

## MEMORANDUM

**TO:** Deans of Graduate Studies and  
University Scholarship Liaison Officers

**DATE:** July 29, 2016

**FROM:** Valérie Laflamme, Acting Director  
Research Training Portfolio, SSHRC

**SUBJECT:** 2017-2018 SSHRC Doctoral Awards Competition

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The Social Sciences and Humanities Research Council (SSHRC) is grateful for your invaluable contribution to the co-management of the SSHRC Doctoral Awards competition through administration of the pre-selection of applications. We thank you for your continued participation in the delivery and success of this important funding opportunity.

In preparation for the upcoming competition, SSHRC once again asks for your assistance in ensuring that your departments are informed of the funding opportunity. Enclosed, you will find updated information and instructions relevant to the administration of the pre-selection process.

The package includes:

1. Important updates and reminders for the 2017-2018 SSHRC Doctoral Awards Funding Opportunity;
2. The *Roles and Responsibilities of Faculties of Graduate Studies in the Co-Management of the 2017-2018 SSHRC Doctoral Awards Competition*; and
3. A series of related appendices.

Institutional application quotas are posted **at the end of the document**.

Should you require assistance to access the Grants and Scholarships Administrative Portal (GSAP), please send an email request to [uni.liaison@sshrc-crsh.gc.ca](mailto:uni.liaison@sshrc-crsh.gc.ca).

The description of the Doctoral Awards funding opportunity, the application form, and the instructions are now available on the SSHRC website at the following web address:  
<http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/doctoral-doctorat-eng.aspx>.

If you have any questions concerning this funding opportunity, please contact:

[uni.liaison@sshrc-crsh.gc.ca](mailto:uni.liaison@sshrc-crsh.gc.ca)  
613-943-7777

## 1: IMPORTANT UPDATES AND REMINDERS FOR THE 2017-2018 SSHRC DOCTORAL AWARDS FUNDING OPPORTUNITY

### Aboriginal applicants and Aboriginal research

SSHRC is implementing several pilot measures intended to support research by and with Aboriginal Peoples. These are aimed at supporting graduate students or postdoctoral researchers applying for, respectively, SSHRC Doctoral Fellowships, Joseph-Armand Bombardier CGS Doctoral Scholarships or SSHRC Postdoctoral Fellowships. The pilot measures include:

- an opportunity for applicants to self-identify as Aboriginal, allowing SSHRC to track and assess participation and success rates for First Nations, Métis, Inuit and other Indigenous doctoral and postdoctoral applicants (**note:** this information is not used in the adjudication process);
- an opportunity to identify a proposed program of study as Aboriginal research, such that SSHRC's [Guidelines for the Merit Review of Aboriginal Research](#) will apply; and
- an opportunity to identify and detail additional special circumstances that might impact the academic careers of some Aboriginal applicants.

To learn more, please consult [Aboriginal Talent Measures](#).

### Calculation of the Number of Months of Doctoral Study Completed (Changes)

In calculating the value and duration of awards, SSHRC includes all prior doctoral-level studies in the same discipline.

SSHRC assumes that all studies were full time and uninterrupted. Students who studied on a part-time basis, or who interrupted their studies with their university's official approval, must include an official letter from their university that specifies the dates of interruption or part-time study.

For **combined MA/PhD or fast-track programs**, SSHRC determines the value and duration of an award based on the number of months of full-time study (or equivalent) the applicant will have completed by December 31 of the year of application.

Calculation in fast-track situations where no credits have been transferred will begin from the start date of the doctoral portion. Please be sure this information is clear in the application.

These procedures apply whether or not the degree was completed and whether or not the current university recognizes the previous credits or years of study.

