



Faculty of Graduate Studies

Marcia Yoshida
500 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9836
Fax (204) 474-7553
marcia_yoshida@umanitoba.ca

August 26, 2011

To: SSHRC Eligible Departments

From: Marcia Yoshida, Awards Officer

Re: **2012/2013 SSHRC CGS Master's & Doctoral Competition**

The SSHRC application forms and guides for the academic year 2012/2013 are available on their website at https://webapps.nserc.ca/SSHRC/faces/logonFellowships.jsp?lang=en_CA . 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 and signing 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 applications from all universities is January 9, 2012 for the Doctoral applications and February 2, 2012 for CGS Master's applications. Departments are responsible for collecting, assessing, and ranking completed applications by their own deadline and forwarding them to the **Faculty of Graduate Studies by Thursday, November 3, 2011.** 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.

The Faculty of Graduate Studies will be announcing the SSHRC competition to all graduate students in our weekly awards email announcement, but Departments should be sure to communicate their internal deadline to their students and faculty members. We will also be distributing information about a SSHRC webinar for applicants.

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.



La version française suit

August 10, 2011

Revisions to Guidelines for Subject Matter Eligibility

Please note that minor revisions to the guidelines on Subject Matter Eligibility have been posted on the SSHRC web site to provide further clarification to applicants regarding the eligibility of health-related research. Specifically, the revisions provide additional examples of eligible and ineligible topics based on the experience of the past competition year.

The revised guidelines can be found at: http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx?

SSHRC staff continue to work with colleagues at the Canadian Institutes of Health Research (CIHR) to provide the best possible advice to applicants on where and how to apply, and to recommend suitable peer reviewers to adjudicate social science and humanities proposals submitted to CIHR. SSHRC and CIHR are also committed to improving coordination between the agencies with regard to fellowship and scholarship applications.

The number of proposals deemed ineligible at SSHRC in the past competition year has fallen significantly; a reflection of the research community's efforts to adapt to the new guidelines which came into effect in 2009.

As always, SSHRC welcomes feedback on ways in which it can further assist social sciences and humanities researchers and students in dealing with this important transition, and availing themselves of the full range of federal funding opportunities.

Brent Herbert-Copley
Vice-President, Research Capacity
SSHRC

Gisèle Yasmeen
Vice-President, Research
SSHRC

MEMORANDUM

TO: Deans of Graduate Studies and
University Student Liaison Officers

DATE: August 12, 2011

FROM: Gordana Krcevinac, Director
Research Training Portfolio, SSHRC

SUBJECT: 2012-2013 Joseph-Armand Bombardier Canada Graduate Scholarships
Program (CGS) - Master's Competition and Allocations

The Social Sciences and Humanities Research Council (SSHRC) is grateful and would like to thank you for your invaluable contribution and continued participation in the delivery and success of the Joseph-Armand Bombardier Canada Graduate Scholarships - Master's.

In preparation for the upcoming competition, SSHRC once again asks for your assistance in ensuring that the departments are informed about the program and wishes to provide you with updated program information and instructions relevant to the administration of the adjudication process. The current package includes:

1. Program changes and important reminders for the 2012-2013 competition;
2. *Roles and Responsibilities of University Administrators in the Administration of the Joseph-Armand Bombardier Canada Graduate Scholarships - Master's Competition 2012-2012*; and
3. University allocations for 2012-2013.

For the 2012-2013 Master's competition, SSHRC continues to expect universities to nominate their very best students, using the criteria published in the program description available on SSHRC's web site at http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/cgs_masters-besc_maitrise-eng.aspx.

Once the applications are sent to SSHRC, they will be reviewed and vetted by SSHRC program officers. Any contentious cases will be sent to a selection committee for evaluation. In these cases, the committee will decide whether or not the nominee should be offered an award.

The program description, application form and instructions are now available on the SSHRC website at http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/cgs_masters-besc_maitrise-eng.aspx. If you have any questions concerning this program, please address them to the SSHRC program officer responsible:

Mélanie Drouin-Dion
Program Officer
Melanie.Drouin-Dion@sshrc-crsh.gc.ca
613-947-0251

1: PROGRAM CHANGES AND IMPORTANT REMINDERS FOR THE 2012-2013 JOSEPH-ARMAND BOMBARDIER CGS-MASTER'S COMPETITION

Program Architecture Renewal (New)

By renewing its program architecture, SSHRC is creating a simpler, more flexible and effective system of application and assessment in the context of the changing research landscape and the increasing demand for social sciences and humanities research and training in all sectors of society. The development and gradual implementation of this renewed program architecture will be the key driver of SSHRC's efforts over the next two years.

