Application for a Vanier CGS
Instructions(Web)

Introduction

Applicants must complete the SSHRC Web-based Vanier CGS application form and append the documents indicated under "Attachments" below. With your internet browser, you can create, edit and print the Vanier CGS application form. When the Council receives your printed and signed application form, the data provided in your on-line application are then transferred to SSHRC's corporate database.

Before applying, read the **Vanier CGS program description** and the *Regulations Governing Fellowship and Scholarship Applications*. We suggest that you print and read this document for reference while you are completing your on-line application. You may refer to this document by clicking on the "Instructions" button at any time within a screen. This button will link you directly to the instructions for the screen you are completing.

Signature

After you have verified and printed your application, proofread it carefully. Do not forget to sign and date it. Your signature confirms:

- the accuracy of all information provided;
- your acceptance of the terms and conditions of the award;
- that you understand the *Access to Information Act* and the *Privacy Act* as they pertain to your application information (see *Regulations Governing Fellowship and Scholarship Applications*);
- that you have read and agree to comply with SSHRC's integrity policy and the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (see *Regulations Governing Fellowship and Scholarship Applications*); and
- that, in the case of joint and special initiatives, all information in a doctoral award application is accessible to representatives of the named partner agency, for purposes of adjudicating candidates and monitoring and evaluating the program; and
- that you accept the application procedures and the selection process.

Application Deadline

Set by the nominating university.

Ensure that you have followed the instructions and accurately provided all required information. SSHRC cannot accept additional information after the application deadline, nor confirm the completeness of applications. Do not exceed page limits. Ensure that you enclose the require number of appraisal as extras will not be forwarded to the selection committees.

Where to Submit Your Application

You must submit the completed application form the Canadian institution that extended the invitation for consideration. The Nominating Institution will submit its list of nominees to SSHRC. Applications sent directly to SSHRC will not be accepted.

SSHRC does not accept late applications, incomplete applications, applications sent by fax or e-mail, or handwritten applications.

A complete application consists of:

1. the on-line Vanier CGS application form, completed, printed and signed
2. a summary of the proposal (1/2 page)
3. the program of study (max. 2 pages)
4. a bibliography/citations
5. a research contributions page (if applicable, max. 1 page)
6. allowable inclusion (if applicable, max. 1/2 page)
7. all undergraduate transcripts
8. all graduate level transcripts
9. two (2) completed Letters of Appraisal in sealed envelopes
10. the Institutional Nomination Letter
11. the Application Checklist

Acknowledgement of Receipt of Nominations

SSHRC will acknowledge receipt of your printed and signed nomination and will assign you an application number. Please cite this number in all correspondence with us. This acknowledgement refers to only the receipt of your application, not to its completeness, or its eligibility in the competition.

Identification

Only the Given Name, Initials and Family Name boxes will be made available to selection committees members. The remaining information will be used for administrative and statistical purposes only.

Name

Names and Initials
SSHRC uses the information you here to address its correspondence to you.

If you use your second or third name as your given name, see the examples below for help in completing the initials box.

Example 1: A.J. Paul Moore
If you prefer to have your initials appear before your given name, you would enter:

Given Name	Initials	Family Name
A.J. Paul		Moore

SSHRC correspondence would address you as *Mr. A.J. Paul Moore.*

Example 2: Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)
If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

Given Name	Initials	Family Name
Mélanie	J.F.	Trudeau

SSHRC correspondence would address you as *Ms. Mélanie J.F. Trudeau.*

Full name used during previous contact with SSHRC
If different from above, enter the full name.

Citizenship

Applicants can be Canadian citizens, permanent residents or international students. You must indicate your citizenship status by selecting the appropriate option button.

Permanent residents of Canada must specify the date of permanent residency.

Language Proficiency

Indicate your proficiencies in both official languages (English and French).

Addresses

The addresses you provide must be complete and accurate. For countries other than Canada and the United States, select the "Other" address format and enter the city/municipality, province/state and postal code in the address lines.

Current Mailing Address

We will use this address for all correspondence with you, including sending the competition results. Therefore, if you change your current mailing address during the period of the competition, it is your responsibility to advise SSHRC of the change in writing.

