



UNIVERSITY
OF MANITOBA

Faculty of Graduate Studies

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To: SSHRC Eligible Departments

From: Marcia Labiuk, Awards Officer

Re: **2009/2010 SSHRC CGS Master's SPECIAL CALL**

SSHRC has requested our assistance with a special call for a limited number of J. Armand Bombardier CGS Master's applications with a broad focus on "business related" research. We are permitted to forward 4 applications to SSHRC. Business related is defined as follows:

Excerpt from Dr. Chad Gaffield's letter to the scholarly community. February 13, 2009

"As demonstrated over SSHRC's thirty-year history, students pursuing research-based graduate degrees across the social sciences and humanities significantly enrich understanding of topics important to our society. Moreover, SSHRC award-winners from all research degree programs go on to benefit all sectors, including the business world. Directly, and indirectly, the results continue to make significant contributions to addressing the world's most pressing challenges, as illustrated in the current financial crisis by the central role of business historians focused on the 1930s; philosophers focused on business ethics; political scientists focused on regulatory frameworks; economists focused on stimulus strategies; management researchers focused on corporate operations; sociologists focused on labour markets; literary scholars focused on the new digital economy; musicologists focused on the creative industries; and so on."

Application forms are available in an on-line version only. Students must register in order to log in and complete the application form and may save their work and review it periodically before printing the completed application form.

I am attaching the ranking sheets as well as additional information from SSHRC for your convenience.

SSHRC's deadline for receipt of the CGSM applications from all universities is June 22, 2009. Departments are responsible for collecting, assessing, and ranking completed applications by their own deadline and forwarding them to the **Faculty of Graduate Studies by May 28, 2009**. This will allow the University Awards Committee time to assess recommended applications, select the top students to fill our quota, and explore ways in which these applications could be strengthened.

Please ensure that all applications submitted are complete and that the applicant is eligible to apply for the award. Note that incomplete applications will be considered ineligible and returned to the Department. If you have any questions, please contact me.

Encl.



2009-2010 JOSEPH-ARMAND BOMBARDIER CGS-MASTER'S SPECIAL CALL FOR BUSINESS-RELATED APPLICATIONS

Number of Awards

We are able to offer 200 Joseph-Armand Bombardier CGS-Master's awards for business-related applications in 2009-2010 (Appendix E). Allocations to universities have been increased slightly to take into account potentially declined, ineligible or unsuccessful applications.

Combined Undergraduate and Graduate Degree Programs

Because SSHRC does not currently support studies at the undergraduate level, the Joseph-Armand Bombardier CGS-Master's program will not fund applicants in degree programs that combine undergraduate and graduate degrees.

Students registering in a combined MA/PhD program must apply to SSHRC's Doctoral awards competition.

Simultaneous Registration at Canadian University and Foreign University

Applicants registered concurrently at a Canadian university and a foreign university must apply through the Canadian university, if that university has a CGS allocation.

First-class Average

If you submit, as part of your A-List allocation, an application for a student who did not achieve a first-class average in each of the past two years of full-time study (or equivalent), it is very important that the Departmental Appraisal provide a clear justification why you nevertheless forward the application. This should include an explanation of why you judge this to be a meritorious application, not merely a mention of the lack of a first-class average. For the purpose of meeting the eligibility criteria of the program, please ensure that the averages cited in the Departmental Appraisals are expressed in the same way as the standard first-class average your university specified in Appendix C. For example, if the first-class average is a percentage, the averages shown on the Departmental Appraisal should also be percentages.

Bibliography and Citations

There is no page limit for the bibliography and citations.

Number of Months of Graduate Studies

Applicants must indicate the number of months of graduate studies they will have completed at the expected start date of the award. They must include all previous studies at the graduate level, regardless of discipline.

SSHRC assumes that all studies were full-time and uninterrupted (i.e., beginning of September 2007 to end of August 2008 means 12 months of study). Students who studied on a part-time basis, or who interrupted or intend to interrupt their studies with their university's official approval, must specify the dates of interruption or part-time study in their Program of Study. They may take these periods into account when calculating the number of months of study completed. SSHRC may contact the university to verify the information provided.