Please note that the Doctoral Awards funding opportunity will remain unchanged for the next competition cycle as the Research Training Portfolio (formerly the Fellowships and Institutional Grants Division) undertakes a review of all its funding opportunities under the *Talent* program. Consultation with the university community on proposed options will be scheduled for this fall.

For more information on SSHRC's Program Architecture Renewal, please visit www.sshrc.gc.ca.

SSHRC's Obligations under the *Official Languages Act* (New)

Under the *Official Languages Act*, federal institutions, including SSHRC, must ensure respect for the rights of individual Canadians to receive services from federal institutions and organizations that provide services on their behalf, in the official language of their choice.

SSHRC is committed to promoting equitable access by:

- Ensuring that its funding opportunities enable the participation of both official language communities;
- Providing applicants with equitable access to the information and resources in the official language of their choice;
- Monitoring and promoting the participation of Official Language Minority Institutions (OLMI), researchers and students in its programs.

As partners in the co-delivery of the Joseph-Armand Bombardier Canada Graduate Scholarships - Master's Scholarships, universities must respect the Act in the management of their internal selection processes. For the full text of the *Official Languages Act*, please visit <http://laws-lois.justice.gc.ca/eng/acts/O-3.01/FullText.html>.

Eligibility of Subject Matter at SSHRC (Update)

SSHRC collaborates closely with the other federal granting agencies to encourage and promote support to the full range of social science and humanities research and research training, including collaboration across disciplines and subject areas. Applications submitted to SSHRC that would be more appropriately evaluated by NSERC or CIHR will not be accepted.

Applicants working in research areas where boundaries overlap are advised to state clearly in all applications for funding why they believe their proposals are appropriate for support by the agency to which they are submitting their application.

Research that is eligible for funding under the mandate of CIHR is not eligible for consideration at SSHRC. This includes research that is primarily intended to improve and/or increase knowledge of health, health care and health-care systems in Canada or internationally. For more information, applicants should consult the [General Guidelines for the Eligibility of Subject Matter at SSHRC](#).

SSHRC, CIHR and NSERC continue to work on further harmonizing the administration of their programs, including the rules and processes related to the subject matter eligibility of applications. While a more integrated approach is being developed, SSHRC encourages potential applicants and/or university student liaison officers to contact Council staff well in advance of submitting an application if they have any questions regarding subject matter eligibility. Upon receipt of a draft research proposal, staff will immediately notify applicants that an eligibility review will be conducted. While SSHRC endeavours to provide timely advice in such cases, applicants will be advised to explore funding opportunities at one of the other federal granting agencies while their proposal is reviewed for eligibility, in order to ensure that deadlines are not missed. Applicants whose proposals are deemed not to fit within SSHRC's mandate will be informed in writing.

Please note that SSHRC does not [permit appeals](#) on grounds of subject matter eligibility.

Enhancements to SSHRC's Website (New)

In response to feedback received from student liaison officers, SSHRC has implemented a number of new features on its website, including:

- A new webpage listing upcoming competition deadlines:
 - <http://www.sshrc-crsh.gc.ca/funding-financement/deadlines-limités-eng.aspx>.
- Further improvements to the Resource Centre, which now includes helpful information and tips for students and postdoctoral researchers:
 - http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/resource_centre-centre_de_ressources-eng.aspx.
- The use of social media to publicize its funding opportunities and activities:
 - *Twitter*: http://twitter.com/#!/SSHRC_CRSH;
 - *Facebook*: <http://www.facebook.com/home.php#!/pages/Social-Sciences-and-Humanities-Research-in-Canada/108668929196739>; and
 - *YouTube*: <http://www.youtube.com/user/SSHRC1>.

We are once again able to offer 1,300 Joseph-Armand Bombardier CGS-Master's awards this year. Universities will continue to be asked to submit alternate applications to replace potential declines. This number will be proportionate to the university's regular allocation.

Combined MA/PhD and Fast-Track Programs (Reminder)

If the applicant is or will be registered in a combined MA/PhD or a fast-track (accelerated from a master's program into a doctoral program without obtaining the master's degree), they may apply to the Joseph-Armand Bombardier CGS Master's program provided they have completed less than 12 months of graduate-level study at the time of the proposed start date of the award.

If they are currently registered in a combined MA/PhD or a fast-track program, and have or will have completed 12 months or more of graduate-level study as of the proposed start date of the award, they may only apply to the [Doctoral Awards program](#).

Combined Undergraduate/Graduate Programs (Reminder)

If they are or will be registered in a combined undergraduate/graduate program, they may apply to the Joseph-Armand Bombardier CGS Master's program only for the period(s) during which they are enrolled full-time at the master's level.

