

MEMORANDUM

TO: Deans of Graduate Studies and
University Scholarship Liaison Officers

DATE: July 31, 2017

FROM: Valérie Laflamme, Director
Research Training Portfolio, SSHRC

SUBJECT: 2018-2019 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 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 2018-2019 SSHRC Doctoral Awards Funding Opportunity;
2. The *Roles and Responsibilities of Faculties of Graduate Studies in the Co-Management of the 2018-2019 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 email 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
613-943-7777

1: IMPORTANT UPDATES AND REMINDERS FOR THE 2018-2019 SSHRC DOCTORAL AWARDS FUNDING OPPORTUNITY

Aboriginal applicants and Aboriginal research

SSHRC implemented several pilot measures to support research by and with Aboriginal Peoples. These pilot measures, aimed at supporting graduate students or postdoctoral researchers applying for research training awards, 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 confidential and is not used in the adjudication process or shared with merit reviewers);
- 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 (note: this checkbox is separate and distinct from the option to self-identify and is visible to merit reviewers); 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

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 part-time, 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. Calculation for combined MA/PhD programs and fast-track situations where credits have been transferred will begin from the start of the Master's portion. Please ensure this information is clear in the application.

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), if 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.

Application Requirements (Important Reminders)

Application form:

- The Doctoral Awards application form is accessible from the online funding opportunity description until January 9, 2018.
- Applicants should avoid any hand-written edits to the application form. The form should be updated in the web-application system, printed, and re-submitted to the receiving department.
- For A-list candidates, ensure all pages of the application form are submitted to SSHRC, including **Page 9** which lists the two referees and includes a list of all university transcripts appended to the application.

Transcripts:

- 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; and,
- For official transcripts in languages other than French or English, please submit a copy of the official certified transcript translation with the application.

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.

Up to 10 CGS Master's (CGS M) and up to 10 CGS Doctoral (CGS D) awards may be selected to include the distinction "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.

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 shared as it becomes available.

Consent to the Disclosure of Personal Information

The Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and SSHRC require all applicants to consent to some of their personal information being 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)

In May 2017, the *General Guidelines for the Eligibility of Subject Matter at SSHRC* were updated and can be found on SSHRC's website at: http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/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 CIHR's mandate first to explore eligibility. CIHR has policies and procedures to adjudicate the full range of social sciences and humanities research proposals related to health research.
- 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 well in advance of the National Competition deadline to request an assessment of eligibility. Staff will endeavour to provide advice to scholarship liaison officers and/or applicants. However, a final decision on eligibility can be made only following submission of a full proposal.

Please explore funding opportunities at one of the other federal granting agencies while the proposal is reviewed for eligibility, 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 Canadians to receive services from 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-limités-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.
- Social media to publicize its funding opportunities and activities:
 - *Twitter*: 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.

2: ROLES AND RESPONSIBILITIES OF FACULTIES OF GRADUATE STUDIES IN THE CO-MANAGEMENT OF THE 2018-2019 SSHRC DOCTORAL AWARDS COMPETITION

To assist universities in obtaining consistent results in the selection process, administrators are asked to follow the guidelines outlined below and to advise applicants of the involvement of university administrators in the process.

Deadline

Each university sets its internal deadline, taking into consideration SSHRC's deadline of January 9, 2018 (post-marked) for receipt of applications. The individual 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. 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**).

Note: University selection committees should not be provided with an applicant's personal and private information used for statistical and administrative purposes. This includes an applicant's age, gender, aboriginal identity, and contact information (Pages 1 & 2 of the application form).

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, 2018** (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**), submitted together with a complete application for each recommended applicant; and
- the B-List (see **Appendix E**), 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 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's Communications division](#) prior to making any public announcement related to the competition results.

GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)

Evaluation Criteria

Applications are to be evaluated solely based on 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 to consider each when assigning an application a global score. In applying the evaluation criteria, it is important to consider 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, disability, 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 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](#).

Please note that all committee members reviewing SSHRC applications for merit are subject to the [Conflict of Interest and Confidentiality Agreement for Review Committee Members, External Reviewers, and Observers](#).

APPENDIX B

SCORING SCHEME USED BY SSHRC SELECTION COMMITTEES

To facilitate the ranking of applications, larger universities may wish to use the 100-point scale below, 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 based on 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.

This procedure ensures that, when combined, the scores of the committee members produce a final ranking 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 processus

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

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

A-LIST

RECOMMENDED 2018 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 2018 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.

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 2018-2019 SSHRC/Joseph-Armand
Bombardier CGS Doctoral Awards Competition /
Quotas pour les demandes de bourses de doctorat pour
le concours 2018-2019 du CRSH/BÉSC Joseph-Armand-
Bombardier**

University / Université	(QUOTA) *
Acadia University	3
Athabasca University	3
Brock University	13
Bishop's University	3
Carleton University	64
Collège dominicain	3
Concordia University	57
Dalhousie University	22
École nationale d'administration publique	3
École Polytechnique de Montréal	3
HEC Montréal	9
Institut national de la recherche scientifique	5
Institute for Christian Studies	3
Lakehead University	6
Laurentian University	3
McGill University	105
McMaster University	57
Memorial University of Newfoundland	16
Mount Saint Vincent University	3
Nipissing University	3
Queen's University	85
Royal Military College of Canada	3
Royal Roads University	3
Ryerson University	16
Saint Mary's University	5
Saint Paul University	3

Simon Fraser University	55
St. Francis Xavier University	3
Télé-université	3
The University of British Columbia	129
The University of Western Ontario	82
The University of Winnipeg	3
Thompson Rivers University	3
Trent University	3
Trinity Western University	3
Université de Moncton	3
Université de Montréal	96
Université de Sherbrooke	19
Université du Québec à Chitoutimi	5
Université du Québec à Montréal	63
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 Laval	57
University of Alberta	68
University of Calgary	50
University of Guelph	27
University of Lethbridge	3
University of Manitoba	22
University of New Brunswick	20
University of Northern British Columbia	3
University of Ontario Institute of Technology	3
University of Ottawa	97
University of Prince Edward Island	3
University of Regina	5
University of Saskatchewan	20
University of St. Michael's College	3

University of Toronto	243
University of Victoria	46
University of Waterloo	39
Wilfrid Laurier University	24
Windsor University	14
York University	108
Total	1838

* 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 (2015-2016, 2016-2017, 2017-2018), multiplied by a factor of 1.57. 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 (2015-2016, 2016-2017, 2017-2018), multiplié par un facteur de 1,57. Le quota minimal est de trois demandes.

July / Juillet 2017