



## Faculty of Graduate Studies

Marcia Yoshida  
500 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9836  
Fax (204) 474-7553  
marcia\_yoshida@umanitoba.ca

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To: SSHRC Eligible Departments

From: Marcia Yoshida, Awards Officer

Re: **2011/2012 SSHRC CGS Master's & Doctoral Competition**

The SSHRC application forms and guides for the academic year 2011/2012 are available on their website at [https://webapps.nserc.ca/SSHRC/faces/logonFellowships.jsp?lang=en\\_CA](https://webapps.nserc.ca/SSHRC/faces/logonFellowships.jsp?lang=en_CA) . Application forms are available in an on-line version only. Students must register in order to log in and complete the application form and may save their work and review it periodically before printing the completed application form.

I am attaching the ranking sheets as well as additional information from SSHRC for your convenience.

SSHRC's deadline for receipt of applications from all universities is January 14, 2011 for the Doctoral applications and February 2, 2011 for CGS Master's applications. Departments are responsible for collecting, assessing, and ranking completed applications by their own deadline and forwarding them to the **Faculty of Graduate Studies by Thursday, November 4, 2010.** This will allow the University Awards Committee time to assess recommended applications, select the top students to fill our quota, and explore ways in which these applications could be strengthened.

Please note that there is no longer a separate allocation of business related applications for the SSHRC CGSM competition.

**Please ensure that all applications submitted are complete and that the applicant is eligible to apply for the award. Note that incomplete applications will be considered ineligible and returned to the Department.** If you have any questions, please contact me.

Encl.

**PROGRAM CHANGES AND IMPORTANT REMINDERS  
FOR THE 2011-2012 JOSEPH-ARMAND BOMBARDIER CGS-MASTER'S COMPETITION**

**Number of Awards (Change)**

We are once again able to offer 1,300 Joseph-Armand Bombardier CGS-Master's awards this year. Universities will continue to be asked to submit alternate applications to replace potential declines. This number will be proportionate to the university's regular allocation.

**Eligibility to Apply (Reminder)**

Applicants registered in a **degree program** at a university with an allocation at the time of application, must apply through their university. If they are not currently registered, but completed their previous degree in 2010, they must apply through the university that awarded their last degree, provided that university has an allocation. Applicants registered concurrently at a Canadian university and a foreign university must apply through the Canadian university, if that university has an allocation. All other applicants must apply directly to SSHRC by December 15, 2010.

**Eligibility of Subject Matter at SSHRC (Reminder)**

New regulations regarding subject matter eligibility for health-related research came into effect in 2009. This includes research that is primarily intended to improve health, produce more effective health services and products and/or strengthen the Canadian health care system (e.g., research concerning the treatment, prevention or diagnosis of a condition, the evaluation of the effectiveness of health programs, the development of health management systems, etc.).

If the research proposal is related to health or in psychology, applicants must justify the submission of their proposal to SSHRC (rather than to NSERC or CIHR), based on the newly published Guidelines for the Eligibility of Subject Matter at SSHRC ([www.sshrc-crsh.gc.ca/site/apply-demande/background-renseignements/selecting\\_agency-choisir\\_organisme\\_subventionnaire-eng.aspx](http://www.sshrc-crsh.gc.ca/site/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx))

**Combined MA/PhD and Fast-track Programs (New)**

If the applicant is or will be registered in a combined MA/PhD or a fast-track (accelerated from a master's program into a doctoral program without obtaining the master's degree), they may apply to the Joseph-Armand Bombardier CGS Master's program for the first or second year of your program, provided they have not exceeded 12 months of graduate-level study at the time of the proposed start date of the award.

If they are currently registered in a combined MA/PhD or a fast-track program, and have or will have completed more than 12 months of graduate-level study as of the proposed start date of the award, they may only apply to the [Doctoral Awards program](#).

**Combined Undergraduate/Graduate Programs (New)**

If they are or will be registered in a combined undergraduate/graduate program, they may apply to the Joseph-Armand Bombardier CGS Master's program only for the period(s) during which they are enrolled full-time at the master's level.

**Direct Entry to Doctoral Programs (New)**

If they are or will be registered as a direct entry doctoral candidate, they may only apply to the [Doctoral Awards program](#).