Direct Entry to Doctoral Programs (Reminder)

If they are or will be registered as a direct entry doctoral candidate, they may only apply to the [Doctoral Awards program](#).

Research Contributions (Reminder)

Applicants may append one additional page.

First-Class Average (Reminder)

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 E. For example, if the first-class average is a percentage, the averages shown on the Departmental Appraisal should also be percentages.

Please also be sure to specify one standard first-class average for your university, regardless of the faculty or the department. For example, there cannot be a different first-class average for the Department of English and the Department of Sociology.

Number of Months of Graduate Studies (Reminder)

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.

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

Program of Study (Reminder)

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. This must now also be identified in the application profile section of the application.

2: ROLES AND RESPONSIBILITIES OF UNIVERSITY ADMINISTRATORS IN THE ADMINISTRATION OF THE JOSEPH-ARMAND BOMBARDIER CANADA GRADUATE SCHOLARSHIPS - MASTER'S COMPETITION 2012-2013

In an effort to assist universities in obtaining consistent results with the selection 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 (February 2, 2012) and the university's own work load. The person responsible for receipt of the completed applications at the university should be named.

Application Forms

Applicants must use the web-based application form. Applicants must sign and submit the complete application on paper.

Appointment of University Selection Committee(s)

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

Verification of Applications

Status of Applicants and Where to Apply

Applicants registered in a degree program at a university with an allocation at the time of application, must apply through their university. If they are not currently registered, but completed their previous degree in 2011, they must apply through the university that awarded their last degree, provided that university has an allocation. Applicants registered concurrently at a Canadian university and a foreign university must apply through the Canadian university, if that university has a CGS allocation. All other applicants must apply directly to SSHRC by December 15, 2011.

Completeness, Eligibility, and Quality of Applications

Applications should be verified for completeness, legibility of documentation and for eligibility of the applicants and their proposed research. Please ensure that the research proposal falls under SSHRC's mandate. The guidelines for subject eligibility at SSHRC can be found on our website at www.sshrc-crsh.gc.ca/site/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx. If in doubt, please consult SSHRC staff.

Only applications with duly completed programs of study should be forwarded to SSHRC for consideration. Incomplete or ineligible applications will not be accepted.

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). The purpose of the review is to identify applicants who are recommended for a Joseph-Armand Bombardier CGS-Master's award, to identify applicants to serve as alternate award holders in the event of declined awards, and to identify candidates who are not recommended.

Transcripts

Applicants must include official undergraduate and graduate transcripts with their application.

This will facilitate the vetting process at SSHRC and the evaluation by the selection committee of any contentious cases.

Lists of Recommended, Alternate, and Non-recommended Applicants

SSHRC would appreciate receiving, as soon as possible after the meeting of the university selection committee(s),

- the A-List of recommended candidates (see Appendix B);
- the Alternate List of alternate candidates (see Appendix C); and
- the B-List of non-recommended applicants (see Appendix D).

These lists should be submitted by February 2, 2012, at the latest.

Complete applications should be submitted for each candidate on the A-Lists and on the Alternate Lists.

With regard to the B-List, only the first 3 pages of each application are required (i.e. the Application Profile page and the identification sheets).

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

University Selection Process

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

Announcement of Results to Alternate and Non-nominated Candidates

Applicants on the university Alternate List and B-List must be advised as soon as possible by the university administrator of the status of their application. University administrators are asked to deal with appeals according to SSHRC's appeal procedures, a copy of which is attached (Appendix F).

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 recommended, 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 selection process.

Applicant Eligibility (Reminder)

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 2010-11 academic year to NSERC or CIHR;

Note: If the applicant completed the bachelor's degree before January 1, 2007 (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.

Combined MA/PhD and Fast-Track Programs (Reminder)

If the candidate is or will be registered in a combined MA/PhD or a fast-track (accelerated from a master's program into a doctoral program without obtaining the master's degree), they may apply to the Joseph-Armand Bombardier CGS Master's program provided they have completed 12 months or less of graduate-level study at the time of the proposed start date of the award.

If they are currently registered in a combined MA/PhD or a fast-track program, and have or will have completed 12 months or more of graduate-level study as of the proposed start date of the award, they may only apply to the [Doctoral Awards program](#).

Combined Undergraduate/Graduate Programs (Reminder)

If they are or will be registered in a combined undergraduate/graduate program, they may apply to the Joseph-Armand Bombardier CGS Master's program only for the period(s) during which they are enrolled full-time at the master's level.

Direct Entry to Doctoral Programs (Reminder)

If they are or will be registered as a direct entry doctoral candidate, they may only apply to the [Doctoral Awards program](#).

