Application Form
Joseph-Armand Bombardier Canada Graduate Scholarships - Master's Instructions (Web)

Introduction

Applicants must complete the SSHRC Web-based J.-Armand Bombardier Canada Graduate Scholarships - Master's application form and the documents indicated under "Attachments" below. With your internet browser, you can create, edit and print the master's 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 **J.-Armand Bombardier Canada Graduate Scholarships - Master's program description** and the *Regulations Governing Fellowship and Scholarship Applications*. We suggest that you print and consult 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 you accept the application procedures and the selection process.

Application Process

Applicant Status	Where to Submit Application
You are currently registered in a degree program at, or on an approved leave of absence from...	
a university with a J.-Armand Bombardier Canada Graduate Scholarship allocation	The university at which you are currently registered or from which you have taken an approved leave of absence.
a university without a J.-Armand Bombardier Canada Graduate Scholarship allocation	SSHRC (Application deadline: December 14, 2009)
a foreign university*	SSHRC (Application deadline: December 14, 2009)
You are not currently registered in a degree program at a university, but completed	

your previous degree...	
at a university with a J.-Armand Bombardier Canada Graduate Scholarship allocation between January 1, 2009 and the present*	The university at which you completed your previous degree.
at a university with or without a J.-Armand Bombardier Canada Graduate Scholarship allocation between January 1, 2005 and December 31, 2008	SSHRC (Application deadline: December 14, 2009)

* Students registered simultaneously at Canadian and foreign universities must apply through the Canadian university, if that university has a J.-Armand Bombardier Canada Graduate Scholarship allocation.

Note: The list of universities with an allocation is found within the Program Description on SSHRC's Web site.

Where to Submit Your Application

Those applying through a Canadian university
Submit your complete application to your department head by the departmental deadline.

Note: Applications sent directly to SSHRC will not be accepted.

Those applying directly to SSHRC
Submit your complete application to:

By mail:
J.-Armand Bombardier Canada Graduate Scholarships
Social Sciences and Humanities Research Council
350 Albert Street
P.O. Box 1610
Ottawa, ON K1P 6G4

By messenger or courier:
J.-Armand Bombardier Canada Graduate Scholarships
Social Sciences and Humanities Research Council
Room 1663
350 Albert Street
Ottawa, ON K1A 1H5

Tel.: 613-996-3078

Applications may be delivered in person, by messenger or courier, or by mail. Mailed applications must be postmarked by midnight of the deadline date. SSHRC does not accept late applications, incomplete applications, applications sent by fax, or handwritten applications.

Ensure that you have followed the instructions, accurately provided all required information and have not exceeded the page limits. SSHRC cannot accept additional information after the application deadline, nor confirm the completeness of applications.

A complete application consists of:

1. the on-line J.-Armand Bombardier Canada Graduate Scholarships - Master's application form, completed, printed and signed
2. the program of study (max. 2 pages)
3. a bibliography/citations (max. 5 pages)
4. research contributions page (if applicable, max. 1 page)
5. all undergraduate transcripts
6. all graduate level transcripts
7. two (2) completed Letters of Appraisal in sealed envelopes
8. the Departmental Appraisal (only for candidates who must apply through a Canadian university)
9. the Application Checklist

Acknowledgement of Receipt of Applications

SSHRC will acknowledge receipt of your printed and signed application form 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 program.

Identification

Only the Given name, Initials and Family name boxes will be made available to selection committee members for review purposes. The information will be used by SSHRC for administrative and statistical purposes only.

Name

Names and Initials
SSHRC uses the information you provide 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 must be Canadian citizens or permanent residents of Canada as of the application deadline date. You must indicate your citizenship status by selecting the appropriate radio button.

Permanent residents must specify the date of permanent residency. Foreign applicants are not eligible to apply to the J.-Armand Bombardier CGS - Master's Scholarships program.

Language Proficiency

Indicate your proficiencies in both official languages.

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/zip 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 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 using 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.

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.

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

Credentials

List up to six (6) scholarships, fellowships, prizes, and other academic awards you have received and think would be the 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.
- 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.

Notes: 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.

Although there is the possibility of listing research contributions, we recognize that many applicants will not yet have publications or other research contributions to list.

