

## MEMORANDUM

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

**DATE:** August 2, 2012

**FROM:** Gordana Krcevinac, Director  
Research Training Portfolio, SSHRC

**SUBJECT:** 2013-2014 SSHRC Doctoral Awards Competition

---

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 the 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. Changes to and important reminders for the 2013-2014 Doctoral Awards competition;
2. *The Roles and Responsibilities of Faculties of Graduate Studies in the Co-Management of the 2013-2014 Doctoral Awards Competition*; and
3. A series of related appendices.

Individual application quotas will be posted in the “Documents Specific to your Institution” section on SSHRC and the Natural Sciences and Engineering Research Council’s (NSERC) secure website at <https://secure.nserc.ca/>. Should you require access to the secure site, please send an email request to Anne-Marie Copeland-Ladouceur, at [Anne-Marie.Copeland-Ladouceur@sshrc-crsh.gc.ca](mailto:Anne-Marie.Copeland-Ladouceur@sshrc-crsh.gc.ca).

The description of the Doctoral Awards funding opportunity, application form, and instructions are now available on the SSHRC website at the following web address: [http://www.sshrc-crsh.gc.ca/funding-financement/umbrella\\_programs-programme\\_cadre/talent-eng.aspx#a4](http://www.sshrc-crsh.gc.ca/funding-financement/umbrella_programs-programme_cadre/talent-eng.aspx#a4).

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

uni.liaison@sshrc-crsh.gc.ca  
613-943-7777

## 1: CHANGES TO AND IMPORTANT REMINDERS FOR THE 2013-2014 SSHRC DOCTORAL AWARDS FUNDING OPPORTUNITY

### Consent to the Disclosure of Personal Information (New)

As of 2012, the tri-agencies require all applicants 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 (Update)

New guidelines regarding subject matter eligibility for health-related research came into effect in 2009. The following are considerations when preparing or assessing the eligibility of the subject matter of applications related to health:

- Applicants whose proposed research is health-related should consult CIHR's mandate **first** 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 university 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, student 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* (Reminder)

Under the *Official Languages Act*, federal institutions, including SSHRC, must ensure respect for the rights of individual Canadians to receive services from federal institutions and organizations that provide services on their behalf, 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.

As partners in the co-delivery of SSHRC's Doctoral Awards funding opportunity, universities must respect the *Act* in the management of their internal selection processes. For the full text of the *Official Languages Act*, please visit <http://laws-lois.justice.gc.ca/eng/acts/O-3.01/FullText.html>.

### **Canadian Nuclear Safety Commission Award (Reminder)**

For the 2013 competition, the [Canadian Nuclear Safety Commission](#) will sponsor one Joseph-Armand Bombardier CGS Doctoral Scholarship for a successful applicant undertaking research in the social sciences and humanities on a topic related to the regulation of peaceful nuclear activities in Canada. Topics may include, but are not limited to, those such as environmental assessment and aboriginal consultations relating to nuclear activities; socio-economic effects of nuclear activities; trust-building and decision-making in a regulatory context; or the perception, communication and/or management of risks relating to ionizing radiation. Applicants are invited to indicate their related interest in their application form. For more information about this award, please contact:

Regulatory Research and Evaluation Division

[Canadian Nuclear Safety Commission](#)

613-995-2609

### **Enhancements to SSHRC's Website (Reminder)**

SSHRC continues to update features on its website, including:

- A webpage listing upcoming competition deadlines:
  - <http://www.sshrc-crsh.gc.ca/funding-financement/deadlines-limites-eng.aspx>.
- Further improvements to 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).
- The use of social media to publicize its funding opportunities and activities:
  - *Twitter*: [http://twitter.com/#!/SSHRC\\_CRSH](http://twitter.com/#!/SSHRC_CRSH);
  - *Facebook*: <http://www.facebook.com/home.php#!/pages/Social-Sciences-and-Humanities-Research-in-Canada/108668929196739>; and
  - *YouTube*: <http://www.youtube.com/user/SSHRC1>.

### **How to Reach Us (Reminder)**

The Research Training Portfolio encourages student liaison officers to use the following dedicated central e-mail 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).

### **Combined MA/PhD and Fast-Track Programs (Reminder)**

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 completed less 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 12 months or more of graduate-level studies as of the proposed start date of the award, may only apply to the Doctoral Awards funding opportunity.

### **Combined Undergraduate/Doctoral Degree Programs (Reminder)**

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

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

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

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

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

In the case of students who are applying for, or are 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 are registered in, a **combined undergraduate/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.

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.

## **2: ROLES AND RESPONSIBILITIES OF FACULTIES OF GRADUATE STUDIES IN THE CO-MANAGEMENT OF THE 2013-2014 DOCTORAL AWARDS COMPETITION**

In an effort to assist universities in obtaining consistent results with the 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 **January 9, 2013 (post-marked)**. The person responsible for the receipt of completed applications at the university should be named.

### **Application Forms**

Applicants must use the web-based application form. Applicants must print, sign and submit the complete application.

### **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 the time of application must apply through the 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, eligibility, and quality of applications

Applications should be verified for completeness, legibility of documentation, eligibility of applicants as well as eligibility of their program. 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-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 SSHRC or NSERC or CIHR. 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 marking 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.

### **Lists of Recommended and Non-Recommended Applicants**

The deadline for submission of applications to SSHRC is **Wednesday, January 9, 2013** (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, which should be submitted together with a complete application for each recommended applicant; and
- the B-List, 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 Doctoral 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 deal with 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.

### 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.

Committee members should also take into consideration special circumstances that may have interrupted or delayed the completion of an applicant's current or previous degree. Applicants may attach a half-page appendix to their application that describes any interruptions or delays to their degree(s).

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 marking 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. 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 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 BombardierName 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 processusThis 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 confidentielle une fois  
que le processus de présélection est terminé.

A-LIST

RECOMMENDED 2013-2014 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 2013-2014 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 compliance 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.