### **Program Eligibility (Reminder)**

The scholarship is tenable only in degree programs that include significant research training. Research training normally involves:

- demonstrating the ability to conduct original research by the completion of a scholarly thesis, major scholarly paper, **project, publication, performance, recital, or exhibit**; and/or
- completing course work in research methods and/or statistics appropriate for the discipline or field of study; and/or
- acquiring knowledge and experience sufficient to **conduct**, assess, and interpret research and scholarship in the field.

### **Change to Guidelines Relating to Multiple Applications (Reminder)**

**Applicants may submit only one application to SSHRC in a given year. Also, fellowship and scholarship applicants may only submit one application in each academic year to either SSHRC or NSERC or CIHR.**

### **Research Contributions (New)**

Applicants may append one additional page.

### **Bibliography and Citations (Reminder)**

The page limit has been reduced to a maximum of five pages.

### **First-Class Average (Reminder)**

If you submit, as part of your A-List allocation, an application for a student who did not achieve a first-class average in each of the past two years of full-time study (or equivalent), it is very important that the Departmental Appraisal provide a clear justification why you nevertheless forward the application. This should include an explanation of why you judge this to be a meritorious application, not merely a mention of the lack of a first-class average. For the purpose of meeting the eligibility criteria of the program, please ensure that the averages cited in the Departmental Appraisals are expressed in the same way as the standard first-class average your university specified in Appendix E. For example, if the first-class average is a percentage, the averages shown on the Departmental Appraisal should also be percentages.

Please also be sure to specify one standard first-class average for your university, regardless of the faculty or the department. For example, there cannot be a different first-class average for the Department of English and the Department of Sociology.

### **Number of Months of Graduate Studies (Reminder)**

Applicants must indicate the number of months of graduate studies they will have completed at the expected start date of the award. They must include all previous studies at the graduate level, regardless of discipline.

SSHRC assumes that all studies were full-time and uninterrupted (i.e., beginning of September 2009 to end of August 2010 means 12 months of study). Students who studied on a part-time basis, or who interrupted or intend to interrupt their studies with their university's official approval, must specify

the dates of interruption or part-time study in their Program of Study. They may take these periods into account when calculating the number of months of study completed. SSHRC may contact the university to verify the information provided.

#### **Official Transcripts (Reminder)**

SSHRC will accept official transcripts only. Applicants must include all undergraduate and graduate-level transcripts.

If an applicant studied at a university which does not provide transcripts, they must include an official certificate of success which outlines the program in which they were registered, the date of initial registration, and the degree obtained or sought.

Students should be aware that documents sent to SSHRC in support of their application cannot be returned to them.

#### **Program of Study (Change)**

Applicants must clearly outline the research training component of the degree program and explain how their program of study meets one or more of the three components listed under Program Eligibility. This must now also be identified in the application profile section of the application.

#### **Program of Study - Degrees without a Thesis (Reminder)**

If the degree program does not involve a thesis, major research paper/essay, or major research project, applicants must remember to clearly outline the research training component of the degree in their Program of Study.

#### **Program of Study - Degrees in Fine Arts (Reminder)**

If the output of the degree program is an artistic creation, rather than a thesis, applicants must clearly outline the research component of their proposed work in their Program of Study. They should indicate the objectives of their research, the context, methodology, and contribution to the advancement of knowledge.

#### **Alternate List (Reminder)**

Universities will be asked to submit alternate applications to replace potential award declines. This number will be proportionate to the university's regular allocation (pls. see allocation table).

Please forward a complete application for each alternate candidate.

**ROLES AND RESPONSIBILITIES OF UNIVERSITY ADMINISTRATORS  
IN THE ADMINISTRATION OF  
THE JOSEPH-ARMAND BOMBARDIER CANADA GRADUATE SCHOLARSHIPS - MASTER'S COMPETITION  
2011-2012**

In an effort to assist universities in obtaining consistent results with the selection process, we ask that you follow the guidelines outlined below. We would appreciate your 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 (Wednesday, February 2, 2011) and the university's own work load. The person responsible for receipt of the completed applications at the university should be named.