### Combined MA/PhD, Fast-Track and Direct-Entry Programs

Students who are or will be registered in a combined MA/PhD, fast-track program (accelerated from a Master's program into a doctoral program without obtaining the Master's degree) or direct-entry doctoral program may be eligible to apply to the Canada Graduate Scholarships-Master's Scholarship program (CGS M), provided that they have completed **between zero and 12 months of graduate-level studies by December 31 of the year of application.**

Students who are currently registered in a combined MA/PhD, fast-track or direct-entry doctoral program and have or will have completed **more than 12 months of graduate-level studies as of December 31 of the year of application** may only apply to the Doctoral Awards funding opportunity.

Please note that the above Doctoral Awards eligibility criteria are aligned with the harmonized eligibility criteria for the CGS M.

### **Canada Graduate Scholarship to Honour Nelson Mandela**

Some Canada Graduate Scholarship (CGS) recipients may be considered for the honour of having their scholarship named a “Canada Graduate Scholarship to Honour Nelson Mandela”, should SSHRC deem their application to be aligned with at least one of five themes championed by Mandela: national unity; democracy; freedom and human rights; leadership; children’s participation in society; and children’s health.

There will be up to 10 CGS Master’s (CGS M) and up to 10 CGS Doctoral (CGS D) awards that include “in Honour of Nelson Mandela.”

The duration of the honorary mention will be for the entirety of the CGS M or CGS D awarded.

There is **no separate application for the CGS to Honour Nelson Mandela.**

For more information about the CGS to Honour Nelson Mandela, please consult SSHRC’s website: [http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/cgs\\_mandela-besc\\_mandela-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/cgs_mandela-besc_mandela-eng.aspx).

### **Harmonization of Funding Opportunities**

Please note that the Doctoral Awards funding opportunity will remain unchanged for the upcoming competition cycle. Information regarding changes to be phased in for future SSHRC Doctoral Awards competitions will be posted on our website as it becomes available.

### **Consent to the Disclosure of Personal Information**

As of 2012, the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and SSHRC require all applicants to consent to have some of their personal information disclosed in cases of serious breach of agency policy. A *Consent to Disclosure of Personal Information* form must be completed, signed and submitted by each applicant along with their application for funding. For more information and access to the form, please visit <http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx>.

### **Eligibility of Subject Matter at SSHRC**

The *General Guidelines for the Eligibility of Subject Matter at SSHRC* can be found on SSHRC’s website at: [http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-reseignements/selecting\\_agency-choisir\\_organisme\\_subventionnaire-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-reseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx). The following are considerations when assessing the eligibility of the subject matter of applications related to health:

- Applicants whose proposed research is health-related should consult the Canadian Institutes for Health Research (CIHR) website to explore eligibility. CIHR has policies and procedures in place to adjudicate the full range of social science and humanities research proposals related to health research. Research eligible under the mandate of [CIHR](#) will not be considered by SSHRC. This includes research that is primarily intended

- to improve and/or increase knowledge of health, health care and health-care systems in Canada or internationally.
- The use of social science or humanities theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible at SSHRC.
  - Applicants working in research areas where boundaries overlap are advised to state clearly in their application for funding why they believe their proposal is appropriate for support by the agency to which they are submitting their application.

To avoid applications being declared ineligible, SSHRC requests that scholarship liaison officers carefully screen applications for subject matter eligibility prior to submitting them to SSHRC's National Competition by consulting the [General Guidelines for the Eligibility of Subject Matter at SSHRC](#). If an application is considered to overlap the mandate of more than one agency, scholarship liaison officers should contact staff of the Research Training Portfolio at [uni.liaison@sshrc-crsh.gc.ca](mailto:uni.liaison@sshrc-crsh.gc.ca) well in advance of the National Competition deadline to request an assessment of eligibility. While staff will endeavour to provide timely advice in such cases, applicants should be advised to explore funding opportunities at one of the other federal granting agencies while their proposal is reviewed for eligibility, in order to ensure that deadlines are not missed.

Please note that SSHRC does not [permit appeals](#) on grounds of subject matter eligibility.

