Social Sciences and Humanities Research Council of Canada Conseil de recherches en sciences humaines du Canada

Doctoral Award

Identification

Only the information in the Name section will be made available to selection committee members and external assessors. Citizenship and Statistical and Administrative Information will be used by SSHRC for administrative and statistical purposes only. Filling out the Statistical and Administrative Information section is optional.

Name

Family name	Given Name	Initials	Title

Full name used during previous contact with SSHRC, if different from above.

Citizenship - Applicants must indicate their citizenship status.

Status   ◯ Canadian   ◯ Permanent resident of Canada since   ◯ Other (country)

(yyyy/mm/dd)

/   /

Statistical and Administrative Information

Birth year	Gender	Correspondence language	Language proficiency	Read	Write	Speak	Comprehend aurally
	◯ F ◯ M	◯ English ◯ French	English	☐	☐	☐	☐
			French	☐	☐	☐	☐

Contact Information

The following information will help us contact you more rapidly. Secondary information will not be released by SSHRC without your consent.

Primary telephone number				Secondary telephone number			
Country code	Area code	Number	Extension	Country code	Area code	Number	Extension

Primary E-mail

Personal information will be stored in the Personal Information Bank for the appropriate program.

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2009/09/03

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Doctoral Award

Family name, Given name

Current Mailing Address

The address you provide must be complete and accurate because we will use it to correspond with you.

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.

Address

Address

City/Municipality	Prov. / State	Postal/Zip code	City/Municipality	Prov. / State	Postal/Zip code

Country

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Internal use

Application Profile

This page will be made available to selection committee members.

Supplement - joint or special initiative	Current status of the applicant	

Applicant family name	Applicant given name	Initials

Current position	Start date

Org. code	Full organization name

Department/Division

Name of degree sought through this application	Preferred selection committee

Organization to award the degree	Start date or expected start date of the program of study for which you seek support

Department/Division	Expected start date of the award

Title of research proposal

How many months of doctoral studies will you have completed at the expected start date of the award?

a) full time _____   b) part time _____

Does your proposal involve the use of human beings as research subjects? If "Yes", please 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.   ◯ Yes   ◯ No

Signature

The undersigned accepts the terms and conditions as outlined in the corresponding program description; the instructions provided with this form; and any conditions applied to an award pursuant to this application. The undersigned also declares that s/he has forwarded the sealed Letters of Appraisal to SSHRC or the university exactly as received from the referees.

Applicant name (print)	Signature	Date

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Family name, Given name

Doctoral Award

Academic Background

List up to 5 degrees, beginning with the highest degree first and all others in reverse chronological order, based on the start date.

Degree type	Degree name	Start date (yyyy/mm)	Expected date (yyyy/mm)	Awarded date (yyyy/mm) /
Disc. code	Discipline		Did SSHRC support enable you to get this degree? ◯ Yes ◯ No	
Org. code	Organization			
Country				

Degree type	Degree name	Start date (yyyy/mm) /	Expected date (yyyy/mm) /	Awarded date (yyyy/mm) /
Disc. code	Discipline		Did SSHRC support enable you to get this degree? ◯ Yes ◯ No	
Org. code	Organization			
Country				

Degree type	Degree name	Start date (yyyy/mm) /	Expected date (yyyy/mm) /	Awarded date (yyyy/mm) /
Disc. code	Discipline		Did SSHRC support enable you to get this degree? ◯ Yes ◯ No	
Org. code	Organization			
Country				

Degree type	Degree name	Start date (yyyy/mm) /	Expected date (yyyy/mm) /	**Awarded date** (yyyy/mm) /
Disc. code	Discipline		Did SSHRC support enable you to get this degree? ◯ Yes ◯ No	
Org. code	Organization			
Country				

Degree type	Degree name	Start date (yyyy/mm) /	Expected date (yyyy/mm) /	Awarded date (yyyy/mm) /
Disc. code	Discipline		Did SSHRC support enable you to get this degree? ◯ Yes ◯ No	
Org. code	Organization			
Country				

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Doctoral Award

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Doctoral Award

Family name, Given name

Work Experience

List up to five positions you are holding or have held (include academic and relevant non-academic work experience, as well as administrative appointments).

