HQP Program whilst holding another major award.

Students are able to hold other minor awards and scholarships (for example, Graduate Teaching Assistant) in addition to an HQP award. These minor awards will not reduce the amount of funding students are eligible to receive from the HQP Program.

At any point during your proposed program of study, will you hold another award or be fully-funded from another source?

Please report NSERC, OGS, SSHRC, CIHR, MITACS or other awards exceeding \$20,000 annually.

#### **i) Proposed Work Placement**

The HQP Program includes a practical workplace experience component with a time commitment of up to one full-time semester, the details of which are currently under redevelopment and may include the following options. Please select your preferred work placement type, and if known, your workplace of choice.

- Semester work placement in industry or government in work related to their research that could be paid or unpaid.
- Paid semester work placement in industry or government but not related to the proposed research.
- Job shadowing in industry or government.
- Challenge Project - 1 day per week in a semester to undertake a team project in collaboration with industry.

#### **j) Student Declaration**

The Declaration and Award section is the last Tab along the top of the application form.

You are **required to check the box that states you have read and accepted the terms and conditions** outlined in the application form and in the HQP Scholarship Requirements document.

**You cannot submit the application if you do not check this box.**

#### **k) Validate Your Application**

Click the red **“Validate”** button to ensure you have completed all the mandatory fields in the application. You will get a pop-up message either stating a field is blank or that the application can be submitted.

**The RMS will not allow you to submit the application if any mandatory fields are blank.**

#### **l) Submitting Your Application**

Students, click the red **Submit** button **after both you and your Faculty Advisor have completed the entire application form.** You are evaluated on the completeness and the quality of all the information contained in the form.

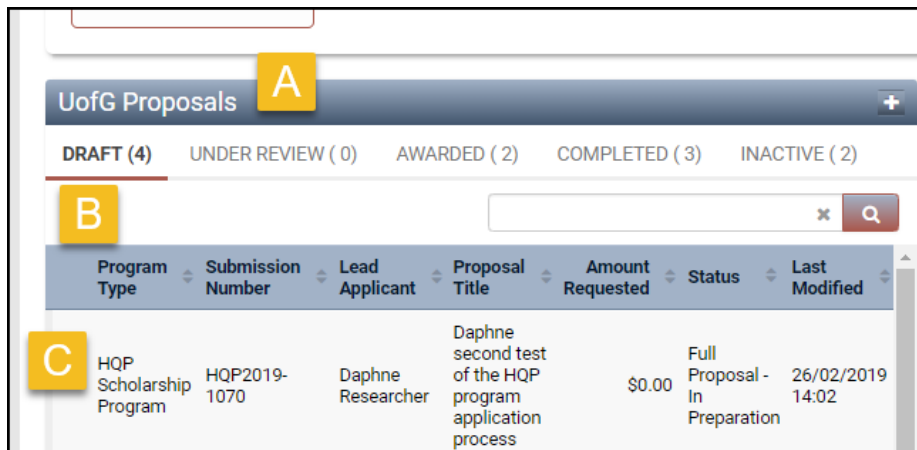
## **2. 5. Section 2 – Faculty Application**

Students initiate their applications for the HQP program. Faculty Advisors cannot see the applications until their students add them to the application form. The student adds the Faculty Advisor to their application and completes all the fields in Section 1. The Faculty Advisory completes Section 2 next and notifies the student when their section is complete. Fields with a **red asterisk (\*)** indicates that the field cannot be blank.

**Note: your student cannot submit the application until you have completed the mandatory fields in your section and accepted the terms and conditions. Only one person can have the application checked out at one time.**

#### **a) Accessing your student’s application**

HQP applications that name you as Faculty Advisor are shown under your UofG Programs tab.



Program Type	Submission Number	Lead Applicant	Proposal Title	Amount Requested	Status	Last Modified
HQP Scholarship Program	HQP2019-1070	Daphne Researcher	Daphne second test of the HQP program application process	\$0.00	Full Proposal - In Preparation	26/02/2019 14:02

A = Uof G Proposals title bar – your own saved proposals as well as proposals that name you as Co-Applicant or Faculty Advisor are listed according to proposal status

B = Draft (4) – this tab is visible by default. All the proposals associated with you that are in draft status are listed here. The number beside the tab name indicates the number of proposals that you have at that status (“4” in our example)

C = This section gives details about the proposals that are listed in the different statuses. You can click open a proposal by clicking on any of the information about a proposal.

Once the student submits the proposal it will disappear from your Draft tab listing and appear under the “Under Review” tab.

## b) Scholarship Amount and Details

The following read-only fields are populated when the student selects the degree type:

- Student’s degree type
- Scholarship duration
- Maximum Annual Scholarship Program contribution
- Estimate Annual Total HQP Program

## c) Research

### i. OMAFRA theme, Sub-themes and priorities

Select the **one main** theme that the student’s research will address from the drop down menu. Based on your selection, a list of “Sub-Themes and

Priorities” will appear. Check the box beside the main one addressed by your student’s research.

ii. Describe fit with research priorities

Describe how the student’s research will address the research priorities that you selected. This field has a 350 word limit.

iii. Benefits of student research

Describe how the student’s research will benefit Ontario’s agriculture or rural sectors. This field has a 350 word limit.

**d) Research Operating Funding Confirmed**

Indicate whether or not the funding for the research project is confirmed. Just give the funding for the project, not the total funding that the Faculty member has. Indicate the total project amount and the source(s) of the project funds.

**e) Department and CV**

i. Faculty CV

Please upload NSERC 100, CCV or equivalent CV that details your history of research funding and graduate student supervision.

ii. Department Details

Your department details are provided by the RMS. If any details are incorrect, please contact the HQP administrator at [omafhqp@uoguelph.ca](mailto:omafhqp@uoguelph.ca).

**f) Faculty Declaration**

You are **required to check the box that states you have read and accepted the terms and conditions** outlined in the application form and in the HQP Scholarship Requirements document.

**g) Validating the application**

Please click the red **Validate** button to ensure that you have completed all the fields in Section 2 of the application form. **The student cannot submit the application if any mandatory fields are blank.**



[Return to Table of Contents](#)