**APPLICATION FORMS**

Applicants must use the web-based application form. Applicants must sign and submit the complete application on paper.

**APPOINTMENT OF UNIVERSITY SELECTION COMMITTEE(S)**

Each university should establish the number of selection committees required to efficiently operate 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 university with an allocation at the time of application, must apply through their university. If they are not currently registered, but completed their previous degree in 2010, they must apply through the university that awarded their last degree, provided that university has an allocation. Applicants registered concurrently at a Canadian university and a foreign university must apply through the Canadian university, if that university has a CGS allocation. All other applicants must apply directly to SSHRC by December 15, 2010.

**Completeness, eligibility, and quality of applications**

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

Only applications with duly completed programs of study should be forwarded to SSHRC for consideration. Incomplete or ineligible applications will not be accepted.

**REVIEW OF APPLICATIONS BY UNIVERSITY SELECTION COMMITTEE(S)**

Applications must be assessed according to the specific criteria described in the enclosed document entitled "Guidelines for University Selection Committee(s)" (see Appendix A). The purpose of the review is to identify applicants who are recommended for a Joseph-Armand Bombardier CGS-Master's award, to identify applicants to serve as alternate award holders in the event of declined awards, and to identify candidates who are not recommended.

## TRANSCRIPTS

Applicants must include official undergraduate and graduate transcripts with their application.

This will facilitate the vetting process at SSHRC and the evaluation by the selection committee of any contentious cases.

## GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)

The following criteria must be used by the University Selection Committee(s) for the purpose of determining eligibility of candidates and programs and for evaluating candidates in the selection process.

### Applicant Eligibility

#### Eligibility to Apply for an Award

To qualify to apply to this program, the candidate must:

- be a citizen or permanent resident of Canada;
- be applying for support to pursue a first graduate degree (i.e., master's or equivalent) and not have completed more than 12 months of full-time graduate study at the proposed start date of the award: all previous studies at the graduate level, regardless of discipline, will be included in determining eligibility;
- have achieved a first-class average, as determined by the university, in each of the last two years of full-time study or equivalent;
- not have already received an award for master's-level study from SSHRC, NSERC or CIHR;
- not be applying for graduate funding in the 2010-11 academic year to NSERC or CIHR;

#### Combined MA/PhD and Fast-track Programs (New)

If the candidate is or will be registered in a combined MA/PhD or a fast-track (accelerated from a master's program into a doctoral program without obtaining the master's degree), they may apply to the Joseph-Armand Bombardier CGS Master's program for the first or second year of your program, provided they have not exceeded 12 months of graduate-level study at the time of the proposed start date of the award.

If they are currently registered in a combined MA/PhD or a fast-track program, and have or will have completed more than 12 months of graduate-level study as of the proposed start date of the award, they may only apply to the [Doctoral Awards program](#).

#### Combined Undergraduate/Graduate Programs (New)

If they are or will be registered in a combined undergraduate/graduate program, they may apply to the Joseph-Armand Bombardier CGS Master's program only for the period(s) during which they are enrolled full-time at the master's level.

#### Direct Entry to Doctoral Programs (New)

If they are or will be registered as a direct entry doctoral candidate, they may only apply to the [Doctoral Awards program](#).

If the applicant completed the bachelor's degree before January 1, 2006 (date all degree requirements were completed, not date of graduation) and has not been registered at a university since that date, the candidate is not eligible to apply to this program.

#### Eligibility to Hold an Award

At the time of taking up the award, the candidate must:

- be registered full-time, at a recognized Canadian university, in the first year of a master's or combined MA/PhD program in the social sciences or humanities that includes advanced research training (as defined in Program Eligibility below);

or

- be registered full-time, at a recognized Canadian university, in a master's or combined MA/PhD program in the social sciences or humanities that includes advanced research training (as defined in Program Eligibility below), and have completed no more than 12 months of full-time study or equivalent at the graduate level.

and

- have completed all requirements for the bachelor's degree.

**Notes:**

A qualifying or "make-up" year of study is not eligible for support.

Joseph-Armand Bombardier CGS-Master's Scholarships are available to those who are registered part-time because of a disability. For this purpose, disability is defined as "a functional limitation resulting from a physical, sensory, or mental impairment, which, for an indefinite period, affects the ability of the student to perform the activities necessary to participate fully in his or her learning."