Position	Start date (yyyy/mm)	End date (yyyy/mm)

Org. code	Full organization name

Department/Division

Position	Start date (yyyy/mm)	End date (yyyy/mm)

Org. code	Full organization name

Department/Division

Position	Start date (yyyy/mm)	End date (yyyy/mm)

Org. code	Full organization name

Department/Division

Position	Start date (yyyy/mm)	End date (yyyy/mm)

Org. code	Full organization name

Department/Division

Position	Start date (yyyy/mm)	End date (yyyy/mm)

Org. code	Full organization name

Department/Division

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Doctoral Award

Family name, Given name

Credentials - List up to 6 scholarships, fellowships, prizes and other academic awards you have received and think would be the most pertinent to the adjudication of your application.

Category	Name	Source	Duration (Months)	Value / Year awarded

Research Contributions - Provide complete bibliographic references for your research contributions. List contributions by category as described in the instructions.

Personal information will be stored in the Personal Information Bank for the appropriate program.

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Doctoral Award

Family name, Given name

Areas of Study

The information provided in this section refers to your research/study. Duplicate entries are not permitted.

Keywords

List keywords that best describe your proposed research/study. Separate keywords with a semicolon.

Disciplines

Indicate and rank up to 3 disciplines that best correspond to your research/study.

Rank	Code	Discipline
1		
2		
3		

Areas of Research

Indicate and rank up to 2 areas of research related to your research/study.

Rank	Code	Area
1		
2		

Temporal Period

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

From	To
Year BC ◯ AD ◯	**Year** BC ◯ AD ◯

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Doctoral Award	Family name, Given name

Areas of Study (Cont'd)

Geographical Regions
If applicable, indicate and rank up to 2 geographical regions covered by or related to your research/study.

Rank	Code	Region
1		
2		

Countries
If applicable, indicate and rank up to 5 countries covered by or related to your research/study.

Rank	Code	Country	Prov./ State
1			
2			
3			
4			
5			

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

	Read	Write	Speak	Comprehend aurally
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

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Doctoral Award

Family name, Given name

Referees

Provide information on two referees who will each complete a Letter of Appraisal.

Family name	Given name	Initials

Org. code	Full organization name

Department/Division

Family name	Given name	Initials

Org. code	Full organization name

Department/Division

Transcripts

List all university transcripts appended to this application (e.g., McMaster, Laval). You must include all undergraduate and graduate transcripts.

Personal information will be stored in the Personal Information Bank for the appropriate program.

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Letter of Appraisal

Doctoral Award

Note: Also available as a form-fillable PDF file at www.sshrc.ca.

Name of applicant	Telephone

Address

The information you provide is for adjudication purposes only. It is retained in the applicant's file and is protected by the federal *Privacy Act* or by corresponding provincial legislation. Federal legislation permits reviewer comments to be disclosed to the candidates, except for references to other persons and their identities, and except for the name and personal information of the reviewer. Provincial legislation may vary.

I have ☐ read ☐ not read the applicant's program of study.

Comments

I have known the applicant in my capacity as _____ for _____ years.

Name of referee (print)

Subject field	Department/Division
Academic rank	Organization

E-mail

Telephone number	Date	Signature

Personal information will be stored in the Personal Information Bank for the appropriate program.

Doctoral Award (PDF 2009)

Canada

Guidelines for Completing the Letter of Appraisal

When writing your comments, bear in mind that applications are reviewed by a multidisciplinary selection committee, some members of which may not be familiar with the field or sub-field in which the candidate proposes to study.

Your Letter of Appraisal should inform the selection committee about the following:

- the candidate's background preparation, originality, judgement, written and oral skills, and skill at research;

- the proposal's theoretical framework, its relation to the field, and its methodology;

- the merits and shortcomings of both the candidate and the program of study;

- the importance to the discipline of the journals in which the candidate has published and/or the candidate's prospects for publication;

- the appropriateness of the institution that will award the degree; and,

- if applicable, the candidate's proficiency in the foreign language(s) necessary to pursue the program of study.

Type your Letter of Appraisal using a **12-point font** and do not exceed the space provided. **Additional pages will not be submitted to the selection committee.**

Once you have completed the Letter of Appraisal, seal the envelope, sign over the seal and return the envelope to the applicant.

Note: If you are the Head of a department and are also completing a Letter of Appraisal on behalf of a candidate, please ensure that another faculty member completes the Departmental Appraisal.

Important

You cannot save a form-fillable PDF file using Adobe Reader (a software available free from the Internet). If you are using Adobe Reader, **you can type your information directly into the form; however, 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 form.

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

Help

If you are having problems with your appraisal form, please consult the Frequently Asked Questions or contact the SSHRC Helpdesk by telephone at 613-995-4273 or by E-mail at webgrant@sshrc-crsh.gc.ca.