Eligibility to Hold an Award

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

- be registered as a full-time student in the social sciences or humanities, at an eligible Canadian university; and
- be admitted unconditionally (generally, this means having fulfilled all the requirements for a bachelor's degree) in one of the eligible programs (as defined above) that include advanced research training (as defined in Program Eligibility section below).

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 degree programs that include significant research training. Research training normally involves:

- demonstrating the ability to conduct original research by the completion of a scholarly thesis, major scholarly paper, project, publication, performance, recital, or exhibit; 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 conduct, assess, and interpret research and scholarship in the field.

Evaluation Criteria

The following table shows the three weighted evaluation criteria:

Academic Excellence Weighting: 60%	Academic excellence—as demonstrated by academic transcripts, awards and distinctions.
Research Potential Weighting: 30%	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.
Communication Skills Weighting: 10%	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.

APPEALS PROCEDURES

University administrators are asked to address appeals in compliance with SSHRC's appeals procedures: <http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/appeals-appels-eng.aspx>.

Only those appeals based on the grounds that there has been a procedural or administrative error in the adjudication process should be considered. For example, an applicant might contend that certain documentation was lost or not considered in the evaluation of a proposal and that the application had therefore not been considered fairly in competition with all others. Complaints based on a lack of due process should be investigated by an official of the Faculty of Graduate Studies.

Because of the competitive nature of the selection process, universities must not consider appeals based upon disagreement with the academic judgment of a University Selection Committee, including its interpretation of assessments or its evaluation of a proposal.

SSHRC will reroute letters complaining about a university's decision to the appropriate university administrator.

3: UNIVERSITY ALLOCATIONS for 2011-2012

Calculation of Allocation

SSHRC will award a total of 1,300 Joseph-Armand Bombardier CGS Master's awards in the 2011-2012 competition. Canadian universities will nominate a total of 1,260 candidates while SSHRC has reserved 40 awards for eligible candidates who must apply directly to SSHRC. These include candidates who are students at a university that did not receive an allocation, candidates currently studying at foreign universities or candidates not registered in a degree program at a Canadian university in 2011.

The attached list contains only names of universities with an allocation of one or more nominations for the Joseph-Armand Bombardier Canada Graduate Scholarships.

Allocations are calculated based on the number of bachelor's degrees in the social sciences and humanities each university conferred in 2008* and on the number of full-time master's students in the social sciences and humanities registered in the 2007-2008 academic year.

Universities that conferred less than 50 bachelor degrees in 2008 did not qualify for an allocation.

* This is the most recent data available from Statistics Canada. Up to date data from Statistics Canada should be available in late September 2011. Once available, we will share with you an updated list of allocations. For now, please refer to the following list:

**Joseph-Armand Bombardier Canada Graduate Scholarships - Master's
Bourses d'études supérieures du Canada Joseph-Armand-Bombardier - Maîtrise
Allocation of Nominations (2012-2013) / Allocation pour les nominations (2012-2013)**

Institutions / Établissements	Bachelor's degrees awarded in the social sciences and humanities in 2008* Diplômes de premier cycle accordés en sciences humaines en 2008*	Full-time Master's enrolment in the social sciences and humanities in 2008* Inscriptions à temps plein au deuxième cycle en sciences humaines en 2008*	Number of nominations for the Joseph-Armand Bombardier CGS Master's Nombre de nominations pour les BÉSC Joseph-Armand-Bombardier - Maîtrise	Alternate Candidates / Candidats-substituts
Acadia University	591	72	4	1
Algoma University College	204		1	1
Athabasca University	579	168	6	2
Bishop's University	513	0	3	1
Brandon University	600	48	4	1
Brock University	3,462	627	27	8
Cape Breton University	384	123	4	1
Carleton University	3,054	1,272	35	10
Collège dominicain de philosophie et de théologie	15	36	1	1
Concordia University	3,648	1,299	38	11
Concordia University College of Alberta	291	0	2	1
Dalhousie University	1,173	780	18	5
École nationale d'administration publique	0	357	5	1
Emily Carr University of Art and Design	330	24	2	1
HEC Montréal	1,197	702	17	5

Institut national de la recherche scientifique	0	54	1	1
King's University College	111		1	1
Kwantlen (Polytechnic) University	66		1	1
Lakehead University	1,515	336	13	4
Laurentian University / Université Laurentienne (Inc. Hearst)	1,722	120	11	3
McGill University	2,793	1,269	33	9
McMaster University	2,355	495	20	5
Memorial University of Newfoundland	1,743	525	17	5
Mount Allison University	300	0	2	1
Mount St. Vincent University	573	75	4	1
Nipissing University	1,278		7	2
NSCAD University	117	33	1	1
Ontario College of Art and Design	624	24	4	1
Queen's University	2,550	1,173	31	8
Redeemer University College (2007 numbers)	117		1	1
Royal Military College of Canada (2007 Master's numbers)	108	36	1	1
Royal Roads University	360	2,154	12	3
Ryerson University	3,264	660	27	7
Saint Mary's University (incl. Atlantic School of Theology)	1,071	345	11	3
Simon Fraser University	3,417	1,506	40	11