You may append one additional page.

Application Profile

Title of research proposal
Provide a short, descriptive title in non-technical terms for the research proposal. This may be used for publication purposes. 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.

Special Initiative
If you wish to be considered for a special initiative and meet the eligibility criteria, select the initiative from the drop-down menu.

Program Information

Degree Sought Through this Application

Type in the degree name (e.g., MA) and select the Organization and the Department/Division that will award the degree by clicking on the "List..." button. The list of Canadian provinces will appear, then the organization.

Indicate the date you started or expect to start the Master's or combined MA/PhD program for which you seek support.

Research Training

Confirm the nature of the research requirements of the degree program (consult the Program Eligibility section of the program description on SSHRC's Web site). If the nature of the research requirements is not listed, select "Other" and type the information in the box provided. If you select "coursework in research methods and/or statistics", list the courses in the box provided.

Support Requested

Number of months of support requested
Awards are tenable for 12 months.

Expected start date of the award
Indicate when you expect to start your award. The award can only begin in **May, September and 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 program of studies is not available until that time.

Number of Months of Graduate Studies

Indicate the number of months of graduate studies you will have completed at the expected start date of the award. Include all previous studies at the graduate level, regardless of discipline. This applies whether or not a given degree was completed and whether or not the current university recognizes the previous credits or years of study.

Specify:

1. The number of months of full-time graduate studies that you will have completed at the expected start date of the award; and/or
2. The number of months of part-time graduate studies that you will have completed at the expected start date of the award (months of part-time studies will be counted as half months).

SSHRC assumes that all studies were and will be full-time and uninterrupted (i.e., beginning of September 2008 to end of August 2009 = 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 Program of Study section (see Attachments). You may 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 number of months of graduate studies completed at the start date of the award, you must total the full-time months of study and one half of the part-time months of study (e.g., 6 months of full-time study + 6 months of part-time study = 6 + 3 = 9. Therefore you have completed 9 months of study).

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 facility in each.

Areas of Study

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

Ethics
State whether your research 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 by 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 proposal, #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. Duplicate entries are not permitted.

Example:

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

You may only choose "Other (relevant discipline)" once. For instance, you cannot choose "Other Psychology" in Entry 2 and choose it again in Entry 3. Also, you can only choose "Other" (with an explanation) once in all of the three entries.

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 committee. Referees should be faculty members who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues.

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 attachment is presented according to these specifications:

- typed or word processed, single-sided, on 8 1/2" 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 3/4" (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

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

Ensure that your text includes the following requirements:

- Identify the university and degree program which you are pursuing or intend to pursue;
- Outline clearly the research training component of the degree program and tell us how your program of study meets one or more of the three components listed under Eligibility (consult the program description on SSHRC's Web site);
- If your Master's degree program involves a thesis, a major research paper/essay, or a major research project, provide a well-structured outline of your research proposal, specifying the research question, context, objectives, methodology and contribution to the advancement of knowledge;
- If it is relevant to your research proposal, describe any work experience, community involvement or other extracurricular activity;
- If your research proposal is in health or psychology, justify your submission of this proposal to SSHRC (rather than to NSERC or CIHR), based on the *Guidelines for the Eligibility of Subject Matter at SSHRC*;
- 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 the objectives of your research, the context, methodology, and contribution to the advancement of knowledge.

In addition, if your degree program does **not** involve a thesis, major research paper/essay, or a major research project, remember to outline clearly the research training component of the degree, as indicated above.

Bibliography and Citations — maximum 5 pages
Provide the following:

- a bibliography for your 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 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.

Attachments — for Completion by Designated Persons

Letters of Appraisal — maximum 2 letters

Please note that referees should be faculty members who have had sufficient opportunity to

assess your research 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. 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.

Departmental Appraisal

Those applying through a Canadian university
This form must be completed and signed by the department head or the person designated on behalf of the departmental committee. A blank copy of this form must be included with the completed application. When submitting your application to your Department Head, ensure that you include the *Guidelines for Completing the Departmental Appraisal*, which will be printed with your application.

Those applying directly to SSHRC
This form is not a requirement for those applying directly to SSHRC.

Important

The Letter of Appraisal and the Departmental 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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