Official Transcripts

SSHRC will accept official transcripts only. Applicants must include all undergraduate and graduate-level transcripts.

If an applicant studied at a university which does not provide transcripts, they must include an official certificate of success which outlines the program in which they were registered, the date of initial registration and the degree obtained or sought.

Students should be aware that documents sent to SSHRC in support of their application cannot be returned to them.

Program of Study

Applicants must clearly outline the research training component of the degree program and explain how their program of study meets one or more of the three components listed under Program Eligibility.

Program of Study - Degrees without a Thesis

If the degree program does not involve a thesis, major research paper/essay, or major research project, applicants must remember to clearly outline the research training component of the degree in their Program of Study.

Program of Study - Degrees in Fine Arts

If the output of the degree program is an artistic creation, rather than a thesis, applicants must clearly outline the research component of their proposed work in their Program of Study. They should indicate the objectives of their research, the context, methodology, and contribution to the advancement of knowledge.

Program of Study - Research proposals in Psychology

If the research proposal is in Psychology, applicants must justify the submission of their proposal to SSHRC (rather than to NSERC or CIHR), based on the *Tri-Council Guidelines for the Support of Research and Training in Psychology* (see *Regulations Governing Fellowships and Scholarship Applications*).

Alternate List (Change)

Alternate applications will not be sought for this special call.

**ROLES AND RESPONSIBILITIES OF UNIVERSITY ADMINISTRATORS
IN THE ADMINISTRATION OF
THE JOSEPH-ARMAND BOMBARDIER CGS - SPECIAL CALL FOR BUSINESS-RELATED
APPLICATIONS 2009-2010**

In an effort to assist universities in obtaining consistent results with the nomination process, we ask that you follow the guidelines outlined below. We would appreciate your advising students of the involvement of university administrators in the process.

Deadline

Each university must set its internal deadline, taking into consideration SSHRC's deadline for the special call (Monday, June 22, 2009) and the university's own work load. The name of the person responsible for receipt of the completed applications at the university should be communicated to SSHRC.

Application forms

Applicants must use the web-based application form. Applicants must sign and submit the complete application on paper. Applications will only be accepted from those applying through a Canadian university with a J.Armand Bombardier CGS special allocation for business-related research.

Appointment of University Selection Committee(s)

Each university should establish the number of selection committees required to efficiently operationalize the selection process. Each committee should be composed of at least three members.

Review of Applications by University Selection Committee(s)

Applications must be assessed according to the specific criteria described in the enclosed document entitled "Guidelines for University Selection Committee(s)" (see Appendix A).

Transcripts

Applicants must include, with their application, all undergraduate and graduate transcripts. Applicants are required to submit official transcripts.

List of Nominated Applicants

Please send your list of nominated candidates (Appendix B), by June 22, 2009 at the latest along with a complete application for each candidate.

Please note that SSHRC will not accept modified or updated lists of applicants or additional applications after the deadline.

University Nomination Process

Please provide a brief description of the process you used to choose the nominees from your university (Appendix C) and explain what constitutes the standard first-class average or standing at your institution.

Announcement of Final Results

Once SSHRC has completed its selection process, each university will receive three lists: the first indicating the results for all candidates that the university nominated, the second indicating the list of successful candidates who had indicated the intent to take up the award at the university, and the third a complete list of all successful applicants in the competition.

Furthermore, SSHRC will send individual results to each candidate by mail. However, the Faculty of Graduate Studies may release the results to candidates whose applications were submitted by the university.

GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)

The following criteria must be used by the University Selection Committee(s) for the purpose of determining eligibility of candidates and programs and for evaluating candidates in the nomination process.