### **SSHRC's Obligations under the Official Languages Act**

Under the [Official Languages Act](#), federal organizations, including SSHRC, must ensure respect for the rights of individual Canadians to receive services from, and to work in, federal organizations in the official language of their choice.

SSHRC is committed to promoting equitable access by:

- Ensuring that its funding opportunities enable the participation of both official language communities;
- Providing applicants with equitable access to the information and resources in the official language of their choice;
- Monitoring and promoting the participation of Official Language Minority Institutions (OLMI), researchers and students in its programs.

Applications can be submitted to SSHRC in either official language; therefore, institutions must have mechanisms in place to review both English and French applications.

### **SSHRC's Website**

SSHRC continues to update features on its website, including:

- A webpage listing upcoming competition deadlines:
  - <http://www.sshrc-crsh.gc.ca/funding-financement/deadlines-limit-es-eng.aspx>.
- The Resource Centre, which includes helpful information and tips for students and postdoctoral researchers:
  - [http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/resource\\_centre-centre\\_de\\_ressources-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/resource_centre-centre_de_ressources-eng.aspx).
- Social media to publicize its funding opportunities and activities:
  - *Twitter*: [http://twitter.com/SSHRC\\_CRSH](http://twitter.com/SSHRC_CRSH);
  - *Facebook*: <https://www.facebook.com/Social-Sciences-and-Humanities-Research-Council-of-Canada-SSHRC-108668929196739/?fref=nf>; and

- *YouTube*: <http://www.youtube.com/user/SSHRC1>.

### **How to Reach Us**

The Research Training Portfolio encourages scholarship liaison officers to use the following dedicated central email address when corresponding with us on all application and award related matters: [uni.liaison@sshrc-crsh.gc.ca](mailto:uni.liaison@sshrc-crsh.gc.ca).

## 2: ROLES AND RESPONSIBILITIES OF FACULTIES OF GRADUATE STUDIES IN THE CO-MANAGEMENT OF THE 2017-2018 SSHRC DOCTORAL AWARDS COMPETITION

In an effort to assist universities in obtaining consistent results in the selection process, we request your collaboration in following the guidelines outlined below. We would appreciate you advising students of the involvement of university administrators in the process.

### Deadline

Each university must set its internal deadline, taking into consideration SSHRC's deadline of January 9, 2017 (post-marked) for receipt of applications. The person responsible for the receipt of completed applications at the university should be identified.

### Application Forms

Applicants must use the web-based application form and must print, sign and submit the completed application to their university.

### Appointment of University Selection Committee(s)

Each university should establish the number of selection committees required to facilitate the selection process. Each committee should be composed of at least three members.

### Verification of Applications

#### Status of applicants and where to apply

Applicants registered in a degree program at a Canadian university with a quota at the time of application must apply through their university. Applicants registered concurrently in a degree program at a Canadian university with a quota and a foreign university must apply through the Canadian university.

#### Completeness and eligibility of applications

Applications should be verified for completeness, legibility of documentation, eligibility of applicants as well as eligibility of the proposed program. Please ensure that the research proposal falls under SSHRC's mandate. Updated guidelines for eligibility of subject matter at SSHRC can be found on our website at: [http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting\\_agency-choisir\\_organisme\\_subventionnaire-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx). If in doubt, please consult Research Training Portfolio staff.

Incomplete or ineligible applications will not be accepted.

### Multiple Applications

Please note that, in any given academic year, applicants may submit only one application to SSHRC. Also, fellowship and scholarship applicants may only submit one application in each academic year to either CIHR, NSERC or SSHRC. The only exception to this rule is that applicants may simultaneously apply to both the SSHRC Doctoral Awards and the Vanier Canada Graduate Scholarships funding opportunities. Successful applicants can only take up one award.