Permanent Canadian Address

Regardless of your citizenship status (Canadian citizen or permanent resident of Canada), you must provide your permanent address in Canada, even if it is the **same** as your Current Mailing Address.

Contact Information

The following information will help us contact you more rapidly. Secondary information will not be released by SSHRC without your consent (e.g., home coordinates are considered to be personal information and are protected under the *Privacy Act*). This information will print on the Identification page and will not be seen by selection committee members.

E-mail address
We can consult with you promptly and easily when you provide your personal/business E-mail address.

Current Position

Position
Indicate your position (e.g., Student, etc.). If you are a student and also hold a position (e.g., teaching or research assistant), you must indicate "Student" as your current position and list the other position in the Work Experience screen. If an applicable position is not listed, select "Other" from the list and type the information in the box provided.

Organization and Department/Division
Select the Organization and Department/Division by clicking on the "List..." button, the Country list will appear. Select the country, the province or state (if applicable), then the organization. If the Organization or Department/Division is not listed, select "Other" from the list and type the information in the box provided.

Academic Background

Beginning with your degree currently in progress or your most recent completed degree, list up to 5 degrees. For degrees currently in progress, include the expected completion date. For completed degrees, include the date all degree requirements were completed - not the date of graduation or convocation. The most recent degree will print first and all others in reverse chronological order, based on the start date.

Note: Although there is the possibility of listing up to five degrees, we recognize that most applicants will fill in one or two at most.

When required, identify the information requested using the "List..." button. If the information is not listed, select "Other" from the list and type the information in the box provided.

Degree type and Degree name
Indicate your degree type by selecting it from the choices provided. If you choose "equivalent" degree, enter the degree name in the Degree name box (e.g., LLM, MPhil, DEA).

Discipline
Indicate the discipline of your degree.

Start date
For all degrees listed, including any degrees currently in progress, indicate the start date of the degree program.

Expected date/Awarded date
For degrees currently in progress, enter your expected date of completion. For completed degrees, indicate the date all degree requirements were completed, not the date of graduation or convocation.

Organization
Indicate the name of the organization that awarded or will award the degree.

Work Experience

List up to a maximum of five other positions you are holding or have held (include academic and only relevant non-academic work experience, as well as administrative appointments). You may include research and teaching assistantships in this category. Once the data are saved, the system will automatically sort the data in reverse chronological order, based on the start year.

Credentials

List up to six (6) scholarships, fellowships, prizes, and other academic awards you have received and think would be most pertinent to the adjudication of your application. Specify the source for each (e.g., international, federal, provincial or territorial government department, university, private sector or community organization, etc.), year, value and duration, as applicable. Do not include teaching assistantships in this section. **Note:** You may **not** append an additional page.

Research Contributions

Provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify refereed publications with an "R". A refereed work involves its assessment:
  - in its entirety - not merely an abstract or extract;
  - before publication;
  - by appropriately independent, anonymous, qualified experts. "Independent" in this context means at arm's length from the author.
- In the left margin, identify research contributions that resulted from previous SSHRC support with an asterisk (*).
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.

Group your contributions by category in the following order, listing your most recent contributions first:

1. **Refereed contributions:** books (where applicable, subdivide according to those that are single authored, co-authored, and edited works), monographs, book chapters, articles in scholarly refereed journals.
2. **Other refereed contributions**, such as: conference proceedings, papers presented

at scholarly meetings or conferences, articles in professional or trade journals, etc.

3. **Non-refereed contributions**, such as: book reviews, published reviews of your work, papers presented at scholarly meetings or conferences, research reports, policy papers, public lectures, creative works etc.

4. **Forthcoming contributions:** Forthcoming contributions should be listed **only** if they have been formally accepted for publication. Provide the name of the journal or book publisher and the number of pages.

Note: Applicants whose research outputs include creative or artistic works (such as novels, videos, films, visual art works, sound recordings, exhibition catalogues) may list them, starting with the most recent, in a separate category: **"Literary and artistic works."** This category may be followed by the categories shown above, as appropriate.

You may append one additional page.