Federal government employees are eligible to hold an award only if on an unpaid leave of absence (no salary or special allowances permitted).

**Program Eligibility**

The scholarship is tenable only in degree programs that include significant research training. Research training normally involves:

- demonstrating the ability to conduct original research by the completion of a scholarly thesis, major scholarly paper, project, publication, performance, recital, or exhibit; and/or
- completing course work in research methods and/or statistics appropriate for the discipline or field of study; and/or
- acquiring knowledge and experience sufficient to conduct, assess, and interpret research and scholarship in the field.

**Evaluation Criteria**

The following table shows the three weighted evaluation criteria:

<b>Academic Excellence</b> Weighting: 60%	Academic excellence—as demonstrated by academic transcripts, awards and distinctions.
<b>Research Potential</b> Weighting: 30%	Quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgement, originality, initiative and autonomy, determination and ability to complete projects within an appropriate period of time—as demonstrated in the description of program of study and by work experience, research contributions, letters of appraisal, and, if applicable, the departmental appraisal.



**Communication Skills**  
Weighting: 10%

As demonstrated in the description of the program of study and, if relevant, by work experience, community involvement and other extracurricular activities, as well as by letters of appraisal, the quality of presentation of the application and, if applicable, the departmental appraisal.

APPEALS PROCEDURES

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 complaining about a university's decision to the appropriate university administrator.

### Calculation of Allocation

SSHRC will award a total of 1300 Joseph-Armand Bombardier CGS Master's awards in the 2011-2012 competition. Canadian universities will nominate a total of 1260 candidates while SSHRC has reserved 40 awards for eligible candidates who must apply directly to SSHRC. These include candidates who are students at a university that did not receive an allocation, candidates currently studying at foreign universities or candidates not registered in a degree program at a Canadian university in 2010.

The attached list contains only names of universities with an allocation of one or more nominations for the Joseph-Armand Bombardier Canada Graduate Scholarships.

Allocations are calculated based on the number of bachelor's degrees in the social sciences and humanities each university conferred in 2008\* and on the number of full-time master's students in the social sciences and humanities registered in the 2007-2008 academic year.

Universities that conferred less than 50 bachelor degrees in 2008, did not qualify for an allocation.

\* most recent data available from Statistics Canada

**Joseph-Armand Bombardier Canada Graduate Scholarships - Master's  
Bourses d'études supérieures du Canada Joseph-Armand-Bombardier - Maîtrise  
Allocation of Nominations (2011-2012) / Allocation pour les nominations (2011-2012)**

Institutions / Établissements	Bachelor's degrees awarded in the social sciences and humanities in 2008* Diplômes de premier cycle accordés en sciences humaines en 2008*	Full-time Master's enrolment in the social sciences and humanities in 2008* Inscriptions à temps plein au deuxième cycle en sciences humaines en 2008*	Number of nominations for the Joseph-Armand Bombardier CGS Master's Nombre de nominations pour les BÉSC Joseph-Armand-Bombardier - Maîtrise	Alternate Candidates / Candidats-substituts
Acadia University	591	72	4	1
Algoma University College	204		1	1
Athabasca University	579	168	6	2
Bishop's University	513	0	3	1
Brandon University	600	48	4	1
Brock University	3,462	627	27	8
Cape Breton University	384	123	4	1
Carleton University	3,054	1,272	35	10
Collège dominicain de philosophie et de théologie	15	36	1	1
Concordia University	3,648	1,299	38	11
Concordia University College of Alberta	291	0	2	1
Dalhousie University	1,173	780	18	5
École nationale d'administration publique	0	357	5	1
Emily Carr University of Art and Design	330	24	2	1
HEC Montréal	1,197	702	17	5