### Review of Applications by University Selection Committee(s)

Applications must be assessed according to the criteria described in the enclosed document entitled "Guidelines for University Selection Committee(s)" (see **Appendix A**). The purpose of the review is to identify applications which are recommended to SSHRC for the National competition and to identify applications which are not recommended. We are also enclosing a copy of the scoring scheme used at SSHRC, as well as an assessment form that may be useful for committee members (see **Appendices B and C**).

### Transcripts

Applicants must include official undergraduate and graduate transcripts with their application. SSHRC will accept original or certified/validated copies of official transcripts only. Web-based or photocopied/scanned transcripts must be validated by the university. Validation may include an institutional stamp or a letter confirming that an official transcript is on file at the institution.

### Lists of Recommended and Non-Recommended Applicants

The deadline for submission of applications to SSHRC is **Monday, January 9, 2017** (post-marked). Also required are a list of recommended applicants (A-List) and a list of non-recommended applicants (B-List) as follows:

- the A-List (see **Appendix D**), which should be submitted together with a complete application for each recommended applicant; and
- the B-List (see **Appendix E**), which should be submitted together with the Application Profile page and the Identification Sheets (**pages 1, 2 and 3 of the application**) for each non-recommended applicant.

Please note that SSHRC will not accept modified or updated lists of applicants or additional applications after the deadline.

### Announcement of Results to Non-Recommended Applicants

Applicants who are not being recommended to the SSHRC National competition must be advised as soon as possible by the Faculty of Graduate Studies of the result of their application. Faculties of Graduate Studies are asked to address appeals according to the appeals procedures listed in **Appendix F**.

### Announcement of Final Results

Once SSHRC has completed its National competition, each university will receive two lists: a list of the results for all applicants forwarded to the National competition by the university and a list of successful applicants who have indicated their intent to take up the award at that university.

SSHRC will send individual results to each candidate by mail. The Faculty of Graduate Studies may release the results to applicants on its A-List.

Universities are encouraged to visit the *Competition Results* section of SSHRC's website for details regarding the official announcement of competition results by the Government of Canada and to contact SSHRC prior to making any public announcement related to the competition results.

**GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)**

The following selection criteria are used by SSHRC's adjudication committees and must be used by the university selection committee(s) when evaluating applications.

**Evaluation Criteria**

Applications are to be evaluated solely on the basis of their academic merit. To assess the overall merit of an application, committee members should carefully consider each of the following:

- past academic results, demonstrated by transcripts, awards and distinctions;
- the program of study and its potential contribution to the advancement of knowledge;
- relevant professional and academic experience, including research training, as demonstrated by conference presentations and scholarly publications;
- two written evaluations from referees; and
- the departmental appraisal (for those registered at Canadian universities).

Particular weights are not assigned to the above criteria but committee members are expected to take each into consideration when assigning an application a global score. In applying the evaluation criteria, it is important to take into account the individual applicant's stage in his or her academic program.

SSHRC asks its adjudication committees to take into consideration special circumstances that may have affected candidates' research, professional career, record of academic or research achievement, or completion of degrees. Relevant circumstances might include administrative responsibilities, maternity/paternity leave, childrearing, illness, cultural or community responsibilities, socio-economic context, or health-related family responsibilities. Applicants may attach a one page appendix to their application.

Committee members must pay special attention to completeness and clarity in the applicant's proposed program of study, which is presented in essay form.

Universities may use their own scoring scheme or adopt SSHRC's model with its own committees. Please find attached the guidelines which are sent to SSHRC selection committee members (**Appendix B**).

The complete description of the Doctoral Awards funding opportunity is available on [SSHRC's website](#).



SCORING SCHEME USED BY SSHRC SELECTION COMMITTEES

To facilitate the ranking of all applications in the fellowships competitions, SSHRC has developed a 100-point and a 10-point scale for scoring applications. Larger universities may wish to use the 100-point scale to facilitate the ranking of applications, while smaller universities may prefer the 10-point scale. Using this scale, the scores must be distributed according to the proportions specified in the columns below. Scores should not be interpreted as absolute values. Rather, they are measures of an application's standing, relative to the other applications in the competition.

