

Application for a Doctoral Award Instructions (Web)

Introduction

Applicants must complete the SSHRC Web-based Doctoral Award application form and append the documents indicated under "Attachments" below. With your internet browser, you can create, edit and print the Doctoral Award 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 [Doctoral Awards 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

Applicants registered in a degree program at a Canadian university with a quota*	Submit paper copy to university by date set by that university
All other applicants	Submit paper copy to SSHRC postmarked by November 5

***Quota:** Maximum number of applications the university can forward to SSHRC.

Note: Students registered simultaneously at Canadian and foreign universities must apply through the Canadian university, if the Canadian university has a quota.

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 required number of appraisals as extras will not be forwarded to the selection committee.

Where to Submit Your Application

Applicants registered in a degree program at a Canadian university with a quota must apply through their university. Applications sent directly to SSHRC will not be accepted.

Forward your complete application to your department head by the departmental deadline.

All other applicants must forward their complete application to:

By mail:

Fellowships and Institutional Grants Division
Social Sciences and Humanities Research Council
350 Albert Street
P.O. Box 1610
Ottawa, ON K1P 6G4

By messenger or courier:

Fellowships and Institutional Grants Division
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 e-mail, or handwritten applications.

A complete application consists of:

1. the on-line Doctoral Award application form, completed, printed and signed
2. the program of study (max. 2 pages)
3. a bibliography/citations (max. 5 pages)
4. a research contributions page (if applicable, max. 1 page)
5. allowable inclusions (if applicable, max. 1/2 page)
6. official letter to confirm part-time study and/or leave of absence (if applicable, max. 1 page)
7. all undergraduate 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. 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 competition.

Identification

Only the Given Name, Initials and Family Name boxes will be made available to selection committee 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 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 option button.

Permanent residents of Canada must specify the date of permanent residency. Foreign applicants are not eligible to apply to the Doctoral Awards 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 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 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.

Preferred selection committee

Based on the subject and discipline(s) of your program of study, choose one selection committee using the "List..." button. Remember that a "Doctor of Philosophy" is not necessarily a degree in philosophy. Choose the committee appropriate for the discipline of your research.

The disciplines represented by each committee are as follows:

Committee 1 (7521)	Fine arts; Literature (all types)
Committee 2 (7522)	Classical Archaeology; Classics; Classical and Dead Languages; History; Mediaeval Studies; Philosophy; Religious Studies
Committee 3 (7523)	Anthropology; Archaeology (except Classical Archaeology); Archival Science; Communications and Media Studies; Criminology; Demography; Folklore; Geography; Library and Information Science; Sociology; Urban and Regional Studies; Environmental Studies
Committee 4 (7524)	Education; Linguistics; Psychology; Social Work
Committee 5 (7525)	Economics; Industrial Relations; Law; Management, Business, Administrative Studies; Political Science

If your main discipline is Women's Studies, choose the committee based on the aspect of Women's Studies you are working in. For example, if your research involves women's literature; you should choose Committee 1.

If your main discipline is Interdisciplinary Studies, choose the committee based on the most prevalent discipline among those related to your research. For example, if your research involves history and sociology, but it is less focused on history and more focused on sociology, you should choose Committee 3.

Note: If you are not sure which selection committee to choose, consult with SSHRC staff before submitting your application. SSHRC staff assigns applications to the particular committees taking into account the discipline(s), the program of study and the selection committee specified by the applicant. Final assignment rests with SSHRC.

Supplement

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 registered in a degree program at Canadian university with a quota*(insert link to quota);
- b. you are registered in a degree program at Canadian university without a quota* (insert link to quota);
- c. you are registered at a foreign university;
- d. you are not registered in a degree program at a university, but intend to undertake doctoral studies.

***Quota:** maximum number of applications the university can forward to SSHRC.

Note: Students registered simultaneously at Canadian and foreign universities must apply through the Canadian university, if that university has a quota.

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

Expected start date of the award

Indicate when you expect to start your award. The award can only begin in **May, 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 program of studies 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.)

In calculating the value and duration of awards, SSHRC includes all prior doctoral-level studies in the same discipline. This also applies to students who have been accelerated from a master's program into a doctoral program without obtaining the master's degree. In the case of students who are registered in a combined MA/PhD program, SSHRC will not include the first 12 months of the combined program in the calculation of the value and duration of doctoral awards. These procedures apply whether or not the degree was completed and whether or not the current university recognizes the previous credits or years of study.

SSHRC assumes that all studies were full-time and uninterrupted (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 an official letter from their university which must be appended to their application. You must take these periods into account when calculating the number of months of study completed.

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	Joseph-Armand Bombardier CGS Doctoral Scholarship	SSHRC Doctoral Fellowship
Applicants who will have completed between 0 and 4 months	36 months of funding	48 months of funding
Applicants who will have completed between 5 and 16 months	36 months of funding	36 months of funding
Applicants who will have completed between 17 and 28 months	Not eligible	24 months of funding
Applicants who will have completed between 29 and 40 months	Not eligible	12 months of funding
Applicants who will have completed 41 months or more	Not eligible	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" (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 committee. 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

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 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 Applications 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, 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 — maximum 5 pages

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 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.

Research Contributions — maximum one page

Refer to the "Research Contributions" section above.

Allowable Inclusions — 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 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.

Official Letter to Confirm Part-time Study and/or Leave of Absence — maximum one page

In calculating the value and duration of awards, SSHRC assumes that all doctoral studies were full-time and uninterrupted. If you have studied on a part-time basis, or have interrupted your studies with your university's official approval, you must append to your application an official letter from the Registrar (or assigned designate) at your university confirming the change of registration status in your doctoral program.

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.

Departmental Appraisal

Those applying through a Canadian university

This form must be completed and signed by the Director of the Department or the designate. A blank copy of this form must be included with the completed Application only if you are a Doctoral Award applicant registered at a Canadian university. 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 Letters of Appraisal and 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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