St. Francis Xavier University	570	63	4	1
St. Thomas University	657		3	1
Thompson Rivers University	807	15	4	1
Trent University	1,575	111	10	3
Trinity Western University (2007 numbers)	333	150	4	1
Université de Moncton	510	258	6	2
Université de Montréal	2,931	2,781	56	15
Université de Sherbrooke	1,587	1,068	24	7
Université du Québec à Chicoutimi	927	381	10	3
Université du Québec à Montréal (inc Télé-université)	4,002	1,785	47	13
Université du Québec à Rimouski	456	264	6	2
Université du Québec à Trois- Rivières	972	360	10	3
Université du Québec en Abitibi- Témiscamingue	189	63	2	1
Université du Québec en Outaouais	615	354	8	2
Université Laval	3,069	1,677	41	11
Université Sainte-Anne	69		1	1
Université Saint-Paul	42	189	3	1
University of Alberta	3,915	975	35	10
University of British Columbia	4,797	2,424	61	17
University of Calgary	2,499	1,356	33	9

University of Guelph	2,616	774	25	7
University of King's College	237		1	1
University of Lethbridge	1,569	75	9	3
University of Manitoba	2,847	855	28	8
University of New Brunswick	1,494	285	12	3
University of Northern British Columbia	447	315	7	2
University of Ontario Institute of Technology	582	0	3	1
University of Ottawa / Université d'Ottawa	5,001	1,377	47	13
University of Prince Edward Island	447	90	4	1
University of Regina (2004 numbers)	1,197	201	9	3
University of Saskatchewan	1,644	810	21	6
University of the Fraser Valley (previously University College of the Fraser Valley)	165	6	1	1
University of Toronto	7,812	3,837	97	27
University of Victoria	2,340	1,254	31	8
University of Waterloo	1,920	594	19	5
University of Western Ontario	4,542	1,377	44	12
University of Windsor	2,712	378	20	5
University of Winnipeg	1,125	0	6	2
Vancouver Island University (previously Malaspina University College)	609	156	6	2

Wilfrid Laurier University	2,481	615	22	6
York University	8,754	1,944	75	21
TOTAL:	121,188	43,530	1,260	360

* Source Statistics Canada

DEPARTMENTAL PRIORITY RANKING SHEET

**SSHRC Joseph-Armand Bombardier
Canada Graduate Scholarships Program (CGS) Master's Competition
2012/2013**

DEADLINE: NOVEMBER 3, 2011

DEPARTMENT/SCHOOL OF:

CONTACT PERSON:

PHONE NUMBER:

- (a) Rank all applications in order of priority
- (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.

10.

11.

12.

13.

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.

MEMORANDUM

TO: Deans of Graduate Studies and
University Student Liaison Officers

DATE: August 12, 2011

FROM: Gordana Krcevinac, Director
Research Training Portfolio, SSHRC

SUBJECT: 2012-2013 SSHRC Doctoral Awards Competition

The Social Sciences and Humanities Research Council (SSHRC) is grateful for your invaluable contribution to the co-management of the SSHRC Doctoral Awards competition through the administration of the pre-selection of applications. We thank you for your continued participation in the delivery and success of this important funding opportunity.

In preparation for the upcoming competition, SSHRC once again asks for your assistance in ensuring that your departments are informed about the program. Below and attached, you will find updated program information and instructions relevant to the administration of the pre-selection process. The current package includes:

1. Program changes and important reminders for the 2012-2013 Doctoral Awards competition;
2. The *Roles and Responsibilities of Faculties of Graduate Studies in the Co-Management of the 2012-2013 Doctoral Awards Competition*; and
3. A series of relevant appendices.

Individual application quotas will be posted in the "Documents Specific to your Institution" section on SSHRC and the Natural Sciences and Engineering Research Council's secure website site at <https://secure.nserc.ca/>. Should you require access to this secure site, please send an email request to Anne-Marie Copeland-Ladouceur, at Anne-Marie.Copeland-Ladouceur@sshrc-crsh.gc.ca.

The description of the Doctoral Awards funding opportunity, application form, and instructions are now available on the SSHRC website at the following web address: http://www.sshrc-crsh.gc.ca/funding-financement/umbrella_programs-programme_cadre/talent-eng.aspx#a4.