Applicant Eligibility

Eligibility to Apply for an Award

To qualify to apply to this program, the candidate must:

- be a citizen or permanent resident of Canada;
- be applying for support to pursue a first graduate degree (i.e., master's or equivalent) and not have completed more than 12 months of full-time graduate study at the proposed start date of the award: all previous studies at the graduate level, regardless of discipline, will be included in determining eligibility;
- have achieved a first-class average, as determined by the university, in each of the last two years of full-time study or equivalent;
- not have already received an award for master's-level study from SSHRC, NSERC or CIHR;
- not be applying for graduate funding in the 2008-09 academic year to NSERC or CIHR;
- not be pursuing a degree program that combines undergraduate and graduate studies

Notes: If the applicant is or will be registered in a combined MA/PhD program, the candidate must apply to the Doctoral Awards program for funding.

If the applicant completed the bachelor's degree before January 1, 2004 (date all degree requirements were completed, not date of graduation) and has not been registered at a university since that date, the candidate is not eligible to apply to this program.

Eligibility to Hold an Award

At the time of taking up the award, the candidate must:

- be registered full-time, at a recognized Canadian university, in the first year of a master's program in the social sciences or humanities that includes advanced research training (as defined in Program Eligibility below);
- or
- be registered full-time, at a recognized Canadian university, in a master's program in the social sciences or humanities that includes advanced research training (as defined in Program Eligibility below), and have completed no more than 12 months of full-time study or equivalent at the graduate level.
- and
- have completed all requirements for the bachelor's degree.

Notes:

A qualifying or "make-up" year of study is not eligible for support.

Joseph-Armand Bombardier CGS-Master's Scholarships are available to those who are registered part-time because of a disability. For this purpose, disability is defined as "a functional

limitation resulting from a physical, sensory, or mental impairment, which, for an indefinite period, affects the ability of the student to perform the activities necessary to participate fully in his or her learning.”

Federal government employees are eligible to hold an award only if on an unpaid leave of absence (no salary or special allowances permitted).

Program Eligibility

The scholarship is tenable only in programs of study that include significant research training. Research training normally involves:

- demonstrating the ability to conduct original research by the completion of a thesis, major research paper or project; and/or
- completing course work in research methods and/or statistics appropriate for the discipline or field of study; and/or
- acquiring knowledge and experience sufficient to assess and interpret research and scholarship in the field.

Evaluation Criteria

The following table shows the three weighted evaluation criteria:

<p>Academic Excellence Weighting: 60%</p>	<p>Academic excellence—as demonstrated by academic transcripts, awards and distinctions.</p>
<p>Research Potential Weighting: 30%</p>	<p>Quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgement, originality, initiative and autonomy, determination and ability to complete projects within an appropriate period of time—as demonstrated in the description of program of study and by work experience, research contributions, letters of appraisal, and, if applicable, the departmental appraisal.</p>
<p>Communication Skills Weighting: 10%</p>	<p>As demonstrated in the description of the program of study and, if relevant, by work experience, community involvement and other extracurricular activities, as well as by letters of appraisal, the quality of presentation of the application and, if applicable, the departmental appraisal.</p>

DEPARTMENTAL PRIORITY RANKING SHEET

SSHRC Joseph-Armand Bombardier
Canada Graduate Scholarships Program (CGS) Master's Competition
SPECIAL CALL FOR BUSINESS RELATED APPLICATIONS
2009/2010

DEADLINE: MAY 28, 2009

DEPARTMENT/SCHOOL OF:

CONTACT PERSON:

PHONE NUMBER:

- (a) Rank all applications in order of priority. **Please do not recommend more than 4 applicants.**
- (b) Students may not be ranked as equal
- (c) **Do not recommend students with a GPA of less than 3.75 in each of the last two completed years of study**
- (d) **Incomplete applications will be considered ineligible and returned to the Department.**

NAME OF STUDENT	RECOMMENDED	NOT RECOMMENDED	COMMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

FURTHER COMMENTS:

DEPARTMENT HEAD OR DESIGNATE

SIGNATURE

Please contact students that are "Not Recommended" and inform them of their status and do not forward "Not Recommended" applications to Graduate Studies.