For the system to work properly, it is imperative that members rigorously apply this distribution formula.

Score 10 - point scale	Score 100 - point scale	% of applications to be assigned the score
10 (highest score)	90 - 100 (highest mark)	2%
9	80 - 89.9	5%
8	70 - 79.9	10%
7	60 - 69.9	14%
6	50 - 59.9	19%
5	40 - 49.9	19%
4	30 - 39.9	14%
3	20 - 29.9	10%
2	10 - 19.9	5%
1 (lowest score)	1 - 9.9 (lowest score)	2%

The recommended procedure to generate the desired distribution is:

For each application, fill out the assessment form provided and allocate a mark (from 1 to 100 or from 1 to 10). You should provide enough detail on the assessment form for easy reference when reviewing your scores. Please see **Appendix C** for a copy of the assessment form used by SSHRC.

Sort the assessment forms into groups according to the score you have given. That is, put all the 90 to 100's (or the 10's) in one group, all the 80 to 89.9 (or the 9's) in another, etc.

Review your initial distribution, beginning with the applications scored at the top. If the applications in this group exceed the allowed number, rank them on the basis of your comments on the assessment sheets. Keep the required number in the top category and add the ones at the bottom of the list to the next group. If you have too few in the top category, proceed to the next category and rank them. Place the highest scoring application(s) from this group in the top category until the desired number is reached.

If the above procedure is followed for each category, at the end of this process the scores should be distributed as required. This procedure ensures that, when combined, the scores of the committee members make possible a final listing of recommended candidates.

## UNIVERSITY PRE-SELECTION / PRÉSÉLECTION PAR LES UNIVERSITÉS

Assessment Form - SSHRC/Joseph-Armand Bombardier CGS Doctoral Awards  
Formulaire d'évaluation - Bourses de doctorat CRSH/BÉSC Joseph-Armand Bombardier

Name of applicant:  
Nom du candidat :

Current level of study:  
Niveau actuel d'études :

Organization at time of application:  
Université au moment de la demande :

Organization to award:  
Université qui décernera le diplôme :

Title of project or subject of research:  
Titre du projet ou sujet de la recherche :

**Evaluation criteria:** Awards, Experience and Publications, Proposal, Letters, Departmental Rankings, Transcripts

**Critères d'évaluation:** Bourses, Expérience et publications, Projet, Lettres, Classement du département, Relevés de notes

Comments/Commentaires

*Total Score (out of 10 or 100)*

*Note globale (sur 10 ou 100)*

Use « + » or « - » to indicate the direction in which the score of an application could move at any stage of the process./Indiquer par un « - » ou un « + » la direction que pourrait prendre la note attribuée à une demande à n'importe quelle étape du processus

This sheet is for your own use. Do not return to SSHRC./Ce formulaire est pour votre propre usage. Ne pas le retourner au CRSH.

Please ensure that this document is destroyed in a confidential manner once the pre-selection process is complete./Veuillez vous assurer de détruire ce document de façon sécuritaire une fois le processus de présélection terminé.

A-LIST

RECOMMENDED 2017 SSHRC/JOSEPH-ARMAND BOMBARDIER CGS DOCTORAL AWARDS  
APPLICANTS  
(in alphabetical order)

\_\_\_\_\_  
(Name of the university)

NUMBER OF RECOMMENDED APPLICANTS: \_\_\_\_\_

SURNAME

FIRST NAME

\_\_\_\_\_  
NAME OF CHAIRPERSON  
UNIVERSITY SELECTION  
COMMITTEE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PHONE

B-LIST

NON-RECOMMENDED 2017 SSHRC/JOSEPH-ARMAND BOMBARDIER CGS DOCTORAL AWARDS  
APPLICANTS  
(in alphabetical order)

\_\_\_\_\_  
(Name of the university)

NUMBER OF NON-RECOMMENDED APPLICANTS: \_\_\_\_\_

SURNAME

FIRST NAME

\_\_\_\_\_  
NAME OF CHAIRPERSON  
UNIVERSITY SELECTION  
COMMITTEE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PHONE

**APPEALS PROCEDURES**

University administrators are asked to address appeals in accordance with SSHRC's appeals procedures: [http://www.sshrc-crsh.gc.ca/about-au\\_sujet/policies-politiques/statements-enonces/appeals-appels-eng.aspx](http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/appeals-appels-eng.aspx).