Institut national de la recherche scientifique	0	54	1	1
King's University College	111		1	1
Kwantlen (Polytechnic) University	66		1	1
Lakehead University	1,515	336	13	4
Laurentian University / Université Laurentienne (Inc. Hearst)	1,722	120	11	3
McGill University	2,793	1,269	33	9
McMaster University	2,355	495	20	5
Memorial University of Newfoundland	1,743	525	17	5
Mount Allison University	300	0	2	1
Mount St. Vincent University	573	75	4	1
Nipissing University	1,278		7	2
NSCAD University	117	33	1	1
Ontario College of Art and Design	624	24	4	1
Queen's University	2,550	1,173	31	8
Redeemer University College (2007 numbers)	117		1	1
Royal Military College of Canada (2007 Master's numbers)	108	36	1	1
Royal Roads University	360	2,154	12	3
Ryerson University	3,264	660	27	7
Saint Mary's University (incl. Atlantic School of Theology)	1,071	345	11	3
Simon Fraser University	3,417	1,506	40	11

St. Francis Xavier University	570	63	4	1
St. Thomas University	657		3	1
Thompson Rivers University	807	15	4	1
Trent University	1,575	111	10	3
Trinity Western University (2007 numbers)	333	150	4	1
Université de Moncton	510	258	6	2
Université de Montréal	2,931	2,781	56	15
Université de Sherbrooke	1,587	1,068	24	7
Université du Québec à Chicoutimi	927	381	10	3
Université du Québec à Montréal (inc Télé-université)	4,002	1,785	47	13
Université du Québec à Rimouski	456	264	6	2
Université du Québec à Trois- Rivières	972	360	10	3
Université du Québec en Abitibi- Témiscamingue	189	63	2	1
Université du Québec en Outaouais	615	354	8	2
Université Laval	3,069	1,677	41	11
Université Sainte-Anne	69		1	1
Université Saint-Paul	42	189	3	1
University of Alberta	3,915	975	35	10
University of British Columbia	4,797	2,424	61	17
University of Calgary	2,499	1,356	33	9

University of Guelph	2,616	774	25	7
University of King's College	237		1	1
University of Lethbridge	1,569	75	9	3
University of Manitoba	2,847	855	28	8
University of New Brunswick	1,494	285	12	3
University of Northern British Columbia	447	315	7	2
University of Ontario Institute of Technology	582	0	3	1
University of Ottawa / Université d'Ottawa	5,001	1,377	47	13
University of Prince Edward Island	447	90	4	1
University of Regina (2004 numbers)	1,197	201	9	3
University of Saskatchewan	1,644	810	21	6
University of the Fraser Valley (previously University College of the Fraser Valley)	165	6	1	1
University of Toronto	7,812	3,837	97	27
University of Victoria	2,340	1,254	31	8
University of Waterloo	1,920	594	19	5
University of Western Ontario	4,542	1,377	44	12
University of Windsor	2,712	378	20	5
University of Winnipeg	1,125	0	6	2
Vancouver Island University (previously Malaspina University College)	609	156	6	2

Wilfrid Laurier University	2,481	615	22	6
York University	8,754	1,944	75	21
TOTAL:	121,188	43,530	1,260	360

\* Source Statistics Canada



**DEPARTMENTAL PRIORITY RANKING SHEET**

**SSHRC Joseph-Armand Bombardier  
Canada Graduate Scholarships Program (CGS) Master's Competition  
2011/2012**

**DEADLINE: NOVEMBER 4, 2010**

**DEPARTMENT/SCHOOL OF:**

**CONTACT PERSON:**

**PHONE NUMBER:**

- (a) Rank all applications in order of priority
- (b) Students may not be ranked as equal
- (c) **Do not recommend students with a GPA of less than 3.75 in each of the last two completed years of study**
- (d) **Incomplete applications will be considered ineligible and returned to the Department.**

<b>NAME OF STUDENT</b>	<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>	<b>COMMENTS</b>
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**FURTHER COMMENTS:**

**DEPARTMENT HEAD OR DESIGNATE**

**SIGNATURE**

**Please contact students that are "Not Recommended" and inform them of their status and do not forward "Not Recommended" applications to Graduate Studies.**

## 1: CHANGES IN THE SSHRC DOCTORAL AWARDS PROGRAM AND IMPORTANT REMINDERS

### Eligibility to Apply (Reminder)

Applicants registered in a degree program at a Canadian university with a quota during the year of application must apply through that university. Applicants registered concurrently at a Canadian university and a foreign university must also apply through the Canadian university, if that university has a quota. All other applicants must apply directly to SSHRC.