If you have any questions concerning this funding opportunity, please address them to:

Roxanne Dompierre
Program Officer
Roxanne.Dompierre@sshrc-crsh.gc.ca
613-947-4094

1: CHANGES TO THE SSHRC DOCTORAL AWARDS FUNDING OPPORTUNITY AND IMPORTANT REMINDERS

Program Architecture Renewal (New)

By renewing its program architecture, SSHRC is creating a simpler, more flexible and effective system of application and assessment in the context of the changing research landscape and the increasing demand for social sciences and humanities research and training in all sectors of society. The development and gradual implementation of this renewed program architecture will be the key driver of SSHRC's efforts over the next two years.

Please note that the Doctoral Awards funding opportunity will remain unchanged for the next competition cycle as the Research Training Portfolio (formerly the Fellowships and Institutional Grants Division) undertakes a review of all its funding opportunities under the *Talent* program. Consultation with the university community on proposed options will be scheduled for this fall.

For more information on SSHRC's Program Architecture Renewal, please visit www.sshrc.gc.ca.

SSHRC's Obligations under the *Official Languages Act* (New)

Under the *Official Languages Act*, federal institutions, including SSHRC, must ensure respect for the rights of individual Canadians to receive services from federal institutions and organizations that provide services on their behalf, in the official language of their choice.

SSHRC is committed to promoting equitable access by:

- Ensuring that its funding opportunities enable the participation of both official language communities;
- Providing applicants with equitable access to the information and resources in the official language of their choice;
- Monitoring and promoting the participation of Official Language Minority Institutions (OLMI), researchers and students in its programs.

As partners in the co-delivery of SSHRC's Doctoral Awards funding opportunity, universities must respect the *Act* in the management of their internal selection processes. For the full text of the *Official Languages Act*, please visit <http://laws-lois.justice.gc.ca/eng/acts/O-3.01/FullText.html>.

Canadian Nuclear Safety Commission (New)

For the 2012 competition, the [Canadian Nuclear Safety Commission](#) will sponsor one Joseph-Armand Bombardier CGS Doctoral Scholarship for a successful applicant undertaking research in the social sciences and humanities on a topic related to the regulation of peaceful nuclear activities in Canada. Topics may include, but are not limited to, those such as environmental assessment and aboriginal consultations relating to nuclear activities; socio-economic effects of nuclear activities; trust-building and decision-making in a regulatory context; or the perception, communication and/or management of risks relating to ionizing radiation. Applicants are invited to indicate their related interest in their application form. For more information about this award, please contact:

Nanci Laroche
 Senior Research Program Officer
 Regulatory Research and Evaluation Division
[Canadian Nuclear Safety Commission](#)
 613-995-2609
Nanci.Laroche@cnsccsn.gc.ca

Eligibility of Subject Matter at SSHRC (Update)

SSHRC collaborates closely with the other federal granting agencies to encourage and promote support to the full range of social science and humanities research and research training, including collaboration across disciplines and subject areas. Applications submitted to SSHRC that would be more appropriately evaluated by NSERC or CIHR will not be accepted.

Applicants working in research areas where boundaries overlap are advised to state clearly in all applications for funding why they believe their proposals are appropriate for support by the agency to which they are submitting their application.

Research that is eligible for funding under the mandate of CIHR is not eligible for consideration at SSHRC. This includes research that is primarily intended to improve and/or increase knowledge of health, health care and health-care systems in Canada or internationally. For more information, applicants should consult the [General Guidelines for the Eligibility of Subject Matter at SSHRC](#).

SSHRC, CIHR and NSERC continue to work on further harmonizing the administration of their programs, including the rules and processes related to the subject matter eligibility of applications. While a more integrated approach is being developed, SSHRC encourages potential applicants and/or university student liaison officers to contact Council staff well in advance of submitting an application, if they have any questions regarding subject matter eligibility. Upon receipt of a draft research proposal, staff will immediately notify applicants that an eligibility review will be conducted. While SSHRC endeavours to provide timely advice in such cases, applicants will be advised to explore funding opportunities at one of the other federal granting agencies while their proposal is reviewed for eligibility, in order to ensure that deadlines are not missed. Applicants whose proposals are deemed not to fit within SSHRC's mandate will be informed in writing.

Please note that SSHRC does not [permit appeals](#) on grounds of subject matter eligibility.