Only those appeals based on the grounds that there has been a procedural or administrative error in the adjudication process should be considered. For example, an applicant might contend that certain documentation was lost or not considered in the evaluation of a proposal and that the application had therefore not been considered fairly in competition with all others. Complaints based on a lack of due process should be investigated by an official of the Faculty of Graduate Studies.

Because of the competitive nature of the selection process, universities must not consider appeals based upon disagreement with the academic judgment of a university selection committee, including its interpretation of assessments or its evaluation of a proposal.

SSHRC will reroute letters challenging a university's decision to the appropriate university administrator.

**Quotas for the 2017-2018 SSHRC/Joseph-Armand  
Bombardier CGS Doctoral Awards Competition /  
Quotas pour les demandes de bourses de doctorat pour  
le concours 2017-2018 du CRSH/BÉSC Joseph-Armand-Bombardier**

University / Université	(QUOTA) *
Acadia University	3
Athabasca University	3
Brock University	11
Carleton University	62
Collège dominicain	3
Concordia University	54
Dalhousie University	21
École nationale d'administration publique	3
École Polytechnique de Montréal	3
HEC Montréal	8
Institut national de la recherche scientifique	5
Institute for Christian Studies	3
Lakehead University	5
Laurentian University	3
McGill University	104
McMaster University	56
Memorial University of Newfoundland	16
Mount Saint Vincent University	3
Nipissing University	3
Queen's University	86
Royal Military College of Canada	3
Royal Roads University	3
Ryerson University	13
Saint Mary's University	5
Saint Paul University	3
Simon Fraser University	53

St. Francis Xavier University	3
Télé-université	3
The University of British Columbia	131
The University of Western Ontario	85
The University of Winnipeg	3
Thompson Rivers University	3
Trent University	3
Trinity Western University	3
Université de Moncton	3
Université de Montréal	99
Université de Sherbrooke	16
Université du Québec à Chitoutimi	5
Université du Québec à Montréal	65
Université du Québec à Rimouski	3
Université du Québec à Trois-Rivières	5
Université du Québec en Abitibi-Témiscamingue	3
Université du Québec en Outaouais	3
Université Lavalom	57
University of Alberta	75
University of Calgary	48
University of Guelph	22
University of Lethbridge	3
University of Manitoba	22
University of New Brunswick	21
University of Northern British Columbia	3
University of Ontario Institute of Technology	3
University of Ottawa	99
University of Prince Edward Island	3
University of Regina	5
University of Saskatchewan	21
University of St. Michael's College	3
University of Toronto	238

University of Victoria	46
University of Waterloo	38
Wilfrid Laurier University	22
Windsor University	14
York University	105
<b>Total</b>	<b>1775</b>

\* The formula to calculate a university's quota is based on the university's average performance, including the number of candidates receiving awards and those recommended but not funded, in the last three competitions (2014-2015, 2015-2016, 2016-2017), multiplied by a factor of 1.60. The minimum quota is three applications. /

La formule de calcul pour les quotas institutionnels est basée sur la moyenne de la performance de chaque université, en tenant compte du nombre de candidat(e)s ayant reçu des bourses ainsi que le nombre de candidat(e)s recommandé(e)s mais non subventionné(e)s, dans les trois derniers concours (2014-2015, 2015-2016, 2016-2017), multiplié par un facteur de 1,60. Le quota minimal est de trois demandes.

July / Juillet 2016