### Eligibility of Subject Matter at SSHRC (Reminder)

As a result of the government-mandated 2008 *Strategic Review*, research that is eligible for funding under the mandate of CIHR is no longer eligible for consideration at SSHRC. This includes research that is primarily intended to improve health, produce more effective health services and products and/or strengthen the Canadian health care system (e.g., research concerning the treatment, prevention or diagnosis of a condition, the evaluation of the effectiveness of health programs, the development of health management systems, etc.).

If the research proposal is related to health or in psychology, applicants must justify the submission of their proposal to SSHRC (rather than to NSERC or CIHR), based on the updated *General Guidelines for the Eligibility of Subject Matter at SSHRC*, which are available 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).

### Program Eligibility (Reminder)

SSHRC has a program eligibility provision in the description of the Doctoral Awards program which focuses on promoting and supporting “research training” and is not linked to the type of degree). This text reads as follows:

*Doctoral Awards are tenable only in degree programs that include significant original, autonomous research that leads to the completion of a dissertation, major scholarly publication, performance, recital, or exhibit, which is peer-reviewed at the institutional level.*

### Combined MA/PhD and Fast-track Programs (New)

Students who are or will be registered in a combined MA/PhD or fast-track program (accelerated from a master’s program into a doctoral program without obtaining the master’s degree) may apply to the JAB CGS Master’s Scholarships program, provided that they have not completed more than 12 months of graduate-level studies at the time of the proposed start date of the award.

Students who are currently registered in a combined MA/PhD or fast-track program and have or will have completed more than 12 months of graduate-level studies as of the proposed start date of the award, may only apply to the Doctoral Awards program.

### Combined Undergraduate/Graduate Degree Programs (New)

Students who are or will be registered in a combined undergraduate/graduate doctoral program, may apply to the Doctoral Awards program only for the period(s) during which they are enrolled full-time at the doctoral level.

### **Direct-Entry to Doctoral Programs (New)**

Students who are or will be registered as a direct-entry doctoral candidate, may only apply to the Doctoral Awards program.

### **Calculation of the Number of Months of Doctoral Study Completed (Change)**

In calculating the value and duration of awards, SSHRC includes all prior doctoral-level studies in the same discipline. This also applies to students who are registered as a **direct entry doctoral candidate**.

In the case of students who are applying for, or registered in, a **combined MA/PhD or fast-track program** (accelerated from a master's program into a doctoral program without obtaining the master's degree), SSHRC will not include the first 12 months of these programs in the calculation of the value and duration of the Doctoral Award.

In the case of students who are applying for, or registered in, a **combined undergraduate/graduate doctoral program**, SSHRC will not include the first 36 months of the combined program in the calculation of the value and duration of the Doctoral Award.

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.

### **Official Letter Confirming Part-time Studies and/or Leave of Absence (Reminder)**

Students who studied on a part-time basis, or who interrupted their studies with their university's official approval, **must specify the dates of interruption or part-time study as documented in an official letter from their university.**

### **Change to Guidelines Relating to Multiple Applications (Reminder)**

In general, applicants may submit only one application to SSHRC in a given year. Also, fellowship and scholarship applicants may only submit one application in each academic year to either SSHRC or NSERC or CIHR. The only exception to this rule is that applicants may simultaneously apply to both the Doctoral Awards program and the Vanier Canada Graduate Scholarships (CGS) program. However, successful applicants can only take up one award.

### **Bibliography and Citations (Reminder)**

The page limit has been reduced to a maximum of 5 pages.

### **Program of Study - Degrees in Fine Arts (Reminder)**

If the output of the degree program is an artistic creation, rather than a thesis, applicants must clearly outline the research component of their proposed work in their Program of Study. They should indicate the objectives of their research, the context, methodology, and contribution to the advancement of knowledge.

### **Official Transcripts (Reminder)**

SSHRC will accept official transcripts or certified copies of transcripts. Applicants must include all undergraduate and graduate-level transcripts.

If an applicant studied at a university which does not provide transcripts, they must include an official certificate of success which outlines the program in which they were registered, the date of initial registration and the degree obtained or sought.