Application Profile

Title of research proposal
Provide a short, descriptive title for your program of study in non-technical terms. The use of acronyms should be restricted (e.g., DNA, NATO, NAFTA, etc.). Use upper case for the first word, proper nouns and acronyms only.

Supplement (for Canadians or permanent residents only)
If you wish to be considered for a joint or special initiative and meet the eligibility criteria, select the supplement from the drop down menu. Please provide a justification in your two-page Program of Study. Information on supplements is available on SSHRC's Web site.

Note: If you indicate you want to be considered for a supplement, then you are agreeing to have SSHRC share information with the partner.

Program Information

Indicate which of the following applies to your current status:

a. You are currently registered (in any level course, or in any other capacity; for example part-time, full-time, one course only, course not related to the Doctoral program, or special student) at, or on an approved leave of absence from, a Canadian university;

b. You are currently registered at a foreign university;

c. You are not currently registered at a university, but intend to undertake doctoral studies.

Degree Sought Through This Application

Type in the degree name (e.g., PhD, DPhil, SJD) and select the Organization and the Department/Division that will award the degree. If the Organization and Department/Division are not listed, select "Other" from the list and type the information in the box provided.

Support Requested

Number of months of support requested
Indicate the number of months of support sought through this application. Tenure is limited to a **minimum of 24 months and a maximum of 36 months**.

Expected start date of the award
Indicate when you expect to start your award. The award can only begin in **September or January**. The January start date, however, is reserved only for applicants who cannot undertake the program of studies until January because of an incomplete previous degree or because the chosen program of study is not available until that time. Remember that the start date you choose may affect your eligibility in the competition or the number of months of funding for which you are eligible.

Number of Months of Doctoral Studies

Specify:

1. the number of months of full-time doctoral study that you will have completed at the start date of the award. (You must include in your calculation all previous doctoral level studies in the same discipline, even studies that did not lead to a degree; also include courses that were credited to the PhD but that you took before you were officially registered in a PhD program.)
2. the number of months of part-time doctoral study that you will have completed at the start date of the award. (You must include in your calculation all previous doctoral level studies in the same discipline, even studies that did not lead to a degree; also include courses that were credited to the PhD but that you took before you were officially registered in a PhD program.)

SSHRC assumes that all studies were full-time and uninterrupted (i.e., beginning of September 2007 to end of August 2008 = 12 months of study). 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 in the one page allowed for explaining interruptions or delays in the application. You must take these periods into account when calculating the number of months of study completed. SSHRC may contact your university to verify the information you have provided.

To determine the period of support applicable to you, you must total the full-time months of study and one half of the part-time months of study (e.g., 8 months of full-time study + 12 months of part-time study = 8 + 6 = 14. Therefore you would be eligible for 36 months of funding).

Please see chart below for period of eligibility and definitions.

Number of months completed at the proposed start date of the award	SSHRC Doctoral Fellowship
Applicants who will have completed between 0 and 4 months	36 months of funding
Applicants who will have completed between 5 and 16 months	36 months of funding
Applicants who will have completed between 17	24 months of funding

and 28 months	
Applicants who will have completed more than 29 months.	Not eligible

Transcripts
Using no more than 200 characters including spaces, list all university transcripts appended to this application. You must include all undergraduate and graduate transcripts.

SSHRC will accept official transcripts only. SSHRC will not accept Web-based, faxed or photocopied transcripts.

If you studied or are studying at a university that does not provide transcripts, you must include an official certificate of success, which outlines (1) the program in which you are (or were) registered, (2) the date of your initial registration and (3) the degree obtained or sought.

SSHRC does not return documents included in applications.

Languages

Specify the language(s) required to carry out your proposed program of study. Indicate your current facility in each.

Areas of Study

The information provided in this section refers to your research/study.

Ethics
State whether your proposal will involve human beings as research subjects. If "Yes", consult the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and submit your proposal to the Research Ethics Board of the institution where you will undertake your graduate or postdoctoral studies. Note that you need not submit your proposal to the Research Ethics Board prior to submitting your application.

Keywords
List keywords, separated with a semicolon, that best describe your proposed research/study.