Enhancements to SSHRC's Website (New)

In response to feedback received from student liaison officers, SSHRC has implemented a number of new features on its website, including:

- A new webpage listing upcoming competition deadlines:
 - <http://www.sshrc-crsh.gc.ca/funding-financement/deadlines-limités-eng.aspx>.
- Further improvements to the Resource Centre, which now includes helpful information and tips for students and postdoctoral researchers:
 - http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/resource_centre-centre_de_ressources-eng.aspx.
- The use of social media to publicize its funding opportunities and activities:
 - *Twitter*: http://twitter.com/#!/SSHRC_CRSH;
 - *Facebook*: <http://www.facebook.com/home.php#!/pages/Social-Sciences-and-Humanities-Research-in-Canada/108668929196739>; and
 - *YouTube*: <http://www.youtube.com/user/SSHRC1>.

Students who are or will be registered in a combined MA/PhD or fast-track program (accelerated from a master's program into a doctoral program without obtaining the master's degree) may apply to the [JAB CGS Master's Scholarships program](#), provided that they have completed less than 12 months of graduate-level studies at the time of the proposed start date of the award.

Students who are currently registered in a combined MA/PhD or fast-track program and have or will have completed 12 months or more of graduate-level studies as of the proposed start date of the award, may only apply to the Doctoral Awards program.

Combined Undergraduate/Doctoral Degree Programs (Reminder)

Students who are or will be registered in a combined undergraduate/doctoral program, may apply to the Doctoral Awards funding opportunity only for the period(s) during which they are enrolled full-time at the doctoral level.

Direct-Entry to Doctoral Programs (Reminder)

Students who are or will be registered as a direct-entry doctoral candidate, may only apply to the Doctoral Awards funding opportunity.

Calculation of the Number of Months of Doctoral Study Completed (Reminder)

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 are registered as a **direct-entry doctoral candidate**.

In the case of students who are applying for, or registered in, a **combined MA/PhD or fast-track program** (accelerated from a master's program into a doctoral program without obtaining the master's degree), SSHRC will not include the first 12 months of these programs in the calculation of the value and duration of the Doctoral Award.

In the case of students who are applying for, or registered in, a **combined undergraduate/doctoral program**, SSHRC will not include the first 36 months of the combined program in the calculation of the value and duration of the Doctoral Award.

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.

2: ROLES AND RESPONSIBILITIES OF FACULTIES OF GRADUATE STUDIES IN THE CO-MANAGEMENT OF THE 2012-2013 DOCTORAL AWARDS COMPETITION

In an effort to assist universities with the pre-selection process, we request your collaboration in following 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 submitting applications, which is **January 9, 2012**.

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.

Verification of Applications

Status of Applicants and Where to Apply

Applicants registered in a degree program at a Canadian university with a quota the time of application must apply through the university. In addition, applicants registered concurrently in a degree program at a Canadian university with a quota and a foreign university must apply through the Canadian university.

Completeness, Eligibility, and Quality of Applications

Applications should be verified for completeness, legibility of documentation, and the eligibility of the applicants. Please ensure that the research proposal falls under SSHRC's mandate. The updated guidelines for subject eligibility at SSHRC can be found on our website at http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx. If in doubt, please consult SSHRC staff.

Incomplete or ineligible applications will not be accepted by SSHRC.

Multiple Applications

Please note that, in any given academic year, applicants may submit only one application to SSHRC. Also, fellowship and scholarship applicants may only submit one application in each academic year to either SSHRC or NSERC or CIHR. The only exception to this rule is that applicants may simultaneously apply to both the SSHRC Doctoral Awards and the Vanier Canada Graduate Scholarships funding opportunities. In addition, successful applicants can only take up one award.

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**). The purpose of the review is to identify applications which are recommended to SSHRC for the National Competition and to identify applications which are not recommended. We are also enclosing a copy of the marking scheme used at SSHRC, as well as an assessment form that may be useful for committee members (see **Appendices B and C**).

Lists of Recommended and Non-Recommended Applicants

SSHRC would appreciate receiving, as soon as possible after the meeting of the university selection committee(s), a list of recommended candidates (A-List) and a list of non-recommended applicants (B-List). These lists must be submitted by Monday, **January 9, 2012**. They include:

- the A-List which should be submitted together with a complete application for each recommended applicant; and
- the B-List which should be submitted together with the Application Profile page and the Identification Sheets (**pages 1, 2 and 3 of the application**) of each non-recommended applicant.

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

Announcement of Results to Non-Recommended Candidates

Applicants who are not being recommended to the SSHRC national Doctoral competition must be advised as soon as possible by the Faculty of Graduate Studies of the result of their application. Faculties of Graduate Studies are asked to deal with appeals according to SSHRC's appeal procedures, a copy of which is attached (**Appendix F**).

Announcement of Final Results

Once SSHRC has completed its national competition, each university will receive three lists: a list of the results for all candidates which that university forwarded to the National Competition, a list of successful candidates who had indicated the intent to take up the award at that university, and a complete list of all successful applicants in the competition.