Students should be made aware that documents sent to SSHRC in support of their application cannot be returned to them.

## 2: ROLES AND RESPONSIBILITIES OF FACULTIES OF GRADUATE STUDIES IN THE CO-MANAGEMENT OF THE 2011-2012 DOCTORAL AWARDS PROGRAM COMPETITION

In an effort to assist universities with the pre-selection process, we request your collaboration in following the guidelines outlined below. We would appreciate your 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 for submitting applications, which is **Friday, January 14, 2011**.

### **APPOINTMENT OF UNIVERSITY SELECTION COMMITTEE(S)**

Each university should establish the number of selection committees required to efficiently operationalize 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 the time of application must apply through the university. In addition, 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, eligibility, and quality of applications**

Applications should be verified for completeness, legibility of documentation, and the eligibility of the applicants. Please ensure that the research proposal falls under SSHRC's mandate. The updated guidelines for subject eligibility at SSHRC can be found on our 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). If in doubt, please consult SSHRC staff.

Incomplete or ineligible applications will not be accepted by SSHRC.

#### **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 SSHRC or NSERC or CIHR. The only exception to this rule is that applicants may simultaneously apply to both the Doctoral Awards program and the Vanier Canada Graduate Scholarships program. In addition, successful applicants can only take up one award.

## REVIEW OF APPLICATIONS BY UNIVERSITY SELECTION COMMITTEE(S)

Applications must be assessed according to the specific 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 marking scheme used at SSHRC, as well as an assessment form that may be useful for committee members (see **Appendices B and C**).

GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)

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

Selection committees evaluate applicants solely on academic merit, measured by:

- past academic results, demonstrated by transcripts, awards and distinctions;
- the program of study and research 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.

The university selection committee(s) should not assign particular weights to the above criteria, but should take each into consideration when evaluating the candidates. However, in applying the evaluation criteria, it is appropriate to take into account the individual applicant's stage in his or her academic program.

While committee members are expected to take into account the year of study in order to fairly evaluate candidates at different stages of their academic programs, this is not in itself a criterion to be evaluated.

Although candidates have been asked to justify their choice of university, the proposed location of tenure is not a factor in the selection process.

Universities may use their own marking scheme or adopt SSHRC's model with its own committees; please find enclosed the guidelines which are sent to our selection committee members (Appendix B).

**MARKING SCHEME USED BY SSHRC SELECTION COMMITTEES**

To facilitate the ranking of all applicants in the fellowships competitions, the Council has developed a 100-point and a 10-point scale for marking applications. Large universities may wish to use the 100-point scale to facilitate the ranking of applications, while small universities may prefer the 10-point scale. Using this scale, the marks must be distributed according to the proportions specified in the columns below. Marks should not be interpreted as absolute values, but rather as measures of standing, relative to the other candidates in the competition.

For the system to work properly, it is imperative for members to 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 marks. (Please see Appendix C for a copy of the assessment form used by SSHRC).

Sort the assessment forms into groups according to the mark 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 marked 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 marks should be distributed as required. This procedure will ensure that, when combined, the marks of the committee members will make possible a final listing of recommended candidates.



### APPEALS PROCEDURES

University administrators are asked to address appeals in compliance with SSHRC's appeals procedures: <http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/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 complaining about a university's decision to the appropriate university administrator.

**DEPARTMENTAL PRIORITY RANKING SHEET**

**SSHRC DOCTORAL AWARDS COMPETITION  
2011/2012**

**DEADLINE: NOVEMBER 4, 2010**

**DEPARTMENT/SCHOOL OF:**

**CONTACT PERSON:**

**PHONE NUMBER:**

- (a) Rank all applications in order of priority
- (b) Students may not be ranked as equal
- (c) **Do not recommend students with a GPA of less than 3.75 in each of the last two completed years of study**
- (d) **Incomplete applications will be considered ineligible and returned to the Department.**

<b>NAME OF STUDENT</b>	<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>	<b>COMMENTS</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

**FURTHER COMMENTS:**

**DEPARTMENT HEAD OR DESIGNATE**

**SIGNATURE**

Please contact students that are "Not Recommended" and inform them of their status and do not forward "Not Recommended" applications to Graduate Studies.