Select appropriate entries under each of the following sections using the "List..." button. Duplicate entries are not permitted.

Disciplines
Indicate and rank up to three disciplines relevant to your research/study, #1 as the most relevant and #3 as the least relevant. Entry 1 must be a main discipline (main discipline codes all end in 00). **Do not use Other (99999) in Entry 1.**

For entries 2 and 3, if an applicable discipline is not listed, you may select an entry such as "Other (relevant discipline)" (e.g., Other Psychology, Other Anthropology, Other Sociology) from the list, and type the information in the box provided.

Example:

Entry 1	Sociology
Entry 2	Other Psychology
Entry 3	"Other"

You may only choose "Other (relevant discipline)" once. For instance, you may not choose "Other Psychology" in Entry 2 and choose it again in Entry 3. Also, you may only choose "Other" (with an explanation) once.

Areas of Research
Indicate and rank up to two areas of research related to your research/study, #1 as the most important and #2 as the least important.

Temporal Period
If applicable, indicate the historical period covered by your research/study.

Geographical Regions
If applicable, indicate and rank up to two geographical regions covered by or related to your research/study, #1 as the most important and #2 as the least important.

Countries
If applicable, indicate and rank up to five countries covered by or related to your research/study.

Referees— Letters of Appraisal

Provide information about the two (2) referees who will each complete a Letter of Appraisal. You are limited to two letters. Additional letters will not be sent to the selection committees. Referees must be faculty members who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues.

If you are currently completing a bachelor's degree or are just starting graduate level studies
Obtain letters from faculty members who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues.

If you are completing a master's degree
One of the letters of appraisal must be from your Master's supervisor (or equivalent).

If you are currently in a doctoral program and have a supervisor
One of the letters of appraisal must be from your doctoral thesis supervisor. If you completed a Master's degree previously, the other letter should be from your Master's supervisor (or equivalent). If you do not yet have a supervisor, obtain letters from faculty members who have had sufficient opportunity to assess your potential, at the bachelor's or Master's level.

If you have changed universities since last year, one of the letters of appraisal must be from a faculty member at the previous university.

Names and Initials
Follow the instructions given in the earlier section under Identification.

Organization and Department/Division
Select the Organization and Department/Division using the "List..." button. If the Organization and Department/Division are not listed, select "Other" from the list and type the information in the box provided.

Attachments

General Presentation

All required material should be attached to your application printout as additional pages. Please ensure your attachments are presented according to these specifications:

- typed or word processed, single-sided, on 8 ½" x 11" (21.5 cm x 28 cm), white paper;
- single-spaced, with no more than six lines of type per inch;
- body text in a minimum 12 pt Times New Roman font;
- all margins set at a minimum of ¾" (1.87 cm);
- your name appears within the set margins at the top right corner of every page; and
- pages numbered consecutively following the last page of your application printout.

Attachments — for Completion by Applicant

Summary of the Proposal — maximum 1/2 page
The summary is intended to explain the proposal in language that the public can understand. Briefly describe the nature of the work to be done during the period of research. Indicate why and to whom the research is important, the anticipated outcomes, and how your field and Canada will benefit.

Program of Study — maximum two pages
Describe your program of study in non-technical terms. Write your proposal in clear, plain language and avoid jargon, because your application will be evaluated by a multidisciplinary committee.

Ensure that your text includes the requirements listed under the appropriate category, especially with respect to your thesis proposal:

1. **If you are currently completing a bachelor's degree, have not undertaken any graduate level studies, or if you are completing or have completed a master's degree**:

   - Clearly state your current level of study;
   - Give the title and a brief description of your master's thesis, if applicable;
   - Identify the degree program which you will pursue including any relevant courses and provide an explanation for your choice;
   - Provide an outline of your doctoral thesis proposal, including the research question, context, objectives, methodology and contribution to the

advancement of knowledge, and your special interests in the proposed area of research.