Canada

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Doctoral Award

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I have ☐ read ☐ not read the applicant's program of study.

Comments

I have known the applicant in my capacity as _____ for _____ years.

Name of referee (print)

Subject field	Department/Division
Academic rank	Organization

E-mail

Telephone number	Date	Signature

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- if applicable, the candidate's proficiency in the foreign language(s) necessary to pursue the program of study.

Type your Letter of Appraisal using a **12-point font** and do not exceed the space provided. **Additional pages will not be submitted to the selection committee.**

Once you have completed the Letter of Appraisal, seal the envelope, sign over the seal and return the envelope to the applicant.

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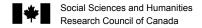
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Canada

Departmental Appraisal

For Doctoral Award applicants registered at a Canadian university

To be completed by the Director of the department or designate. Note: Also available as a form-fillable PDF file at www.sshrc.ca.

Name of applicant	Telephone
	( ) Ext.

For completion by the Department

In comparison with other students at a similar level, this applicant is considered

☐ outstanding ☐ very good ☐ good ☐ average ☐ below average

Among the _____ doctoral students from this department applying for an award in this competition, this applicant ranks _____ .

Among the _____ Master's and Bachelor's students from this department applying for an award in this competition, this applicant ranks_____ .

At the time of taking up the award, this applicant will be in the _____ year of the doctoral program and is expected to complete all degree requirements by_____ .

Was the applicant's ranking established by a departmental committee? ☐ No ☐ Yes

Comments

Language training

Is the applicant: a) a regular applicant ☐   b) a direct-entry applicant ☐ (see guidelines)

c) registered in a combined MA/PhD program? ☐

Name of department head (or designate)

Department/Division	Organization

E-mail

Telephone number	Date	Signature

Personal information will be stored in the Personal Information Bank for the appropriate program.

Doctoral Award (PDF 2009)

Canada

Guidelines for completing the Departmental Appraisal

When writing your comments, bear in mind that applications are reviewed by a multidisciplinary selection committee, some members of which may not be familiar with the field or sub-field in which the candidate proposes to study.

Type your comments using a **12-point font** and do not exceed the space provided. **Additional pages will not be submitted to the selection committee.**

For the Department Head:

1. Read the application form, the two Letters of Appraisal, official transcripts and any other attachments.

2. Rank master's students and doctoral students separately - among other students at their level. Include any bachelor's-level applicants with the master's-level applicants.

3. In the section "Comments", discuss the strengths and weaknesses of the applicant's performance, abilities and proposed program of study.

4. In the section "Language training", comment on whether foreign language training is essential to the applicant's program, and the applicant's proficiency in the language(s).

5. When choosing if the applicant is a regular applicant or a direct-entry applicant, keep in mind the following definitions:

Regular applicant is defined as a student who enters a doctoral program after obtaining a terminal MA in any discipline. A terminal MA is defined as a stand-alone master's program degree that is not part of a combined MA/PhD program.

A **direct-entry applicant** is defined as a student who enters a doctoral program or a combined MA/PhD program directly from an undergraduate degree, without having ever completed a terminal MA in any discipline.

6. Forward the following documents to the Faculty of Graduate Studies:

   • Application form
   • Any other documents attached by the applicant
   • Two (2) Letters of Appraisal
   • Departmental Appraisal
   • All university level transcripts
   • Application Checklist

If you are the Head of a department and are also completing a Letter of Appraisal on behalf of an applicant, please ensure that another faculty member completes the Departmental Appraisal.

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Doctoral Award

Family name, Given name

Application Checklist	Included
1. Completed and signed copy of the application form with all parts identified with your name	
Attachments	
2. Program of Study (maximum 2 pages)	
3. Bibliography and Citations (maximum 5 pages)	
4. Research contributions, if applicable (maximum 1 page)	
5. Allowable inclusion (1/2 page) Describe briefly any special circumstances that may have interrupted or delayed the completion of your current degree or a previous degree. Specify the dates of the delay or interruption.	
6. Official letter to confirm part-time study and/or leave of absence (if applicable) - maximum 1 page	
7. All undergraduate level transcripts	
8. All graduate level transcripts	
9. Two (2) completed Letters of Appraisal in sealed envelopes	
10. The Departmental Appraisal (only for candidates who must apply through a Canadian university)	
11. Application Checklist	

Application WEB

Checklist   **PROTECTED WHEN COMPLETED**

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