SSHRC will send individual results to each candidate by mail. However, the Faculty of Graduate Studies may release the results to candidates on its A-List.

APPENDIX A

GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)

The following selection criteria are used by the SSHRC's adjudication committees and must be used by the university selection committee(s) in evaluating candidates.

Selection committees evaluate applicants solely on academic merit, measured by:

- past academic results, demonstrated by transcripts, awards and distinctions;
- the program of study and research and its potential contribution to the advancement of knowledge;
- relevant professional and academic experience, including research training, as demonstrated by conference presentations and scholarly publications;
- two written evaluations from referees; and
- the departmental appraisal.

The university selection committee(s) should not assign particular weights to the above criteria, but should take each into consideration when evaluating the candidates. However, in applying the evaluation criteria, it is appropriate to take into account the individual applicant's stage in his or her academic program.

While committee members are expected to take into account the year of study in order to fairly evaluate candidates at different stages of their academic programs, this is not in itself a criterion to be evaluated.

Although candidates have been asked to justify their choice of university, the proposed location of tenure is not a factor in the selection process.

Universities may use their own marking scheme or adopt SSHRC's model with its own committees; please find enclosed the guidelines which are sent to our selection committee members (Appendix B).

APPENDIX B

MARKING SCHEME USED BY SSHRC SELECTION COMMITTEES

To facilitate the ranking of all applicants in the fellowships competitions, the Council has developed a 100-point and a 10-point scale for marking applications. Large universities may wish to use the 100-point scale to facilitate the ranking of applications, while small universities may prefer the 10-point scale. Using this scale, the marks must be distributed according to the proportions specified in the columns below. Marks should not be interpreted as absolute values, but rather as measures of standing, relative to the other candidates in the competition.

For the system to work properly, it is imperative for members to rigorously apply this distribution formula.

Score 10 - point scale	Score 100 - point scale	% of applications to be assigned the score
10 (highest score)	90 - 100 (highest mark)	2%
9	80 - 89.9	5%
8	70 - 79.9	10%
7	60 - 69.9	14%
6	50 - 59.9	19%
5	40 - 49.9	19%
4	30 - 39.9	14%
3	20 - 29.9	10%
2	10 - 19.9	5%
1 (lowest score)	1 - 9.9 (lowest score)	2%

The recommended procedure to generate the desired distribution is:

For each application, fill out the assessment form provided and allocate a mark (from 1 to 100 or from 1 to 10). You should provide enough detail on the assessment form for easy reference when reviewing your marks. (Please see Appendix C for a copy of the assessment form used by SSHRC).

Sort the assessment forms into groups according to the mark you have given. That is, put all the 90 to 100's (or the 10's) in one group, all the 80 to 89.9 (or the 9's) in another, etc.

Review your initial distribution, beginning with the applications marked at the top. If the applications in this group exceed the allowed number, rank them on the basis of your comments on the assessment sheets. Keep the required number in the top category and add the ones at the bottom of the list to the next group. If you have too few in the top category, proceed to the next category and rank them. Place the highest scoring application(s) from this group in the top category until the desired number is reached.

If the above procedure is followed for each category, at the end of this process the marks should be distributed as required. This procedure ensures that, when combined, the marks of the committee members make possible a final listing of recommended candidates.

APPENDIX F

APPEALS PROCEDURES

University administrators are asked to address appeals in compliance with SSHRC's appeals procedures: <http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/appeals-appels-eng.aspx>.

Only those appeals based on the grounds that there has been a procedural or administrative error in the adjudication process should be considered. For example, an applicant might contend that certain documentation was lost or not considered in the evaluation of a proposal and that the application had therefore not been considered fairly in competition with all others. Complaints based on a lack of due process should be investigated by an official of the Faculty of Graduate Studies.

Because of the competitive nature of the selection process, universities must not consider appeals based upon disagreement with the academic judgment of a university selection committee, including its interpretation of assessments or its evaluation of a proposal.

SSHRC will reroute letters challenging a university's decision to the appropriate university administrator.

DEPARTMENTAL PRIORITY RANKING SHEET

**SSHRC CANADIAN GRADUATE SCHOLARSHIPS DOCTORAL COMPETITION
2012/2013**

DEADLINE: NOVEMBER 3, 2011

DEPARTMENT/SCHOOL OF:

CONTACT PERSON:

PHONE NUMBER:

- (a) Rank all applications in order of priority
- (b) Students may not be ranked as equal
- (c) Do not recommend students with a GPA of less than 3.75 in the last two completed years of study

NAME OF STUDENT	RECOMMENDED	NOT RECOMMENDED	COMMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

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.