2. **If you are currently in a doctoral program:**

- Clearly state your current level of graduate study;
- Indicate what stage you are at in your thesis;
- Provide the name of your supervisor of doctoral studies, if known;
- Provide an outline of your thesis proposal, including, for example, the research question, context, objectives, methodology and contribution to the advancement of knowledge;
- Describe what you hope to accomplish during the award tenure and what will remain to be done before you obtain your degree.

Notes: If your proposed research is in psychology, justify your submission of this proposal to SSHRC (rather than to NSERC or CIHR), based on the *Tri-Council Guidelines for the Support of Research and Training in Psychology*.

If the output of your degree program is an artistic creation rather than a thesis, indicate clearly the research component of your proposed work. Outline, for example, the objectives of your research, the context, methodology, and contribution to the advancement of knowledge.

If you want to be considered for a supplement, please provide a justification.

Bibliography and Citations — no page limit
Provide the following:

- a bibliography for your proposed research proposal (please do not send publications or include endnotes).
- bibliographic details for all citations included in your Program of Study. Ensure that they are clear and complete to allow reviewers to locate the sources easily.

Transcripts
You must include all undergraduate and graduate transcripts.

SSHRC will accept official transcripts only. SSHRC will not accept Web-based, faxed or photocopied transcripts.

If you studied at a university or are studying at a university that does not provide transcripts, you must include an official certificate of success which outlines (1) the program in which you are or were registered, (2) the date of your initial registration and (3) the degree obtained or sought.

Research Contributions — maximum one page
Refer to the "Research Contributions" section above.

Allowable Inclusion — maximum 1/2 page
SSHRC asks its adjudication committees to take into consideration special circumstances that may have interrupted or delayed the completion of your current degree or a previous degree. Where appropriate, describe any interruptions or delays to the completion of a degree or degrees. Specify the dates of the delay or interruption.

In cases where you have officially interrupted your studies with your university's approval, or when your studies were done on a part-time basis, and you have taken these periods into account when indicating the number of months of study completed, you must indicate the dates of the interruption of study or the dates of the part-time study. SSHRC may contact your university to verify the information you have provided.

Attachments — for Completion by Designated Persons

Letters of Appraisal — maximum 2 letters

Please note that referees must be faculty members who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues. When providing the Letter of Appraisal forms to your referees, indicate in the upper right-hand corner of the form the date by which the appraisal must be returned to you. Ensure that your name, telephone number and address appear on the form. Then send the following to each of your **two** referees:

- a copy of your list of research contributions;
- a copy of Letter of Appraisal;
- a copy of your Program of Study; and
- a letter-sized envelope with your name, address and the words **Urgent - Deadline Material** on the front. Be sure to specify that the person completing the form must seal the envelope, sign over the seal, and return the envelope to you, so you can forward these unopened envelopes with the rest of your application.

Nomination Letter

This letter must be completed by the university and signed by the Dean of Graduate Studies.

The university must provide a nomination letter along with the Application Form for **each** student it wishes to nominate for a VCGS. The letter must give a high-level rationale for why the university is nominating the student for a VCGS (**2-page maximum**).

The Dean of Graduate Studies is required to sign off on the nomination letter, which is to provide related information under the following headings:

1. Status of Nominee

    a. Identifying whether the student is nominated as a Canadian or an international nominee. In the case of an international student please indicate the country of origin.

2. Reason(s) for the Selection of the Nominee

    a. Rationale for choice of nominee.
    b. Potential benefits to the nominee of studying at the host institution (Facilities/opportunities which will be available to the nominee, etc.)
    c. Potential benefits to the host institution of recruiting the nominee (what incremental benefit will the nominee bring to the institution if awarded a

Vanier Canada Graduate Scholarship (eg. role model, networking, etc.))

Important

The Letters of Appraisal are available as [form-fillable PDF files](#) on SSHRC's Web site. If you are using Adobe Reader (a software available free from the Internet), you can type your information directly into the appraisal form. However, you cannot save a form-fillable PDF file using Adobe Reader. Once you close your document, your **data is lost**.

We recommend that you compile your information in a word processor document. Once completed, you can then copy and paste this information into the PDF appraisal form. Your data will print only when you exit the field you have just completed. Print and sign the forms.

Note: You may purchase Adobe Writer which will let you save your data to a directory.

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